

Central Yavapai Metropolitan Planning Organization

1971 Commerce Center Circle, Suite E,
Prescott, AZ 86301
(928) 442-5730 ♦ (928) 442-5736 Fax
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**

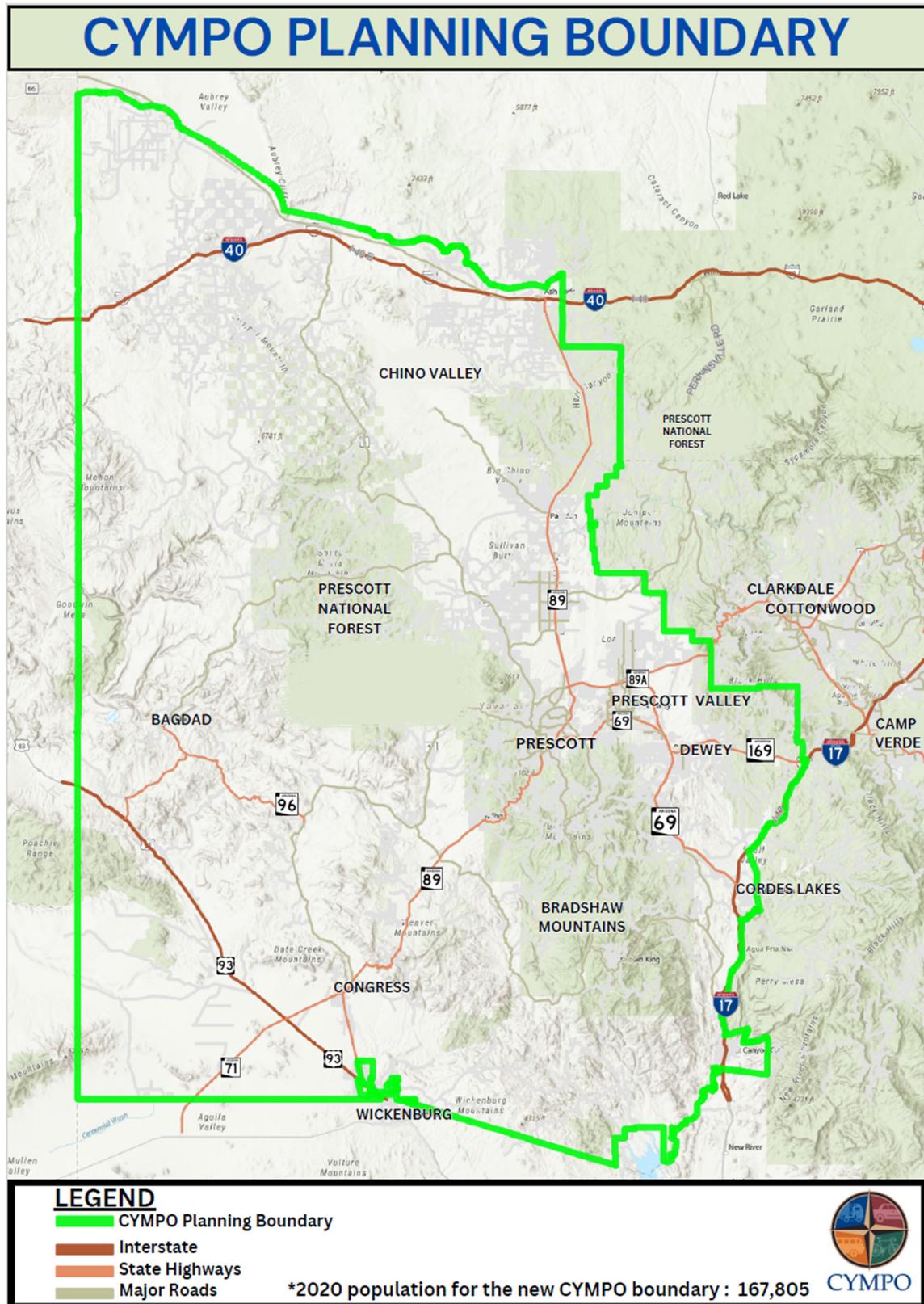
**Approved on May 17, 2023, by the: CENTRAL YAVAPAI METROPOLITAN
PLANNING ORGANIZATION
EXECUTIVE BOARD**

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

Figure 1
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.

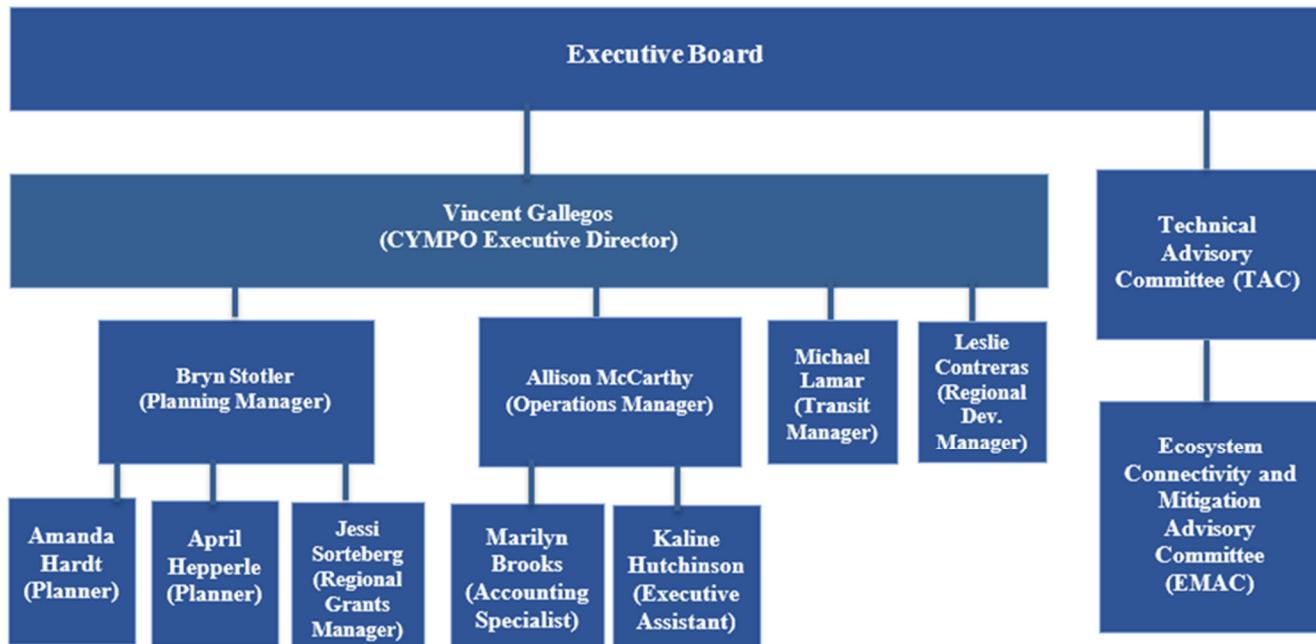
Yavapai County is the human resources and fiduciary arm of CYMPO and provides staffing, purchasing services, accounting services, human resource/payroll services, and policies and procedures. Yavapai County Finance pays all expenses as incurred. ADOT, Yavapai County, the City of Prescott, and the Towns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

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)

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

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~~

DELETE

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																				
		FTA		FHWA																
Revenues	Fund Source		Budget Amount		5310	5307	CPG		SPR	STBG										
	FY24 Federal Carry Forward									CRP										
	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										
Operations	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%										
	Federal Awards Obligated		\$ 2,006,780	\$ 75,000		\$ 97,338	\$ 159,823	\$ 57,544	\$ 1,214,098	\$ 402,977										
	TOTAL (Federal & Match)		\$ 2,152,903	\$ 93,750		\$ 103,222	\$ 169,484	\$ 71,930	\$ 1,287,183	\$ 427,335										
Anticipated Expenditures																				
Operating	Personnel Services		\$ 1,125,423	\$ 75,000	\$ 452,998	\$ 97,338	\$ 159,823	\$ 57,544	\$ 282,720											
	Operating Expenses		\$ 151,848					\$ -	\$ 151,848											
	Operating Subtotal		\$ 1,277,271	\$ 75,000	\$ 452,998	\$ 97,338	\$ 159,823	\$ 57,544	\$ 434,568	\$ -										
Plans	Planning Studies																			
	LTAP Training																			
	\$ 5,000																			
	Public Engagement and Education																			
	\$ 46,000																			
	2050 Regional Transportation Plan																			
	\$ 70,876																			
	Environmental Needs Assessment & Carbon Reduction Strategy																			
Regional	\$ 13,420																			
	SR89 Corridor Master Plan																			
	\$ 300,000																			
	Regional Trails Plan																			
	\$ 150,000																			
Projects	Project - To be Determined																			
	\$ 1,923,944																			
Subtotal	Plans Subtotal																			
	\$ 2,359,240																			
TOTAL																				
\$ 3,636,511																				
\$ 75,000																				
\$ 1,882,731																				
\$ 97,338																				
\$ 159,823																				
\$ 57,544																				
\$ 1,111,098																				
\$ 402,977																				

