



## Central Yavapai Metropolitan Planning Organization

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[www.cympo.org](http://www.cympo.org)

# FISCAL YEARS 2024 and 2025 UNIFIED PLANNING WORK PROGRAM and BUDGET

For a Comprehensive, Cooperative, and Continuing  
Transportation Planning Process

### Fiscal Year Terminology

#### ***State & CYMPO Fiscal Year '24 (FY 24)***

July 1, 2023 – June 30, 2024

#### ***FHWA Federal Fiscal Year '24 (FFY 24)***

October 1, 2023 – September 30, 2024

#### ***FTA Federal Fiscal Year '24 (FFY 24)***

October 1, 2024 – September 30, 2025

**Approved on May 10, 2023, by the:  
CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE**

**Approved on May 17, 2023, by the: CENTRAL YAVAPAI METROPOLITAN  
PLANNING ORGANIZATION  
EXECUTIVE BOARD**

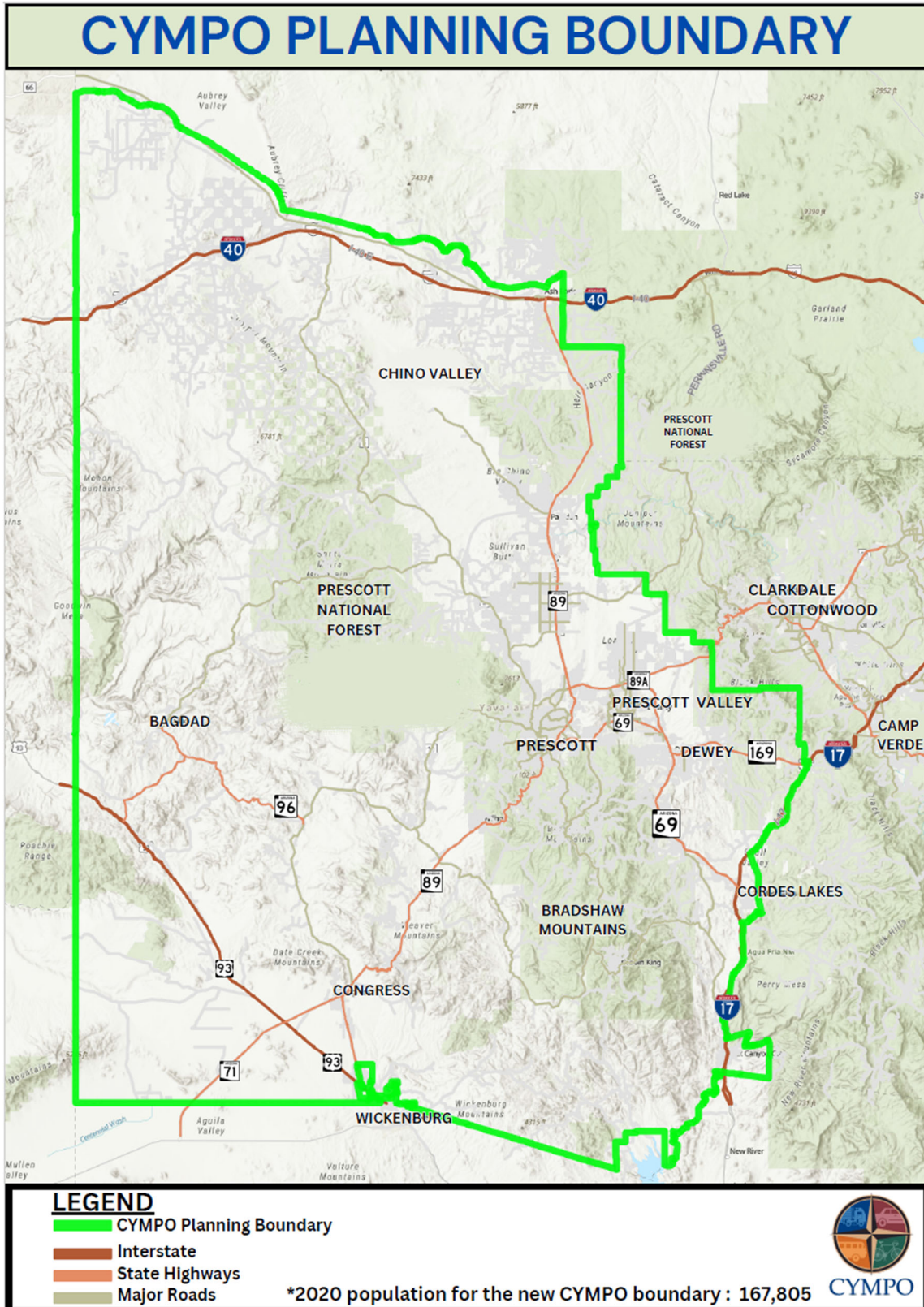
This report was prepared in cooperation with Yavapai County, City of Prescott,  
Towns of Prescott Valley, Chino Valley, and Dewey-Humboldt, Arizona Department of  
Transportation, Federal Transit Administration, Federal Highway Administration, and USDA  
Forest Service

**Tentatively Amended March 26, 2025**

Assistance Listing FHWA: 20.205  
Assistance Listing FTA: 20.513  
Assistance Listing FTA 5305d: 20.505



## CYMPO Planning Boundary Map



## **SECTION II**

### **ORGANIZATION AND MANAGEMENT**

#### **Staffing Roles and Responsibilities**

CYMPO staff consists of an Executive Director, two Planners, an Administrative Assistant, a Grants Administrator, and a Transit Development Manager. The CYMPO Executive Board appoints the Executive Director, who then reports directly to them. Additionally, the Executive Director supervises the Planners Administrative Assistant, Grants Administrator, and Transit Development Manager. Although each employee has an assigned job description, employees work as a team and share responsibilities of the organization to ensure that all assignments are completed.

Yavapai County is the human resources and fiduciary arm of CYMPO and provides staffing, purchasing services, accounting services, human resource/payroll services, and policies and procedures. Yavapai County Finance pays all expenses as incurred. ADOT, Yavapai County, the City of Prescott, and the Towns of Prescott Valley, Chino Valley and Dewey-Humboldt then reimburse Yavapai County Finance accordingly.

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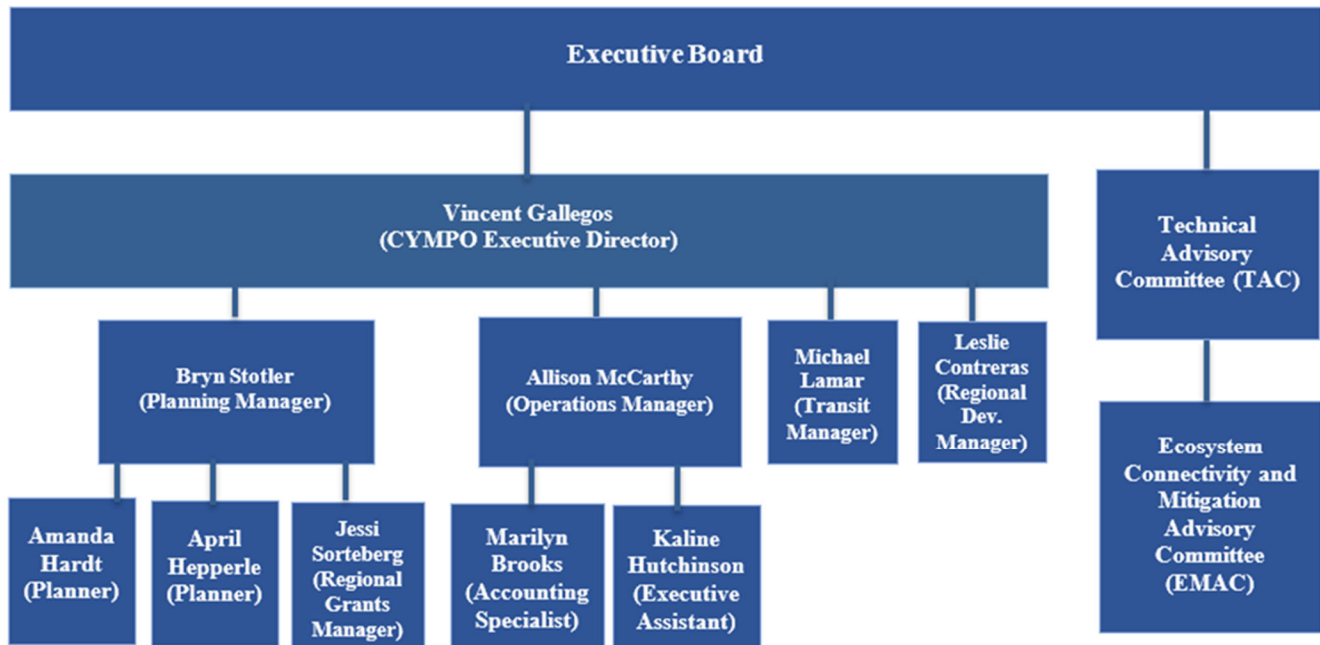
#### **FY 2024-2025 CYMPO STAFF**

- Vincent Gallegos, Executive Director
- Michael Lamar, Transit Manager
- Leslie Contreras, Regional Development Manager
- Bryn Stotler, Planning Manager
- Amanda Hardt, Planner
- April Hepperle, Planner
- Jessi Sorteberg, Regional Grants Manager
- Allison McCarthy, Operations Manager
- Kaline Hutchinson, Executive Assistant
- Marilyn Brooks, Accounting Specialist



## Central Yavapai Metropolitan Planning Organization Organizational Chart

Figure 2



### Committee Structures

**The CYMPO Executive Board** consists of six elected or appointed officials from the City of Prescott, the Towns of Chino Valley, Dewey-Humboldt and Prescott Valley, Yavapai County and ADOT. It is the function of the Executive Board to act as a policy body coordinating transportation planning and related implementation activities within the CYMPO planning region. The Board must approve all agreements and contracts and the Chair, or designee, must sign all appropriate documents related to contracts and agreements of CYMPO. The positions of Chair, Vice-Chair, and Secretary-Treasurer are elected on an annual basis.

**The CYMPO Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives of the Towns of Chino Valley, Prescott Valley, Dewey-Humboldt, the City of Prescott, and Yavapai County. In addition to the five jurisdictions, ADOT Northwest District Office and Multi-modal Planning Division are voting members of the TAC, as is the U.S. Forest Service. The positions of Chair and Vice-Chair are elected on an annual basis.

The TAC works in an advisory role to the Executive Board and its primary responsibility is to conduct technical reviews and analysis regarding project related activity of the Metropolitan Transportation Improvement Program (MTIP) and the Unified Planning Work Program (UPWP), as well as any related issues directed by CYMPO's Executive Board.

**The CYMPO Ecosystem Connectivity and Mitigation Advisory Committee (EMAC)** is composed of seven voting members from ADOT NW District Environmental, AZ Game & Fish, City of Prescott Community Planning Staff, Prescott National Forest, and three private citizens who reside within the CYMPO planning boundary.



## CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION (CYMPO)

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### 2025 EXECUTIVE BOARD

Tom Armstrong  
CYMPO Board **Chair**  
Councilmember, Town of Chino Valley

Kell Palguta  
CYMPO Board **Vice-Chair**  
Mayor, Town of Prescott Valley

**Chris Kuknyo**  
CYMPO Secretary/Treasurer  
Yavapai County Board of Supervisors

**Matthew Fenn**  
CYMPO Member  
Mayor, Town of Dewey-Humboldt

Phil Goode  
CYMPO Member  
Mayor, City of Prescott

**Sam Elters**  
CYMPO Board Member  
ADOT District 6 Representative

\*Election of officers to be held annually in November

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### 2025 TECHNICAL ADVISORY COMMITTEE (TAC)

Gwen Rowitsch  
CYMPO Chair  
Public Works Director  
City of Prescott

Heather Ruder  
CYMPO **Vice-Chair**  
Public Works Director  
Town of Prescott Valley

Frank Marbury  
Public Works Director/Town Engineer  
Town of Chino Valley

**Roger McCormick**  
Public Works Director  
Yavapai County

**Jade Peddie**  
Public Works Supervisor  
Town of Dewey-Humboldt

Andrew Roth, PE  
Assistant Northwest District Engineer  
ADOT Northwest District

**Ruth Garcia**  
Regional Transportation Planner  
ADOT Multimodal Division

VACANT  
Prescott National Forest  
U. S. Forest Service

\*Election of officers to be held annually in November





- Completed Regional Adaptive Control Technology (ASCT) Assessment of Need, Benefit, and Implementation Plan
- Completed the Crash Data Analysis & Highway Safety Improvement Program (HSIP) Applications project
- Worked with member agencies to ensure Highway Performance Monitoring Systems (HPMS) data is provided to ADOT on a regular basis.
- Sundog Connector Design Concept Report & Environmental Overview (DCR & EO) project
- State Route 69 Urbanized Corridor Master Plan

#### **Capital Expenditures**

None anticipated

#### **Local Match Sources**

Local match is collected via in-kind or cash contributions. Contributors include Yavapai County, City of Prescott, Towns of Prescott Valley, Dewey-Humboldt and Chino Valley, and eligible project stakeholders.

### **201 Crash Data Analysis and Highway Safety Improvement Program (HSIP) Applications**

#### **FY 2024 Proposed Activities**

- Solicit consulting services to perform a crash data analysis of the region and to prepare HSIP applications on behalf of the region
- Assist member agencies with the ADOT HSIP Call for Projects and application process

#### **FY 2022 – FY 2023 Accomplishments**

- Assisted member agencies with successful ADOT HSIP applications

#### **Capital Expenditures**

None anticipated

#### **Local Match Sources**

Local match is collected via in-kind or cash contributions. Contributors include Yavapai County, City of Prescott, Towns of Prescott Valley, Dewey-Humboldt and Chino Valley, and eligible project stakeholders.

### **Work Element: 300 Public Engagement and Education**

Since 2016, CYMPO has partnered with Sparklight to partake in a Safe Driving Education Campaign. In effort to engage and educate the greater public regarding CYMPO's projects and regional efforts, CYMPO will work with local media outlets to distribute information regarding CYMPO's projects and regional efforts. In addition, CYMPO will perform an update to its website to provide visitors with a user-friendly experience to easily access information and participate in surveys.

#### **FY 2024 - 2025 Proposed Activities**

- In partnership with Sparklight Media, develop and promote CYMPO project information
- In partnership with local radio stations, develop and promote CYMPO project information
- Update and implement a new CYMPO website



- Continue the distracted, aggressive, speeding, and impaired driving public service announcements through a targeted campaign utilizing web-based and television methods
- Continue to develop and collect information for the D3 Don't Drive Distracted webpage
- Develop partnerships with shared vision of safe driving

#### **FY 2022 – FY 2023 Accomplishments**

- Produced six (6) anti-distracted driving commercials each year
- Developed D3 Don't Drive Distracted website to provide information and resources regarding the dangers of driving aggressively or distracted

#### **Capital Expenditures**

None anticipated

#### **Local Match Sources**

Local match is collected via in-kind or cash contributions. Contributors include Yavapai County, City of Prescott, Towns of Prescott Valley, Dewey-Humboldt and Chino Valley, and eligible project stakeholders.

### **Work Element: 400 Transit and Multimodal Activities**

#### **401 Coordinated Mobility Management**

The objective of coordinated mobility management is to develop and provide program and/or project support for mobility planning efforts, including the development of a Coordinated Public Transit/Human Services Transportation Plan.

Through working with the established Local Coordination Committee (LCC), CYMPO will provide continued support to address enhanced coordination and topics of mutual interest to local human services providers. This Committee includes the region's transportation providers, human services agency administrators, interested citizens, and CYMPO staff.

CYMPO, ADOT and the providers of public transportation will cooperatively work together in developing and sharing information related to data, performance targets, and reporting for the region in accordance to 23 CFR Part 450.314(h).

Beginning in January of 2021, the Town of Prescott Valley accepted CARES Act 5307 funding to develop and implement a phased micro transit/demand-response transit program. CYMPO will provide support to the Town in areas such as planning, regional coordination, and networking across transit stakeholders as needed or beneficial to the Town of Prescott Valley system.

#### **FY 2024 - 2025 Proposed Activities**

- Monitor federal, state, and local legislation and policy activities
- Provide ongoing staff and technical support to the Local Coordination Committee members
- Coordinate training/workshops for transit and human services agency staff
- Act as the regional mobility planning liaison for ADOT, assisting with outreach, coordination, technical and eGrants software support, and application review through the grantmaking cycle
- Provide general technical assistance to public and private transportation programs



**Table 4: FY25 Operational Planning Activity Budget**

CYMPO									
Fiscal Year 2025 Budget									
Anticipated Revenues									
	Fund Source	Budget Amount	FTA		CPG		FHWA		
			5310	5307	5305(d)	PL	SPR	STBG	CRP
Revenues	FY24 Federal Carry Forward							\$ 103,000	
	FY25 Federal Amount	\$ 3,491,680	\$ 75,000	\$ 1,882,731	\$ 97,338	\$ 159,823	\$ 125,000	\$ 953,618	\$ 198,170
	FY25 Transfer from NACOG - Boundary Expansion							\$ 54,480	
	PL SATO								\$ 214,914
	FY25 Obligation Authority (OA Rate 94.9%)	\$ 3,786,511	\$ 75,000	\$ 1,882,731	\$ 97,338	\$ 159,823	\$ 57,544	\$ 1,111,098	\$ 402,977
	Local Match	\$ 935,769	\$ 18,750	\$ 789,646	\$ 5,884	\$ 9,661	\$ 14,386	\$ 73,085	\$ 24,358
	Required Match Percentage		20%	20% and 50%	5.7%	5.7%	20%	5.7%	5.7%
	<b>Federal Awards Obligated</b>	<b>\$ 2,006,780</b>	<b>\$ 75,000</b>		<b>\$ 97,338</b>	<b>\$ 159,823</b>	<b>\$ 57,544</b>	<b>\$ 1,214,098</b>	<b>\$ 402,977</b>
	<b>TOTAL (Federal &amp; Match)</b>	<b>\$ 2,152,903</b>	<b>\$ 93,750</b>		<b>\$ 103,222</b>	<b>\$ 169,484</b>	<b>\$ 71,930</b>	<b>\$ 1,287,183</b>	<b>\$ 427,335</b>
Operating	<b>Anticipated Expenditures</b>								
	Personnel Services	\$ 1,125,423	\$ 75,000	\$ 452,998	\$ 97,338	\$ 159,823	\$ 57,544	\$ 282,720	
	Operating Expenses	\$ 151,848					\$ -	\$ 151,848	
	<b>Operating Subtotal</b>	<b>\$ 1,277,271</b>	<b>\$ 75,000</b>	<b>\$ 452,998</b>	<b>\$ 97,338</b>	<b>\$ 159,823</b>	<b>\$ 57,544</b>	<b>\$ 434,568</b>	<b>\$ -</b>
Plans	<b>Planning Studies</b>								
	LTAP Training	\$ 5,000						\$ 5,000	
	Public Engagement and Education	\$ 46,000						\$ 46,000	
	2050 Regional Transportation Plan	\$ 70,876						\$ 70,876	
	Environmental Needs Assessment & Carbon Reduction Strategy	\$ 13,420						\$ 13,420	
	SR89 Corridor Master Plan	\$ 300,000						\$ 300,000	
	Regional Trails Plan								\$ 150,000
	Project - To be Determined	\$ 1,923,944		\$ 1,429,733				\$ 241,234	\$ 252,977
	<b>Plans Subtotal</b>	<b>\$ 2,359,240</b>	<b>\$ -</b>	<b>\$ 1,429,733</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 676,530</b>	<b>\$ 402,977</b>
	<b>TOTAL</b>	<b>\$ 3,636,511</b>	<b>\$ 75,000</b>	<b>\$ 1,882,731</b>	<b>\$ 97,338</b>	<b>\$ 159,823</b>	<b>\$ 57,544</b>	<b>\$ 1,111,098</b>	<b>\$ 402,977</b>

