

Title VI Implementation Plan

City of Cottonwood / Cottonwood Area Transit Public Participation Plan 2020



"Inspiring a Vibrant Community"



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Para Información en Español: Amber Richards, CAT Office Administrator

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Executive Summary

Cottonwood Area Transit (CAT) provides local transit services for Cottonwood, Clarkdale and Verde Villages. CAT operates four fixed routes plus complementary Paratransit services. CAT also operated the Verde Lynx commuter route that serves Cottonwood and Sedona. Cottonwood routes run Monday – Friday, 6:45 am to 6:45 pm. Verde Lynx routes run 7 days a week, 6:00 am – 7:15 pm Monday – Saturday, and 7:30 am – 6:00 pm on Sunday. CAT also provides complementary ADA paratransit service 5 days a week for CAT routes.

Cottonwood has had a transit system in place since the mid 1980's. It has grown from one purple bus to 10 active buses daily and over 160,000 passengers carried during the last fiscal year (ended 6/30/2020). Cottonwood Area Transit, in 2016, was awarded AzTA's 2016 Small Urban / Rural Transit System of the Year award. CAT works with other organizations to assist them in their transportation needs and is very active in coordinating transportation for the elderly, the disabled, and non-drivers of all ages.

What type of program fund(s) did you apply for?

- 5310
- 5311
- Other (please explain) _____

Type of Funding Requests? (Check all that apply)

- Vehicle Funds
- Operating Funds
- Other (please explain) Capital funding

Is your agency receiving direct funds from FTA?

- If yes, please attach a copy of your FTA letter of approval of Title VI Plan.
- No

Non Discrimination Policy Statement

The **City of Cottonwood / Cottonwood Area Transit** policy assures full compliance with Title VI of the Civil Rights act of 1964, the Restoration Act of 1987, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any **City of Cottonwood / Cottonwood Area Transit** sponsored program or activity. There is no distinction between the sources of funding.

City of Cottonwood / Cottonwood Area Transit also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, **City of Cottonwood / Cottonwood Area Transit** will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When **City of Cottonwood / Cottonwood Area Transit** distributes Federal-aid funds to another entity/person, **City of Cottonwood / Cottonwood Area Transit** will ensure all sub-recipients fully comply with **City of Cottonwood / Cottonwood Area Transit** Title VI Nondiscrimination Program requirements. The **Mayor of Cottonwood, Arizona** has delegated the authority to **Amanda Wilber, Human Resources/Risk Manager**, Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

Non Discrimination Notice to the Public

Notifying the Public of Rights Under Title VI and ADA City of Cottonwood / Cottonwood Area Transit Public Participation Plan

City of Cottonwood / Cottonwood Area Transit Public Participation Plan operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **City of Cottonwood / Cottonwood Area Transit Public Participation Plan**.

For more information on the **City of Cottonwood / Cottonwood Area Transit Public Participation Plan's** civil rights program, and the procedures to file a complaint, contact **Amanda Wilber, HR Manager, (928) 340-2713, (TTY 7-1-1); email awilber@cottonwoodaz.gov**; or visit our administrative office at **816 N. Main Street, Cottonwood, AZ 86326**. For more information, visit **www.ride-cat.com**.

Complaints may be filed directly with the Arizona Department of Transportation (**ADOT**) **Civil Rights Office**. ATTN: Title VI Program Coordinator 206 S. 17TH Ave MD 155A Phoenix, AZ RM: 183 Phoenix AZ, 85007 or with the Federal Transit Administration (**FTA**). ATTN: Title VI Program Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact **(928) 634-2287**. *Para información en Español llame: **Amber Richards, CAT Office Administrator**

The above notice is posted in the following locations: City and CAT offices, CAT buses, on schedules.

This notice is posted online at www.ride-cat.com

Non Discrimination Notice to the Public - Spanish

Aviso Público Sobre los Derechos Bajo el Título VI Y ADA City of Cottonwood / Cottonwood Area Transit Public Participation Plan

City of Cottonwood / Cottonwood Area Transit Public Participation Plan (y sus subcontratistas, si *cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán proveídos sin consideración a su raza, color, país de origen, o discapacidad.

Para obtener más información sobre el programa de Derechos Civiles de **City of Cottonwood / Cottonwood Area Transit Public Participation Plan**, y los procedimientos para presentar una queja, contacte **Amanda Wilber, HR Manager (928) 340-2713, (TTY 7-1-1)**; o visite nuestra oficina administrativa en **816 N. Main Street, Cottonwood, AZ 86326**. Para obtener más información, visite **www.ride-cat.com**

Una queja puede ser presentada con la oficina de Derechos Civiles del Departamento de Transporte de Arizona (**ADOT**). Atención: Title VI Program Manager, 206 S. 17th Ave MD 155A Phoenix AZ, 85007 o con la Administración Federal de Transporte (**FTA**). Atención: Title VI Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language or format, contact (928) 634-2287. Para información en Español llame: Amber Richards, CAT Office Administrator

The above notice is posted in the following locations: City and CAT offices, CAT Buses, on Schedules.

This notice is posted online at www.ride-cat.com

Non Discrimination ADA/Title VI Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within **180** calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** or submitted to the State or Federal authority for guidance.

- (7) **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** will notify the ADOT Civil Rights Office of ALL Discrimination complaints within 72 hours via telephone at 602-712-8946; or email at civilrightsoffice@azdot.gov.
- (8) **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** has **30** business days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has **30** business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within **30** business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Discrimination violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- (10) A copy of either the closure letter or LOF must be also be submitted to ADOT within **72** hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** decision may file a complaint with the Arizona Department of Transportation (**ADOT**) or the Federal Transit Administration (**FTA**) offices of Civil Rights: **ADOT**: ATTN ADA/Title VI Program Coordinator 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (12) A copy of these procedures can be found online at: www.ride-cat.com.

If information is needed in another language, contact **(928) 634-2287**. *Para información en Español llame: **Amber Richards, CAT Office Administrator**

Discrimination ADA/Title VI Complaint Form

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section III:		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin <input type="checkbox"/> Disability
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section VI:		
Have you previously filed a Discrimination Complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

Section V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____

Federal Court: _____ State Agency: _____

State Court : _____ Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI:

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are **required** below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:

City of Cottonwood / Cottonwood Area Transit Public Participation Plan

Amanda Wilber, HR Manager

816 N. Main Street, Cottonwood, AZ 86326

(928) 340-2713

awilber@cottonwoodaz.gov

If information is needed in another language, contact **(928) 634-2287**. *Para información en Español llame: **Amber Richards, CAT Office Administrator**

A copy of this form can be found online at **www.ride-cat.com**

Discrimination ADA/Title VI Investigations, Complaints, and Lawsuits

If no investigations, lawsuits, or complaints were filed select the option below.

City of Cottonwood / Cottonwood Area Transit Public Participation Plan has not had any ADA nor Title VI Discrimination complaints, investigations, or lawsuits in **2019-2020**.

Complainant	Date (Month, Day, Year)	Basis of Complaint (Race, Color, National Origin or Disability)	Summary of Allegation	Status	Action(s) Taken	Final Findings?
Investigations						
1)						
2)						
Lawsuits						
1)						
2)						
Complaints						
1)						
2)						

Public Participation Plan

City of Cottonwood / Cottonwood Area Transit Public Participation Plan 2020



"Inspiring a Vibrant Community"



(928) 340-2713

City of Cottonwood / Cottonwood Area Transit Public Participation Plan is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys.

As an agency receiving federal financial assistance, City of Cottonwood / Cottonwood Area Transit Public Participation Plan made the following community outreach efforts and activities to engage minority and Limited English Proficient populations since the last Title VI Plan submittal to ADOT CRO.

- X Expand the distribution of agency brochures
- X Advertise public announcements through newspapers, fliers, or radio
- X Post the Nondiscrimination Public Notices to the following locations:
 - X Within transportation vehicles
 - X Pick up and drop off stations
 - X Lobby of agency
- X Partner with other local agencies to advertise services provided.
- X Host public information meetings and or hearings (minimally 1st and 3rd Tuesdays of the month)
- X Add public interactive content to the agency's webpage for the public e.g. social media, to communicate schedule changes or activities: www.cottonwoodaz.gov.
- X Host an information booth at a community event (Job fairs, Special Events throughout the year)
- X Update agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures.

City of Cottonwood / Cottonwood Area Transit will make the following community outreach efforts for the **upcoming year**:

- X Expand the distribution of agency brochures
 - X Advertise public announcements through newspapers, fliers, or radio
 - X Post the Nondiscrimination Public Notices to the following locations:
 - X Within transportation vehicles
 - X Pick up and drop off stations
 - X Lobby of agency
 - X Partner with other local agencies to advertise services provided.
 - X Host public information meetings and or hearings.
 - X Add public interactive content to the agency's webpage for the public e.g. social media, to communicate schedule changes or activities.
 - X Host an information booth at a community event
 - X Update agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures.
- List other _____

(1) Transit Advisory Meetings – Public meetings held every other month with the majority stakeholders to discuss transit operations and plans. Usually held in the large conference room at the Cottonwood Recreation Center.

(2) Transportation Manager has participated in numerous community events where transportation issues were the focus of the event such as roundtables, community action group events, special meetings at senior centers and senior community centers.

(3) City Council meetings when transit issues are being discussed as part of the agenda.

(4) Coordination meetings with NACOG and other transit providers every other month.

(5) Transportation Planning Organization meetings for Yavapai County every other month in the Yavapai County offices.

(6) Work with Chambers of Commerce, Catholic Charities, Goodwill, DES and others to provide transit passes for special events such as Job Fairs, employment events, job interviews, job training, and educational events.

(7) Ads appear in several relocation guides and on associated websites for people looking to move into the area.

(8) All meeting notices and special event notices appear in the local papers, are run as public service announcements on the local radio stations, are posted in city offices and primary pass purchasing offices, as well as on all the buses.

In the upcoming year, City of Cottonwood / Cottonwood Area Transit will make the following community outreach efforts:

(1) Transit Advisory Meetings – Public meetings held every other month with the majority stakeholders to discuss transit operations and plans. Usually held in the large conference room at the Cottonwood Recreation Center.

(2) Transportation Manager has participated in numerous community events where transportation issues were the focus of the event such as roundtables, community action group events, special meetings at senior centers and senior community centers.

(3) City Council meetings when transit issues are being discussed as part of the agenda.

(4) Coordination meetings with NACOG and other transit providers every other month.

(5) Transportation Planning Organization meetings for Yavapai County every other month in the Yavapai County offices.

(6) Work with Chamber of Commerce, Catholic Charities, Goodwill, DES and others to provide transit passes for special events such as Job Fairs, employment events, job interviews, job training, and educational events.

(7) Ads appear in several relocation guides and on associated websites for people looking to move into the area.

(8) All meeting notices and special event notices appear in the local papers, are run as public service announcements on the local radio stations, are posted in city offices and primary pass purchasing offices, as well as on all the buses.

Public Meetings:

(1) Public meetings are scheduled to increase the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during non-traditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.

(2) When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction.

(3) Public meetings are held in locations accessible to people with disabilities and are located near a transit route when possible.

City of Cottonwood / Cottonwood Area Transit submits to the Arizona Department of Transportation annually an application for funding. Part of the annual application is a public notice, which includes a 30-day public comment period.



NEWS RELEASE City of Cottonwood, AZ

For Immediate Release

Date: February 21, 2020

Contacts: Bruce D. Morrow, Transportation Manager
bmorrow@cottonwoodaz.gov

634-2287 x2755

CITY OF COTTONWOOD ANNOUNCES INTENT TO APPLY FOR FINANCIAL ASSISTANCE UNDER THE FTA RURAL PUBLIC TRANSPORTATION PROGRAM AUTHORIZED UNDER 49 U.S.C. SECTION 5311

This is to notify you the City of Cottonwood is applying for financial assistance under the FTA Rural Public Transportation Program authorized under 49 U.S.C. Section 5311. This program provides for capital, administrative, and operating assistance for public transportation programs in rural and small urban areas. The City Council will be taking public comment on this application at the first regularly scheduled Council meeting in March, March 3, 2020. The City Council meets at the City Council Chambers Building located at 826 North Main Street in Old Town Cottonwood. Meetings start at 6:00 pm.

CAT provides ADA Paratransit service and four fixed routes serving Cottonwood, Clarkdale and Verde Village, as well as Verde Lynx commuter service to Sedona. CAT also connects with Yavapai-Apache Nation Transit to provide connections to Camp Verde and Greyhound. For more information about Verde Valley public transportation, please call the CAT office at 938-634-2287.

Limited English Proficiency Plan

City of Cottonwood / Cottonwood Area Transit

Limited English Proficiency Plan



"Inspiring a Vibrant Community"



City of Cottonwood / Cottonwood Area Transit Public Participation Plan has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the **City of Cottonwood / Cottonwood Area Transit Public Participation Plan**'s extent of obligation to provide LEP services, the **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** service area who may be served or likely to encounter by **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** program, activities, or services;

Selected Social Characteristics in the CAT Service Area (City of Cottonwood)	Estimate	Margin of Error	Percent	Margin of Error
LANGUAGE SPOKEN AT HOME				
Population 5 years and older	10,994	+/- 170	10994	NA
English Only	8,481	+/-678	77.1%	+/-6.2
Language other than English	2,513	+/-694	22.9%	+/-6.2
Speak English less than "very well"	1,205	+/-624	11.0%	+/-5.7
Spanish	2,363	+/-694	21.5%	+/-6.2
Speak English less than "very well"	1,203	+/-624	10.9%	+/-5.7
Other Indo-European Languages	136	+/-68	1.2%	+/-0.6
Speak English less than "very well"	0	+/-101	0.0%	+/-0.4
Asian and Pacific Islander	0	+/-101	0.0%	+/-0.4
Speak English less than "very well"	0	+/-101	0.0%	+/-0.4
Other Languages	14	+/-23	0.1%	+/-0.2
Speak English less than "very well"	2	+/-5	0.0%	+/-0.1

(Based on 2010 Census Data)

- 2) The frequency with which LEP individuals come in contact with a **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** services;

Ridership statistics across all Cottonwood Area Transit services from July 1, 2018 – June 30, 2019 indicated a monthly average ridership of 12,548, Saturday average of 610 and Sunday average of 466. **City of Cottonwood / Cottonwood Area Transit** averages 5 LEP contacts per year.

- 3) The nature and importance of the program, activities or services provided by the **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** to the LEP population.

As an agency providing public transportation for Cottonwood, Clarkdale, Sedona, and Yavapai County, AZ, CAT participates heavily in public community outreach. CAT strives to meet the needs of its client base to make sure that all segments of the population, including LEP persons, have the opportunity to be provided public transit.

CAT has an organized advisory council that offers suggestions and/or observations about transit service. It is comprised of a former member of the Cottonwood City Council, Clarkdale City Manager, Clarkdale Council Member, Assistant City Manager for Sedona, Executive Director of Verde Valley Caregivers Coalition, representing the disabled, disadvantaged, and transportation challenged in Yavapai and Coconino Counties, representative of NACOG (Northern Arizona Council of Governments), and a Current City Council member for the City of Cottonwood.

Transit-related information is available in Spanish and posted on all buses. This information includes fares and policies and where to obtain CAT passes, punch cards, and CAT/LYNX schedules if drivers do not have any, and courtesy rules for riding the bus.

Denial or delay of access to services or information provided by CAT would not have life-threatening implications for a LEP individual. It is also believed that denial or delay of access to services or information provided by CAT would not have serious implications on an LEP individual, in comparison to services such as health, emergency transportation, water, sewer, fire protection, police protection and other emergency services provided by other local governments or organizations.

- 4) The resources available to **City of Cottonwood / Cottonwood Area Transit Public Participation Plan** and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

U.S. Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources may choose not to develop a written LEP plan.

While CAT does serve few LEP persons and has very limited resources, the decision has been made to develop a written Limited English Proficiency Plan because of the requirement of ADOT to develop such a plan.

Funds available and persons available for LEP services, at the present time, are derived entirely from existing City of Cottonwood operating funds and personnel, and compete with other operational requirements of the City.

A statement in Spanish will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

City of Cottonwood / Cottonwood Area Transit provides a statement in Spanish and will for additional languages specific to the LEP community make up that will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

Safe Harbor Provision for written translations

City of Cottonwood / Cottonwood Area Transit Public Participation Plan complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Non Discrimination Notice
- (2) Discrimination Complaint Procedures
- (3) Discrimination Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings

1) **City of Cottonwood / Cottonwood Area Transit** provides language assistance services through the below methods:

- X Staff is provided a list of what written and oral language assistance products and methods the agency has implemented and how agency staff can obtain those services.
- X Instructions are provided to customer service staff and other **City of Cottonwood / Cottonwood Area Transit** staff who regularly take phone calls from the general public on how to respond to an LEP caller.
- X Instructions are provided to customer service staff and others who regularly respond to written communication from the public on how to respond to written communication from an LEP person.
- X Instructions are provided to vehicle operators, station managers, and others who regularly interact with the public on how to respond to an LEP customer.
- X Use of "I Speak" cards.
- X Bilingual or multilingual versions of:
 - X "How to ride" brochures
 - X System maps and timetables
 - X Safety and security announcements
 - X Service change announcements

2) **City of Cottonwood / Cottonwood Area Transit** has a process to ensure the competency of interpreters and translation service through the following methods:

City of Cottonwood / Cottonwood Area Transit will ask the interpreter or translator to demonstrate that he or she can communicate or translate information accurately in both English and the other language. **City of Cottonwood / Cottonwood Area Transit** will train the interpreter or translator in specialized terms and concepts associated with the agency's policies and activities. **City of Cottonwood / Cottonwood Area Transit** will instruct the interpreter or translator that he or she should not deviate into a role as counselor, legal advisor, or any other role aside from interpreting or translator. **City of Cottonwood / Cottonwood Area Transit** will ask the interpreter or translator to attest that he or she does not have a conflict of interest on the issues that they would be providing interpretation services.

3) **City of Cottonwood / Cottonwood Area Transit** provides notice to LEP persons about the availability of language assistance through the following methods:

- Posting signs in intake areas and other points of entry
- Statements in outreach documents that language services are available from the agency.
- Working with community-based organizations and other stakeholders to inform LEP individuals of the Recipients' services, including the availability of language assistance services
- Announcements at community meetings
- Information tables at local events
- Signs and handouts available in vehicles and at stations
- Agency websites
- Customer service lines
- List other _____

4) **City of Cottonwood / Cottonwood Area Transit** monitors, evaluates and updates the LEP plan through the following process:

City of Cottonwood / Cottonwood Area Transit will monitor the LEP plan by conducting an annual Four-Factor analysis, establishing a process to obtain feedback from internal staff and members of the public and conducting internal evaluations to determine whether the language assistance measures are working for staff. **City of Cottonwood / Cottonwood Area Transit** will make changes to the language assistance plan based on feedback received. **City of Cottonwood / Cottonwood Area Transit** may take into account the cost of proposed changes and the resources available to them. Depending on the evaluation, **City of Cottonwood / Cottonwood Area Transit** may choose to disseminate more widely those language assistance measures that are particularly effective or modify or eliminate those measures that have not been effective. **City of Cottonwood / Cottonwood Area Transit** will consider new language assistance needs when expanding transit service into areas with high concentrations of LEP persons will consider modifying their implementation plan to provide language assistance measures to areas not previously served by the agency.

5) **City of Cottonwood / Cottonwood Area Transit** trains employees to know their obligations to provide meaningful access to information and services for LEP persons and all employees in public contact positions will be properly trained to work effectively with in-person and telephone interpreters. **City of Cottonwood / Cottonwood Area Transit** will implement processes for training of staff through the following procedures:

City of Cottonwood / Cottonwood Area Transit will identify staff that are likely to come into contact with LEP persons as well as management staff that have frequent contact with LEP persons in order to target training to the appropriate staff. **City of Cottonwood / Cottonwood Area Transit** will identify existing staff training opportunities, as it may be cost-effective to integrate training on their responsibilities to persons with limited English proficiency into agency training that occurs on an ongoing basis. **City of Cottonwood / Cottonwood Area Transit** will include this training as part of the orientation for new employees. Existing employees, especially managers and those who work with the public may periodically take part in re-training or new training sessions to keep up to date on their responsibilities to LEP persons. **City of Cottonwood / Cottonwood Area Transit** will implement LEP training to be provided for agency staff. **City of Cottonwood / Cottonwood Area Transit staff** training for LEP to include:

- A summary of the **City of Cottonwood / Cottonwood Area Transit** responsibilities under the DOT LEP Guidance;
- A summary of the **City of Cottonwood / Cottonwood Area Transit** language assistance plan;
- A summary of the number and proportion of LEP persons in the **TYPE City of Cottonwood / Cottonwood Area Transit** service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the **City of Cottonwood / Cottonwood Area Transit** cultural sensitivity policies and practices.



Bus Service in Cottonwood, Clarkdale and Verde Village

Monday thru Friday - Every 45 minutes

CAT service includes four routes that connect every 45 minutes at the Cottonwood Library from 6:45 AM to 6:45 PM. You can transfer between routes with no waiting. Our new CAT Connect after hours shuttle (6:45 PM - midnight) provides service from the Cottonwood Library to requested stops along the red, blue and green routes.

Where to Catch the Bus

CAT bus stops are located all along the route and are shown on the map included in this guide. For your safety, buses only stop at designated bus stops which have this sign.



When to Catch the Bus

Buses run from 6:45 AM to 6:45 PM. Schedules for each route are included in this guide. The bus schedule lists the pickup times for major bus stops, however the bus will pick you up at any stop shown on the map. If you are boarding a stop not shown on the schedule, simply use the time for the closest stop before yours.

CAT Paratransit

CAT Paratransit provides origin to destination transportation

services for persons with disabilities who are unable to use CAT fixed route buses. Service is provided to locations that are within 3/4-mile of a fixed route bus stop. The services are shared-ride and require reservations be made by 5:00 PM the day before. Riders pick riders up at the curb by their home, and drop them at the curb by their destination. The one-way fare is \$2.25. For more information or a paratransit eligibility application, call CAT at (928) 634-2287 or visit www.ride-cat.com.

Verde Lynx Service Between Cottonwood and Sedona

Verde Lynx provides commuter service from the Cottonwood Library to Sedona from 6 AM to 11 PM on weekdays and 6 AM to 7 PM on weekends. For Verde Lynx schedule or more information, call (928) 282-0938 or visit www.ride-cat.com.

Fares

Red, Blue, Yellow and Green Routes

One-Way Cash	\$1.25
All Day Pass (unlimited rides)	\$3.00
20-Trip Pass	\$20.00
Monthly Pass (unlimited rides)	\$40.00

All Access Passes

(Unlimited rides on CAT and Verde Lynx routes)

Daily Pass	\$6.00
Monthly Pass	\$75.00

- Pay your fare to the driver when boarding the bus. Exact change is required.
- Ask driver for transfer, if you will be changing buses at the Library.
- All Day Passes are available from the driver and let you ride throughout the day with no additional fare.
- 20-Trip Passes and Monthly passes can be purchased at the locations shown on map. They can also be purchased by phone by calling (928) 634-2287 or on line at www.ride-cat.com. We accept all major credit cards.



Servicio de autobuses en Cottonwood, Clarkdale y Verde Village

De lunes a viernes - Cada 45 minutos

El servicio CAT incluye cuatro rutas que se conectan cada 45 minutos en la Biblioteca Cottonwood de 6:45 AM a 6:45 PM. Puede transferir entre rutas sin esperas. Nuestro nuevo servicio de transporte CAT Connect después de horas shuttle (6:45 PM - medianoche) brinda servicio desde la Biblioteca Cottonwood hasta las paradas solicitadas a lo largo de las rutas roja, azul y verde.

Dónde tomar el autobús

Las paradas de los autobuses de CAT están ubicadas a lo largo del recorrido y se muestran en el mapa incluido en esta guía. Para su seguridad, los autobuses sólo se detienen en las paradas designadas con este letrero.



Cuándo tomar el autobús

Los autobuses operan de 6:45 AM a 6:45 PM. En esta guía se incluyen los horarios de cada ruta. El horario indica las horas de llegada a las principales paradas de autobús; sin embargo, el autobús se detendrá en todas las paradas que aparecen en el mapa. Si va a tomar el autobús en una parada que no aparece en el horario, simplemente use como referencia la hora que aparece en la parada más cercana antes de la suya.

CAT Paratransit

CAT Paratransit ofrece el servicio de transporte desde el lugar de origen hasta el lugar de destino para personas con discapacidades que no pueden utilizar los autobuses CAT de ruta fija. Este servicio se proporciona en lugares que se encuentren a 3/4 de milla de una parada de autobús de ruta fija. El viaje se hace con otras personas y es necesario reservar antes de las 5 PM del día anterior. Las camionetas recogen a los pasajeros en el borde de la acera de su casa y los dejan en

el borde de la acera del lugar de destino. La tarifa por un viaje sencillo es de \$2.25. Para obtener más información o una solicitud de elegibilidad para paratransito, llame a CAT al (928) 634-2287 o visite www.ride-cat.com.

Servicio de Verde Lynx Entre Cottonwood y Sedona

Verde Lynx ofrece servicio de transporte desde la Biblioteca Cottonwood hasta Sedona de 6 AM a 11 PM en días de semana y de 6 AM a 7 PM los fines de semana. Para el horario de Verde Lynx o más información, llame al (928) 282-0938 o visite www.ride-cat.com.

Tariffs

Rutas roja, azul, amarilla y verde

Boleto de una sola dirección en efectivo	\$1.25
Pase para todo el día (viajes ilimitados)	\$3.00
Pase de 20 viajes	\$20.00
Pase mensual (viajes ilimitados)	\$40.00

Pases de acceso total

(Viajes ilimitados en rutas de CAT y Verde Lynx)

Pase diario	\$6.00
Pase mensual	\$75.00

- Pague su tarifa al conductor cuando aborde el autobús. Debe pagar con el monto exacto.
- Pregunte al conductor del autobús para una transferencia, si quiere cambiar de autobús en la biblioteca.
- Los pases diarios se pueden comprar al conductor y le permiten viajar durante todo el día sin abonar tarifa adicional.
- Los pases de 20 viajes y los pases mensuales pueden comprarse en los siguientes lugares en el mapa. También es posible comprarlos vía telefónica llamando al (928) 634-2287 o en línea en el sitio www.ride-cat.com. Aceptamos las principales tarjetas de crédito.



GREEN ROUTE Monday - Friday 6:45 AM - 6:32 PM

Bus Stop	6:45	7:30	8:15	9:00	9:45	10:30	11:15	12:00	12:45	1:30	2:15	3:00	3:45	4:30	5:15	6:00
1 Depart - Cottonwood Library																
2 Willard St. / N. Main St. (Zion's Club Park)	6:47	7:32	8:17	9:02	9:47	10:32	11:17	12:02	12:47	1:32	2:17	3:02	3:47	4:32	5:17	6:02
3 W. Balboa St. / N. Main St. (City HR/France Bldg.)	6:50	7:35	8:20	9:05	9:50	10:35	11:20	12:05	12:50	1:35	2:20	3:05	3:50	4:35	5:20	6:05
4 E. Cherry St. / S. Main St.	6:54	7:39	8:24	9:09	9:54	10:39	11:24	12:09	12:54	1:39	2:24	3:09	3:54	4:39	5:24	6:09
5 Hwy. 260 / Redco Dr. (Wal-Mart)	7:01	7:46	8:31	9:16	10:01	10:46	11:31	12:16	1:01	1:46	2:31	3:16	4:01	4:46	5:31	6:16
6 Fr. St. (Miguel Union High School)	7:06	7:51	8:36	9:21	10:06	10:51	11:36	12:21	1:06	1:51	2:36	3:21	4:06	4:51	5:36	6:21
7 S. 8th St. / E. Elm St.	7:10	7:55	8:40	9:25	10:10	10:55	11:40	12:25	1:10	1:55	2:40	3:25	4:10	4:55	5:40	6:25
8 E. Cottonwood St. / S. Willard St. (Spectrum Healthcare)	7:12	7:57	8:42	9:27	10:12	10:57	11:42	12:27	1:12	1:57	2:42	3:27	4:12	4:57	5:42	6:27
9 E. Mingus / S. Willard (Cottonwood Village)	7:15	8:00	8:45	9:30	10:15	11:00	11:45	12:30	1:15	2:00	2:45	3:30	4:15	5:00	5:45	6:30
1 Arrive - Cottonwood Library	7:17	8:02	8:47	9:32	10:17	11:02	11:47	12:32	1:17	2:02	2:47	3:32	4:17	5:02	5:47	6:32

RED ROUTE Monday - Friday 6:45 AM - 6:31 PM

Bus Stop	6:45	7:30	8:15	9:00	9:45	10:30	11:15	12:00	12:45	1:30	2:15	3:00	3:45	4:30	5:15	6:00
1 Depart - Cottonwood Library																
2 Cottonwood St. & 8th St.	6:47	7:32	8:17	9:02	9:47	10:32	11:17	12:02	12:47	1:32	2:17	3:02	3:47	4:32	5:17	6:02
3 E. Cottonwood St. / S. Willard St. (Spectrum Healthcare)	6:48	7:33	8:18	9:03	9:48	10:33	11:18	12:03	12:48	1:33	2:18	3:03	3:48	4:33	5:18	6:03
4 Black Hills Dr. / Gale Ave.	6:53	7:38	8:23	9:08	9:53	10:38	11:23	12:08	12:53	1:38	2:23	3:08	3:53	4:38	5:23	6:08
5 Yavapai College (Front Only)	6:55	7:40	8:25	9:10	9:55	10:40	11:25	12:10	12:55	1:40	2:25	3:10	3:55	4:40	5:25	6:10
6 Pine Shadrons Dr. / SR 89A (Pine Shadrons)	7:00	7:45	8:30	9:15	10:00	10:45	11:30	12:15	1:00	1:45	2:30	3:15	4:00	4:45	5:30	6:15
7 Main St. / Clarkdale - Jerome School	7:07	7:52	8:37	9:22	10:07	10:52	11:37	12:22	1:07	1:52	2:37	3:22	4:07	4:52	5:37	6:22
8 Main St. / S. 8th St. (Clarkdale Prof. Office)	7:09	7:54	8:39	9:24	10:09	10:54	11:39	12:24	1:09	1:54	2:39	3:24	4:09	4:54	5:39	6:24
CLARKDALE TO COTTONWOOD																
9 S. Broadway / Bent River Ranch Rd.	7:11	7:56	8:41	9:26	10:11	10:56	11:41	12:26	1:11	1:56	2:41	3:26	4:11	4:56	5:41	6:26
10 N. Main St. / City HR/France Bldg.	7:13	7:58	8:43	9:28	10:13	10:58	11:43	12:28	1:13	1:58	2:43	3:28	4:13	4:58	5:43	6:28
1 Arrive - Cottonwood Library	7:16	8:01	8:46	9:31	10:16	11:01	11:46	12:31	1:16	2:01	2:46	3:31	4:16	5:01	5:46	6:31

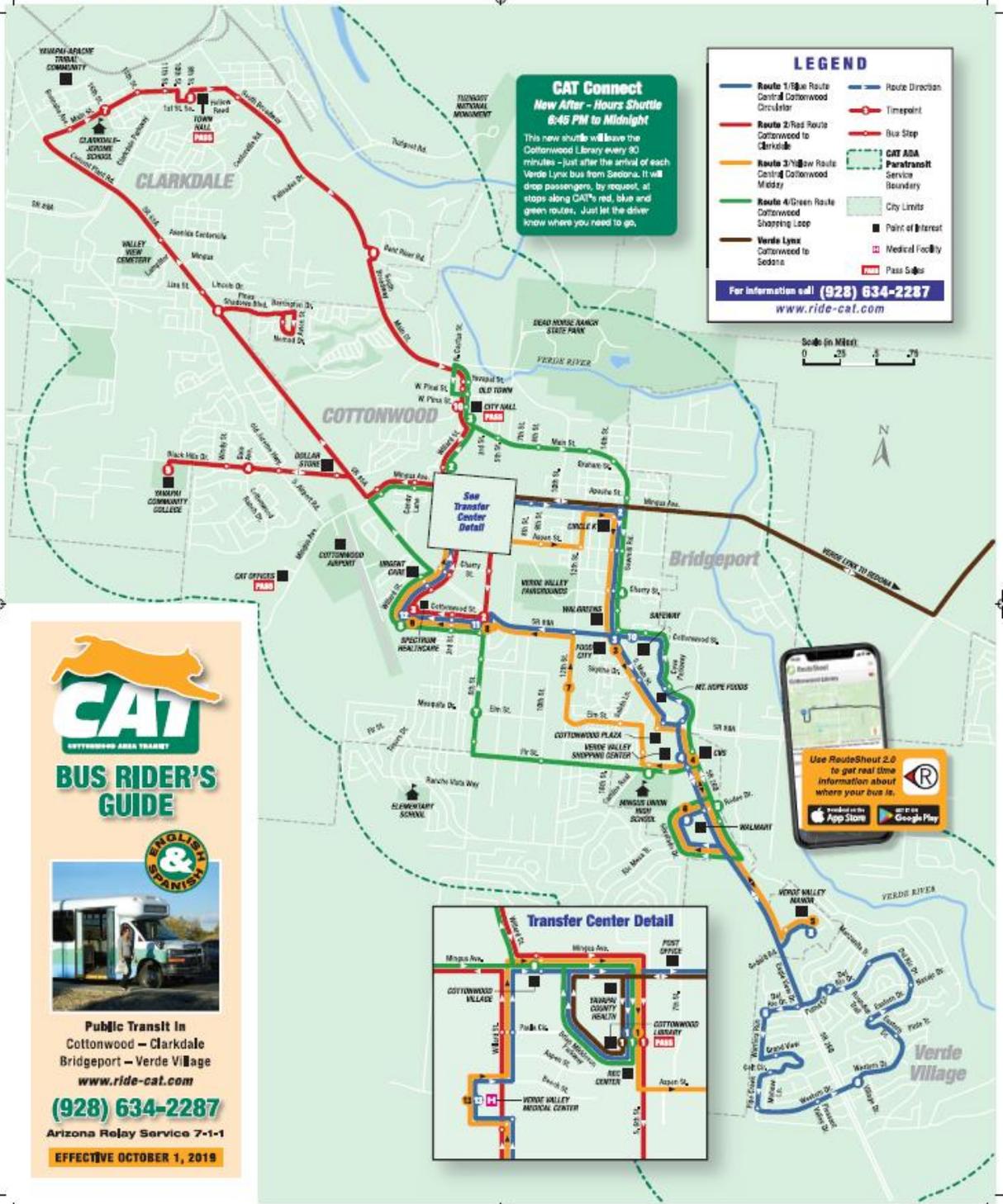
Fixed route trip planning (Powered by Google Transit) is available on www.ride-cat.com

YELLOW ROUTE Monday - Friday 8:15 AM - 4:59 PM

Bus Stop	8:15	9:00	9:45	10:30	11:15	12:00	12:45	1:30	2:15	3:00	3:45	4:30	5:15	6:00
1 Depart - Cottonwood Library														
2 Mingus Ave. / N. Main St. (Circle K)	8:18	9:03	9:48	10:33	11:18	12:03	12:48	1:33	2:18	3:03	3:48	4:33	5:18	6:03
3 S. Main St. at SR 89A (Foot City)	8:21	9:06	9:51	10:36	11:21	12:06	12:51	1:36	2:21	3:06	3:51	4:36	5:21	6:06
4 Hwy. 260 at Fr. St. (Back in the Box)	8:23	9:08	9:53	10:38	11:23	12:08	12:53	1:38	2:23	3:08	3:53	4:38	5:23	6:08
5 Goddard Rd. / Hwy. 260 (The Miner Office)	8:26	9:11	9:56	10:41	11:26	12:11	12:56	1:41	2:26	3:11	3:56	4:41	5:26	6:11
6 Wal-Mart Garden Center	8:29	9:14	9:59	10:44	11:29	12:14	12:59	1:44	2:29	3:14	3:59	4:44	5:29	6:14
7 12th St. at Christian Care	8:35	9:20	10:05	10:50	11:35	12:20	1:05	1:50	2:35	3:20	4:05	4:50	5:35	6:20
8 Cottonwood St. at 8th St.	8:37	9:22	10:07	10:52	11:37	12:22	1:07	1:52	2:37	3:22	4:07	4:52	5:37	6:22
9 E. Cottonwood St. / Willard St. (Spectrum Healthcare)	8:38	9:23	10:08	10:53	11:38	12:23	1:08	1:53	2:38	3:23	4:08	4:53	5:38	6:23
10 Verde Valley Medical Center	8:41	9:26	10:11	10:56	11:41	12:26	1:11	1:56	2:41	3:26	4:11	4:56	5:41	6:26
1 Arrive - Cottonwood Library	8:44	9:29	10:14	10:59	11:44	12:29	1:14	1:59	2:44	3:29	4:14	4:59	5:44	6:29

BLUE ROUTE Monday - Friday 6:45 AM - 6:37 PM

Bus Stop	6:45	7:30	8:15	9:00	9:45	10:30	11:15	12:00	12:45	1:30	2:15	3:00	3:45	4:30	5:15	6:00
1 Depart - Cottonwood Library																
2 Mingus Ave. / N. Main St. (Circle K)	6:48	7:33	8:18	9:03	9:48	10:33	11:18	12:03	12:48	1:33	2:18	3:03	3:48	4:33	5:18	6:03
3 S. Main St. at SR 89A (Foot City)	6:51	7:36	8:21	9:06	9:51	10:36	11:21	12:06	12:51	1:36	2:21	3:06	3:51	4:36	5:21	6:06
4 Hwy. 260 at Fr. St. (Back in the Box)	6:53	7:38	8:23	9:08	9:53	10:38	11:23	12:08	12:53	1:38	2:23	3:08	3:53	4:38	5:23	6:08
VERDE VILLAGE																
5 Del Rio Dr. at Warriors Run	6:56	7:41	8:26	9:11	9:56	10:41	11:26	12:11	12:56	1:41	2:26	3:11	3:56	4:41	5:26	6:11
6 Western Dr. at Village Dr. (Verde Valley Clubhouse)	6:59	7:44	8:29	9:14	9:59	10:44	11:29	12:14	12:59	1:44	2:29	3:14	3:59	4:44	5:29	6:14
7 Del Rio Dr. at Puma Ct.	7:04	7:49	8:34	9:19	10:04	10:49	11:34	12:19	13:04	13:49	14:34	15:19	16:04	16:49	17:34	18:19
COTTONWOOD																
8 Goddard Rd. / Hwy. 260 (The Miner Office)	7:07	7:52	8:37	9:22	10:07	10:52	11:37	12:22	1:07	1:52	2:37	3:22	4:07	4:52	5:37	6:22
9 Wal-Mart Garden Center	7:10	7:55	8:40	9:25	10:10	10:55	11:40	12:25	1:10	1:55	2:40	3:25	4:10	4:55	5:40	6:25
10 Cottonwood St. at Sawmill Rd.	7:14	7:59	8:44	9:2												



CAT
COTTONWOOD AREA TRANSIT

BUS RIDER'S GUIDE

ENGLISH & SPANISH

Public Transit in
Cottonwood – Clarkdale
Bridgeport – Verde Village
www.ride-cat.com

(928) 634-2287
Arizona Relay Service 7-1-1

EFFECTIVE OCTOBER 1, 2019

Non-elected Committees Membership Table

Subrecipients who select the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

City of Cottonwood / Cottonwood Area Transit Public Participation Plan does not select the membership of any transit-related committees, planning boards, or advisory councils.

Monitoring for Subrecipient Title VI Compliance

City of Cottonwood / Cottonwood Area Transit Public Participation Plan does not monitor subrecipients for Title VI compliance as it does not have subrecipients,

Title VI Equity Analysis

A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. "Facilities" in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the subrecipient organization receives any FTA dollars, it must comply with this requirement.

City of Cottonwood / Cottonwood Area Transit Public Participation Plan has no current or anticipated plans to develop new transit facilities covered by these requirements. No facilities covered by these requirements have been developed since 2009.

Fixed Route Transit Provider Analysis

Fixed Route: Public transit service (other than by aircraft) provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers.

A subrecipient providing fixed route service, as defined above, must determine the distribution of transit amenities or the vehicle assignments for each mode in a non-discriminatory manner. The subrecipient must develop policies to ensure service is not distributed on the basis of race, color, or national origin.

Effective practices to fulfill the Service Standards requirements include developing written policies covering each of the following service indicators: (can be expressed in writing or in table format – see Circular Appendix G & H pp. 87-91)

1) *Vehicle Load for Each Mode*

- a. CAT, All Routes – 1:1, both peak and off peak. We generally have more seating than passengers. This is local fixed route service.
- b. Lynx - 1:1, both peak and off peak. While we occasionally will have a standee, this is rare and only happens when we have to substitute a smaller bus when one of the large buses is down for scheduled maintenance. This is our commuter service.

2) *Vehicle Headway for Each Mode*

- a. CAT, Local Service – 45 minutes, all times
- b. Lynx, Commuter Service – 45 minutes, peak; 90 minutes off-peak, weekends.

3) *On Time Performance for Each Mode*

- a. CAT, local service – 99% on-time, 0-5 minutes within scheduled time being “on time”
- b. LYNX, commuter service – 94% on-time, 0-5 minutes within scheduled being “on time”
- c. ADA Paratransit – 95% on time, 0-5 minutes with scheduled window for pickup and drop-off.

4) *Service Availability for Each Mode*

- a. CAT, ADA Local Service – Monday – Friday, 6:45am – 6:45pm
- b. LYNX, Commuter Service – Monday – Friday, 6:00am – 7:15pm, 2 buses
Saturday, 6:00am – 7:15pm, 1 bus
Sunday, 7:30am – 6:00pm, 1 bus
- c. All services run most holidays except Thanksgiving, Christmas, and New Years’ Day.

Effective qualitative practices to fulfill the Service Policy requirements include developing written policies covering each of the following service indicators:

5) *Transit amenities for each mode*

a. CAT – The following items are provided to riders:

- i. Shelters – Lighted shelters are located along the fixed routes in areas where there are two or more routes in close proximity or where two routes share a stop. They are usually at places where riders may transfer from one route to another. Trash receptacles are provided at the shelters and on all buses.
- ii. Signs – Designated stops have signs to let the public know where they are located. These stops are located so that the bulk of the riding public is no more than two or three blocks from a designated stop.
- iii. Schedules – All buses have schedules for all services operated by CAT and LYNX and also have schedules for the Yavapai Apache Nation Transit, which connects with CAT/Lynx in Cottonwood. Schedules contain time tables for the various stops and routes, as well as maps of the routes. Schedules may also be obtained at the Cottonwood City Hall, Human Resources/Finance Office, Library, Recreation Center, Chamber of Commerce Center, and most hotels/motels in the CAT service area.

b. LYNX – The following items are provided to riders:

- i. Shelters – Lynx uses the shelters at the Cottonwood Library and the Circle K stops in Cottonwood. The City of Sedona has provided several shelters along 89A in West Sedona and along 179 South toward the Village of Oak Creek. They plan to install more as funding is secured.
- ii. Signs – Designated stops have signs to let the public know where they are located. These stops are located along the main route through Sedona to the Uptown Municipal Parking Lot, a designated park and ride facility for the Lynx.
- iii. Schedules – All buses have schedules for all services operated by CAT and LYNX and also have schedules for the Yavapai Apache Nation Transit, which connects with CAT/Lynx in Cottonwood. Schedules contain time tables for the various stops and routes, as well as maps of the routes. Schedules may also be obtained at the Sedona City Hall, Library, Chamber of Commerce Center, and most hotels/motels in the LYNX service area.

6) *Vehicle assignments for each mode*

Generally, our buses are fairly well interchangeable on any service, with the exception of the two 33 passenger Navistar buses used exclusively on the LYNX service. The rest are 19 or 14 passenger cutaway vans that we use interchangeably on the routes to maximize the mileage for each bus. Additionally, we have MV-1 vehicles for use on our ADA service. These are similar to minivans, with a maximum of 5 passengers or 2 wheelchairs and 2 passengers.

Board Approval for the Title VI Plan

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD SEPTEMBER 15, 2020, AT 6:00 PM., AT THE COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

I. CALL TO ORDER

SUMMARY MINUTES:

Mayor Elinski called the meeting to order at 6:00 p.m.

II. ROLL CALL

SUMMARY MINUTES:

Council Members present: Mayor Tim Elinks, Vice Mayor Michael Mathews, Council Members Tosca Henry, Doug Hulse, Jackie Nairn, and Debbie Wilden.

Council Members Absent: Council Member Ruben Jauregui

III. PLEDGE OF ALLEGIANCE

IV. BRIEF SUMMARY OF CURRENT EVENTS BY MAYOR, CITY COUNCIL AND/OR CITY MANAGER -- THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION ON ANY MATTER BROUGHT UP DURING THIS SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION.

V. PROCLAMATIONS

DECLARING THE WEEK OF SEPTEMBER 21-25, 2020, AS FALL PREVENTION AWARENESS WEEK.

SUMMARY MINUTES:

Mayor Elinski proclaimed the week of September 21-25, 2020, as Fall Prevention Awareness Week.

VI. PRESENTATIONS

PRESENTATION OF THE PARKS AND RECREATION MASTER PLAN BY NORRIS DESIGN.

SUMMARY MINUTES:

Stacey Weaks and Brian Sager from Norris Design gave a presentation regarding the Parks and Recreation Master Plan. The plan will provide guidance for future budget planning for City parks, trails and recreational programming.

VII. CALL TO THE PUBLIC--This portion of the agenda is set aside for the public to address the Council regarding an item that is not listed on the agenda for

discussion. However, the Council cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. §38-431.02(H).) Comments are limited to a 5 minute time period.

VIII. APPROVAL OF MINUTES

REGULAR MEETING OF SEPTEMBER 1, 2020.

Approved

SUMMARY MINUTES:

The Council approved the minutes as presented.

Comments regarding items listed on the agenda are limited to a 5 minute time period per speaker.

IX. UNFINISHED BUSINESS

1. ORDINANCE NUMBER 685--AMENDING TITLE 8 - HEALTH AND SAFETY, OF THE MUNICIPAL CODE BY DELETING CHAPTER 8.12 - NUISANCE ABATEMENT, IN ITS ENTIRETY AND ADDING A NEW CHAPTER 8.12 - NUISANCE ABATEMENT; SECOND AND FINAL READING.

Approved

SUMMARY MINUTES:

The Council approved Ordinance Number 685, amending Title 8 of the Cottonwood Municipal Code regarding nuisance property abatement.

- X. CONSENT AGENDA--The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council Member or a citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

CONSENT OF ASSIGNMENT OF TENANT RIGHTS FOR LOT 125 OF COTTONWOOD AIRPARK FROM CORTEZ AVIATION, LLC, TO KP HANGARS, LLC.

ACCEPTANCE OF A MICROGRANT FROM FEMA TO PURCHASE PERSONAL PROTECTIVE EQUIPMENT FOR THE COTTONWOOD FIRE AND MEDICAL DEPARTMENT.

ADOPTION OF UPDATED TITLE VI (CIVIL RIGHTS ACT OF 1964) IMPLEMENTATION PLAN FOR THE COTTONWOOD AREA TRANSIT SYSTEM.

ADDENDUM NUMBER ONE TO THE FISCAL YEAR 2019-2020 INTERGOVERNMENTAL AGREEMENT WITH THE YAVAPAI FLOOD CONTROL DISTRICT.

PROPOSAL FROM DIBBLE ENGINEERING FOR POST
DESIGN/CONSTRUCTION ADMINISTRATION SERVICES FOR
THE REHABILITATION OF SEWER LIFT STATION NUMBER 4.

Approved

SUMMARY MINUTES:

The Council unanimously approved the consent agenda as presented.

XI. NEW BUSINESS—The following items are for Council discussion, consideration, and possible legal action.

1. DISCUSSION AND AWARD OF FISCAL YEAR 2020-2021 OUTSIDE COMMUNITY AGENCY GRANT FUNDING.

Approved

SUMMARY MINUTES:

The Council approved the City's fiscal year 2020-2021 outside community grant funding as follows: Verde Valley Cyclists (\$7,850); Manzanita Outreach (\$14,150); Verde Valley Wine Consortium (\$7,000); Verde Valley Wheel Fun (\$4,000); Old Town Mission (\$10,000); Steps to Recovery (\$10,000); Old Town Association (\$3,500); Science Vortex of Verde Valley (\$5,000); Friends of the Verde River (\$3,500); Verde Valley Senior Center (\$35,000).

2. RESOLUTION NUMBER 3070--DECLARING THE 2012-2014 AMENDMENTS TO THE TAX CODE OF THE CITY OF COTTONWOOD TO BE A PUBLIC RECORD.

Approved

SUMMARY MINUTES:

The Council approved Resolution Number 3070, declaring the 2012-2014 amendments to the City Tax Code a public record.

3. ORDINANCE NUMBER 686--ADOPTING THE 2012-2014 AMENDMENTS TO THE TAX CODE OF THE CITY OF COTTONWOOD BY REFERENCE; ESTABLISHING EFFECTIVE DATES; AND PROVIDING FOR SEVERABILITY AND PENALTIES FOR VIOLATIONS; FIRST READING.

SUMMARY MINUTES:

The Council held the first reading of Ordinance Number 686, which will adopt the 2012-2014 amendments to the City Tax Code.

The second and final reading will be held on the October 6th Regular Meeting.

4. PROPOSED REDUCTION OF SPEED LIMIT ON MAIN STREET IN OLD TOWN FROM WILLARD STREET TO CACTUS STREET.

Approved

SUMMARY MINUTES:

The Council approved the proposed speed limit of 15 miles per hour in the Old Town area.

5. ORDINANCE NUMBER 684 - ADDING CHAPTER 1.10, GENERAL PENALTY, TO THE COTTONWOOD MUNICIPAL CODE; FIRST READING.

SUMMARY MINUTES:

The Council held the first reading of Ordinance Number 684 adding Chapter 1.10, General Penalty, to the Municipal Code. The Council will hold the second and final reading on October 6, 2020.

6. REQUEST FROM THE VERDE VALLEY HOMELESS COALITION FOR A TEMPORARY WAIVER OF THE AUTOMATIC FIRE SPRINKLER REQUIREMENT FOR THE OPERATION OF AN OVERNIGHT HOMELESS SHELTER.

Disapproved**SUMMARY MINUTES:**

The request from the Verde Valley Homeless Coalition for waiver of the automatic fire sprinkler requirement as set forth in the City's adopted version of the 2018 International Fire Code for the temporary emergency homeless shelter was denied by a vote of four to two by the Council.

XII.CLAIMS AND ADJUSTMENTS**Approved****SUMMARY MINUTES:**

The Council approved the claims and adjustments as presented.

XIIIREVIEW AND POSSIBLE LEGAL ACTION TO EXTEND THE CITY MANAGER'S EMPLOYMENT CONTRACT. PURSUANT TO A.R.S. § 38-431.03(A)(1), THE COUNCIL MAY VOTE TO CONVENE IN EXECUTIVE SESSION TO REVIEW THE EMPLOYMENT OF THE CITY MANAGER, SUBJECT TO THE CITY MANAGER'S RIGHT TO COMPEL THE COUNCIL TO DISCUSS THIS MATTER IN OPEN MEETING. PURSUANT TO A.R.S. § 38-431.03(A)(3) AND/OR A.R.S. § 38-431.03(A)(4), THE COUNCIL MAY ALSO RECEIVE LEGAL ADVICE AND GIVE COUNSEL DIRECTION REGARDING THE NEGOTIATION OF A NEW OR EXTENDED CONTRACT WITH THE CITY MANAGER.

Approved**SUMMARY MINUTES:**

After a brief discussion under executive session, the Council approved a three month contract extension for the City Manager until March 4, 2021.

XIV. ADJOURNMENT**SUMMARY MINUTES:**

The Regular Meeting adjourned at 8:15 p.m.

Times noted for each agenda item are an approximate estimate for the benefit of the public. The actual time that discussion and action occur for each item on the agenda may take place earlier, or in some cases later, than the times indicated.

Pursuant to A.R.S. §38-431.03.(A) the Council may vote to go into executive session on any agenda item pursuant to A.R.S. §38-431.03.(A)(3) and/or A.R.S. §38-431.03(A)(4), Discussion or consultation for legal advice with the attorney or attorneys of the public body.

The Cottonwood Council Chambers is accessible to the disabled in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the City Clerk (TDD 634-5526.) All requests must be made 24 hours prior to the meeting.

Members of the City Council will attend either in person or by telephone conference call.

Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.