



Pueblo Area Council of Governments

Metropolitan Planning Organization (MPO)
Transportation Planning Region (TPR)



**Meeting Agenda of the
Transportation Advisory Commission (TAC)**

April 14, 2026

1:30 p.m. – 3:30 p.m.

CDOT HQ - [5615 Wills Blvd., Pueblo, CO 81008](https://www.pueblo.gov/5615-Wills-Blvd-Pueblo-CO-81008)

Zoom - <https://www.zoomgov.com/j/1619597770?pwd=6wfeSmhz9V61OcaEzEZ0wGwc2GVz0d.1>

Meeting ID: 161 959 7770

Passcode: 766237

Dial by your location

[+1 669 254 5252 US \(San Jose\)](tel:+16692545252)

[+1 415 449 4000 US \(US Spanish Line\)](tel:+14154494000)

Agenda items marked with * indicate additional materials are included in the packet – [pacog.net/tac](https://www.pueblo.gov/pacog.net/tac).
Agenda items marked with ** indicate additional materials will be sent out later.

Individuals requiring Special Accommodations should notify the City MPO's Office [\(719\) 553-2259](tel:7195532259) by Noon on the Friday preceding the meeting.

1. Call Meeting to Order
2. Roll Call
3. Public Comments **(non-agenda items only)**
4. Approval of the March 10, 2026 Minutes*
Action Required: Approve/Disapprove
5. Colorado Department of Transportation (CDOT) request(s) the following projects into the Fiscal Year 2025 –2028 Pueblo Area Council of Governments Transportation Improvement Program (PACOG TIP)*
Action Required: Recommendation to PACOG Board for Approval/Disapproval
TIP Policy Amendment 2024.069.01
Project Name: Pueblo Transit CTE – Expansion Grant
STIP Number: N/A
Description of Action: Scope change to the CTE operating grant award to replace fixed-route 6:00-9:30 expansion with microtransit services. Rolling forward project funds into 2027
New Project: Extending and adding hours to existing fixed routes for Pueblo Transit including an on-demand micro-transit service that complements fixed-route transit by improving first/last mile connectivity. City-wide evening pilot that starts as the existing fixed route and para-transit services end.

Fund Source	2026	2027	2028	2029	Total
FTA 5310	(\$1,099,282)	\$1,099,282	0	0	0
Total	(\$1,099,282)	\$1,099,282	0	0	0

[101 W Riverwalk, Pueblo, CO 81003](https://www.pueblo.gov/101-W-Riverwalk-Pueblo-CO-81003) Phone: [\(719\) 553-2259](tel:7195532259)

E-mail: pueblo_mpo@pueblo.us

6. **2050 Long-Range Transportation Plan*** – Ciaran Lithgow – Bohannon Huston
Action Required: Presentation / Recommendation to PACOG Board for Approval/Disapproval
7. **TIP Illustrative Projects*** - Dylan Goodman (Transportation Planner MPO)
Action Required: Informational
8. **MMOF Update** - Dylan Goodman (Transportation Planner MPO)
Action Required: Informational
9. **ADA Toolkit*** - Dylan Goodman (Transportation Planner MPO)
Action Required: Informational
10. **Federal Transit Administration (FTA) & Federal Highway Administration (FHWA) updates** – Aaron Bustow or Emma Belmont
Action Requested: Informational
11. **Colorado Department of Transportation Region 2 (CDOT R2) and Headquarter Updates** – Geoff Guthrie and Kathleen Collins
Action Requested: Informational
12. **Transportation Technical Committee (TTC) Updates**
 - a. Aviation – Pueblo Airport – Greg Pedroza
 - b. City of Pueblo
 - o Public Works – Andrew Hayes
 - o Transportation Dept. – Helen Dupree
 - o Pueblo Transit – Ben Valdez or Macario Torrez
 - c. Colorado City/Rye – James Eccher
 - d. Pueblo County
 - o Public Works – Greg George
 - o Parks and Recreation – Amanda Hobson or Abe Armendariz
 - e. Pueblo West – Shawn Winters or Sherry Reed
 - f. Senior Resource Development Agency (SRDA) – Frank Roberts or Tom Hillebrand
 - g. Others
 - o CSU-P – Dr. Saqib Gulzar**Action Requested: Informational**
13. **Citizen Advisory Committee (CAC) Updates**
 - a. ADA Commission – Laura Leyba
 - b. Member At-Large – Don Bruestle
 - c. Pueblo Active Community Environments (PACE) – Chuck Aksamit
 - d. Planning and Zoning (P&Z)
 - o Pueblo County – Richard Arko
 - o City of Pueblo – Cheryl Spinuzzi
 - e. Pueblo Plex – John Chrisman or John Buttram**Action Requested: Informational**
14. **MPO updates** – Eva Cosyleon (MPO Manager)
Action Requested: Informational

15. Colorado Department of Transportation (CDOT) request(s) the following projects into the FY 2025 – 2028 Pueblo Area Council of Governments Transportation Improvement Program (PACOG TIP)

Action Required: Informational

a. TIP Administrative Amendment 2024.044.01

Project Name: SRDA Admin/Operating Funds

STIP Number: SST6732.015

Project Location and Description: 5310 & 5311 funds for SRDA Admin and Operations

Fund Source (s): 5311 (Federal), 5311 (local), 5310 (Federal), 5310 (Local)

Fund Source	2026	2027	2028	2029	Total
FTA 5310	(\$12,172)	0	0	0	(\$12,172)
5310 Local	(\$12,172)	0	0	0	(\$12,172)
FTA 5311	\$174,828	0	0	0	\$174,828
5311 Local	\$143,814	0	0	0	\$143,814
Total	\$294,298	0	0	0	\$294,298

b. TIP Administrative Amendment 2024.067.01

Project Name: Pueblo Transit Fixed Route Bus/Vehicle Replacements

STIP Number: SST7072.022/.023

Description of Action: Amendment of project scope to include workforce development.

New Project Description: Vehicle Purchasing and Workforce Development Funds

c. TIP Administrative Amendment 2024.040.03

Project Name: Pueblo Transit-Subsidized Van Pool

STIP Number: SST7077.070

Description of Action: Contract and scope amendment to allow for Van-Pool to operate outside of Pueblo County Limits

d. TIP Amend 2024.059.02 Administrative Amendment

Project Name: Region 2 East - Culvert Repairs

STIP Number: SR26710.076

Project Location and Description: Various locations in Eastern Region 2 along US 50, CO 71, CO 96, CO 196, and CO 194

Fund Source(s): Fiscal Year (FY) 26 Critical Culvert Redistribution (CCR) and Critical Culvert Program (CCP)

Fund Source	2026	2027	2028	2029	Total
Federal - CCR	(\$302,006)	0	0	0	(\$302,006)
State - CCR	(\$62,781)	0	0	0	(\$62,781)
Federal - CCP	\$455,345	0	0	0	\$455,345
State - CCP	\$94,655	0	0	0	\$94,655
Total	\$185,213	0	0	0	\$185,213

Notes: Reconciliation ; De-programs a total of \$364,787 CCR FY26 and adds \$550,000 CCP for a net gain of \$185,213 for this existing project.

16. Next TAC meeting – May 12, 2026 from 1:30 p.m. – 3:30 p.m. – Location: CDOT HQ - [5615 Wills Blvd., Pueblo, CO 81008*](#)

Deadline for presentations are May 4th at 5 p.m.

Action Requested: Informational

17. Items from TAC Members or scheduling of future Agenda Items

[101 W Riverwalk, Pueblo, CO 81003](#) Phone: [\(719\) 553-2259](#)

E-mail: pueblo_mpo@pueblo.us

Roundtable Discussion

Bustang Extension

Pueblo Plex Tour

18. Adjourn at or before 3:30 pm



Pueblo Area Council of Governments
Metropolitan Planning Organization (MPO)
Transportation Planning Region (TPR)



**Meeting minutes of the
Transportation Advisory Commission (TAC)**

March 10, 2026

1:30 p.m. – 3:30 p.m.

CDOT HQ - [5615 Wills Blvd., Pueblo, CO 81008](https://www.pueblo.gov/5615-Wills-Blvd-Pueblo-CO-81008)

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[pacog.net/tac](https://www.pacog.net/tac).**

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Individuals requiring Special Accommodations should notify the City MPO's Office [\(719\) 553-2259](tel:7195532259) by Noon on the Friday preceding the meeting.

1. Call Meeting to Order – Vice-Chairwoman Cheryl Spinuzzi called the meeting at 1:32 p.m.

2. Roll Call

MPO Present

- Eva Cosyleon
- Hannah Haunert
- Dylan Goodman

CAC Members Present

- Laura Leyba
- Don Bruestle
- Richard Arko
- John Wark
- John Buttram
- Chuck Aksamit
- Matt Pujol
- Cheryl Spinuzzi
- John Chrisman
- Tura Cowan

Pueblo County

- Joe Peoria

TTC Members Present

- Amanda Hobson
- Greg George
- Ben Valdez
- Helen Dupree
- Andrew Hayes
- Shawn Winters
- Greg Pedroza
- Jim Eccher

FTA/FHWA Members Present

- Emma Belmont
- Aaron Bustow

City of Pueblo

- Luann Martinez
- Macario Torrez
- Chuck Lopez
- Molly Evans (Deputy Director)

CDOT Members Present

- Lindsey Jaquez
- Kathleen Collins
- Geoff Guthrie
- Scott Skinner
- Jennifer Sparks
- Matt Jagow
- Rob Frei
- Lachelle Davis
- Shane Ferguson
- Mike Vigil
- Emily Barden (Transit and Rail)
- Jason Nelson
- Jeff VanMatre (Maintenance)
- Leslie Ralston

Pueblo West

- Sherry Reed
- Carol Cosby (Pueblo West)

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- Sarah Skinner Public Works – City Kurt Long (Pueblo West)
- Wendy Pettit
- Abe Amerndariz CSUP Saqib Gulzar SRDA Frank Roberts

Others Present:

- Dale Johnson (School District 60) Dustin Perkey Mike Morrell (RockSol) Eric Esch (Envida)
- John Holzwarth (Bolton and Menk) Lindsay Miller (CDOT Pre-award Programming Specialist)

3. Public Comments (non-agenda items only)

4. Approval of the February 10, 2025 Minutes*

Motion to Approve: Don Bruestle
 Second: Helen Dupree
 Scott Skinner said that the funding is FTA 5310.

5. Colorado Department of Transportation (CDOT) request(s) the following projects into the Fiscal Year 2025 –2028 Pueblo Area Council of Governments Transportation Improvement Program (PACOG TIP)- Staff Report- Scott Skinner, CDOT R2

Action Required: Recommendation to PACOG Board for Approval/Disapproval

a. TIP Policy Amendment 2024.071

Project Name: Envida Transit Operating
 STIP Number:

Project Location and Description: Expansion of Envida’s transit operations into the Pueblo Area

Fund Source(s): FTA 5310, Clean Transit Enterprise (CTE) (State)

Fund Source	2026	2027	2028	2029	Total
CTE	\$11,029	0	0	0	\$11,029
FTA 5310	\$25,016	0	0	0	\$25,016
Private	\$25,016	0	0	0	\$25,016
Total	\$61,061	0	0	0	\$61,061

Motion to Approve: Laura Leyba
 Second: Don Bruestle

b. TIP Policy Amendment 2024.072

Project Name: Envida Transit Vehicle Purchasing
 STIP Number:

Project Location and Description: Vehicle Purchasing funds

Fund Source(s): Clean Transit Enterprise (CTE) (State)

Fund Source	2026	2027	2028	2029	Total
CTE	\$377,918	0	0	0	\$377,918
Total	\$377,918	0	0	0	\$377,918

Motion to Approve: Laura Leyba
 Second: Cheryl Spinuzzi

6. TAC Chair-Dylan Goodman (Transportation Planner MPO)

Motion to Approve: Cheryl Spinuzzi / Laura Leyba
 Second: Dob Bruestle

It was discussed that the Chair and ViceChair will just extend their first year until the new officers take over in January 2027.

7. **Transportation Improvement Program (TIP), State Transportation Improvement Program (STIP), and Programming of Funding – Geoff Guthrie**
Geoff Guthrie did a presentation on the history, transportation improvement program, state transportation improvement program, and definitions of the funding types.
8. **MMOF Project* – Joe Martinez Trail – Carol Cosby (Director of Parks and Recreation Pueblo West)**
Carol Cosby did a presentation on Joe Martinez Trail (2 miles), this was completed in 2025.
9. **MyRide App and Solar Light Project* – Macario Torrez (Transit Planning Technician)**
Macario Torrez did a quick pre-view of MyRide App, it is not currently live yet as they are trying to figure out some bugs.

Macario Torrez did a presentation on the Solar Light Project, this was completed in 2025. 45 lights were installed with a backup of 15 lights.
10. **SB 25-030* – Dylan Goodman (Transportation Planner MPO)**
Dylan Goodman did a presentation on SB25-030 which identifies gaps in transit, bicycle, and pedestrian infrastructure. Deadline is July 1, 2026.
11. **Eco Counter (Pedestrian Counters) – Hannah Haunert (Transportation Planning Technician MPO)**
Hannah Haunert said that we have 3 pedestrian counters that could help get data, let her know the location.
12. **Federal Transit Administration (FTA) & Federal Highway Administration (FHWA) updates – Aaron Bustow or Emma Belmont**
Action Requested: Informational
13. **Colorado Department of Transportation Region 2 (CDOT R2) and Headquarter Updates – Geoff Guthrie and Kathleen Collins**
Kathleen Collins said that Eva is going to the Transportation Commission on the Greenhouse Gas (GHG). STAC will be virtual on April 2nd and the May will be in person.
14. **Transportation Technical Committee (TTC) Updates**
 - a. Aviation – Pueblo Airport – Greg Pedroza
 - b. City of Pueblo
 - o Public Works – Andrew Hayes
 - o Transportation Dept. – Helen Dupree said that they have concrete improvements on Jones and St Clair, Northern Ave Trail precon was last week. They also applied for HSIP and BUILD Grant. Safe Routes to School projects bids will come back tomorrow.
 - o Pueblo Transit – Ben Valdez or Macario Torrez
 - c. Colorado City/Rye – James Eccher
 - d. Pueblo County
 - o Public Works – Greg George said that they are having concrete issues (median pour) on the Medal of Honor Trail, full opening will probably be pushed back.
 - o Parks and Recreation – Amanda Hobson or Abe Armendariz
 - e. Pueblo West – Shawn Winters said that Purcell Trail Phase 1 and 2 base course and concrete placement continues and are about 43%, Civic Center Trail Phase 1 is 33% complete.
 - f. Senior Resource Development Agency (SRDA) – Frank Roberts or Tom Hillebrand

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- g. Others
 - o CSU-P – Dr. Saqib Gulzar

Action Requested: Informational

15. Citizen Advisory Committee (CAC) Updates

- a. ADA Commission – Laura Leyba
- b. Member At-Large – Don Bruestle
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- d. Planning and Zoning (P&Z)
 - o Pueblo County – Richard Arko
 - o City of Pueblo – Cheryl Spinuzzi
- e. Pueblo Plex – John Chrisman or John Buttram

Action Requested: Informational

16. MPO updates – Eva Cosyleon (MPO Manager)

Eva Cosyleon said that the congressionally directed spending is open and due March 27th. The one for Congressman Hurds is due March 16th.

17. Colorado Department of Transportation (CDOT) request(s) the following projects into the FY 2025 –2028 Pueblo Area Council of Governments Transportation Improvement Program (PACOG TIP)

Action Required: Informational

18. Next TAC meeting – April 14, 2026 from 1:30 p.m. – 3:30 p.m. – Location: CDOT HQ - [5615 Wills Blvd., Pueblo, CO 81008*](#)

Deadline for presentations are April 6th at 5 p.m.

Action Requested: Informational

19. Items from TAC Members or scheduling of future Agenda Items

Roundtable Discussion

ADA Toolkit

2050 L RTP

Bustang Extension

Pueblo Plex Tour

20. Adjourn at or before 3:30 pm

Date: _____ Requesting Entity: _____ Existing or New: _____

Project Name: _____

Project Location and Description of Project: _____

Description of Action: _____

Fund Source(s): Designate if State or Federal Funds

Fund Source	2025	2026	2027	2028	2029	Total

Total: _____

Additional Notes: _____

<p>MPO Complete</p> <p><input type="checkbox"/> Admin Amendment</p> <p><input type="checkbox"/> Policy Amendment</p> <p><input type="checkbox"/> Regionally Significant</p>	<p>Notes:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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PACOG 2050 Long Range Transportation Plan

TAC Meeting – April 14, 2026



Purpose of Today

- 1 Brief Update Since January TAC
- 2 Key Changes in the 2050 LRTP
- 3 Focus on Differences from 2045 Plan
- 4 Final Input Before Adoption

Today we're focusing on what's changed, what's been refined, and what that means for the region as we move toward adoption.

Where We Are Now



- **Final draft plan completed**

The full plan has been compiled and is ready for adoption.

- **Public and stakeholder comment period closed**

Feedback from stakeholders and the public has been collected, recorded, and adjustments to the plan have been made, as appropriate.

- **GHG analysis finalized**

The analysis of Greenhouse Gas emissions is complete and the PACOG GHG Transportation Report has been approved by the State.

- **Moving toward April adoption**

The overall planning process is complete and the plan is ready for consideration.

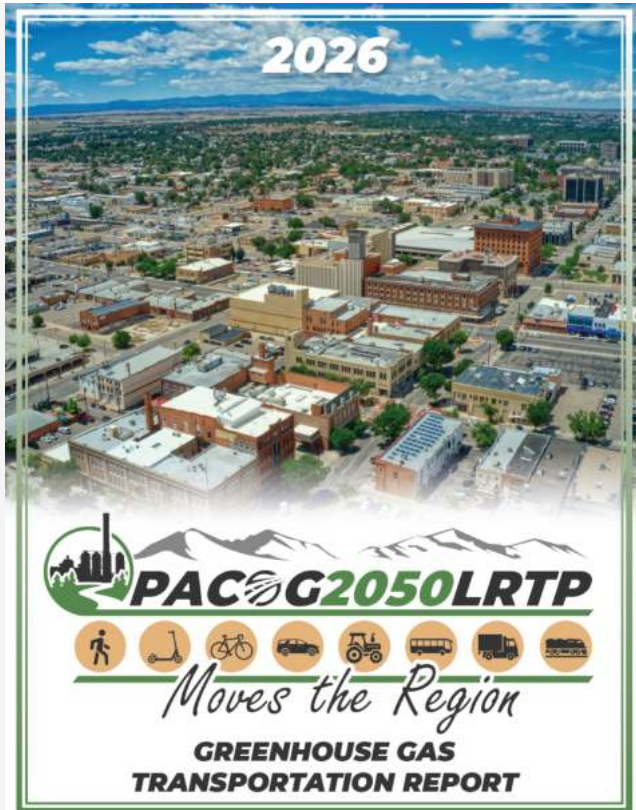
Four Major Changes Since the 2045 LRTP



- **Greenhouse Gas Requirements**
New regulations and targets for reducing emissions.
- **Stronger Fiscal Constraint**
Increased limitations and considerations on budget and funding.
- **Introduction of Aspirational Projects**
Inclusion of forward-thinking, ambitious initiatives.
- **Direct Link Between Engagement & Investment**
Establishing a clear connection between public/stakeholder involvement and project funding.

Rather than walking through every chapter again, we're focusing on four areas that fundamentally changed how this plan was built.

Major Shift #1: Greenhouse Gas Requirements



- **New State Mandate**

This requirement is a new addition, external to the original 2045 plan.

- **Demonstrable Reductions**

Projects must now actively prove their greenhouse gas emissions are being reduced.

- **Strategic Impact**

This significantly influences how projects are selected and shapes our overall system strategy.

This requirement significantly influences project selection and overall system strategy.

What Drives GHG Reduction



Travel Behavior Changes

Promoting remote work and flexible schedules.



Multimodal Investments

Enhancing infrastructure for walking, cycling, and shared mobility.



Transit Improvements

Increasing frequency, reliability, and accessibility of public transportation.



System Efficiency

Optimizing traffic flow, reducing congestion, and promoting greener vehicle technologies.

Reductions aren't driven by one project—they're driven by how the entire system performs and how people use it.

Major Shift #2: Fiscal Constraint

Stronger & Explicit



Federal Requirement for LRTPs

Necessitates fiscal prudence and alignment of project costs with available revenue.



Program Balance

The program is fully balanced through 2050, ensuring financial sustainability.



Total Program Cost

~\$1.06 Billion



Funding Gap

None

This plan explicitly demonstrates that every project can be funded using reasonably expected revenues, planning within real financial limits.

Why This Matters: Fiscal Reality



Aligns Plan with Implementation

Ensures the project plan is realistic and achievable within the actual implementation constraints.



Improves Credibility

Enhances trust and confidence with key stakeholders like FHWA and CDOT.



Supports Funding Competitiveness

Strengthens the ability to compete effectively for available funding opportunities.



Reflects Actual Delivery Capacity

Accurately represents the region's true capacity for project delivery.

“In the last plan, the project list was broader and less tied to funding. This time, we’ve taken a more disciplined approach to reflect what can actually be delivered.”



Major Shift #3: Aspirational Projects



27 Regionally Significant Projects

These projects are identified as important at a regional level.



Not Fiscally Constrained

These projects are not limited by current available funds.



Grant/Voter-Approved Funding Reliant

Typically depend on external grants or voter-approved funding sources.

This is new for this plan. These projects reflect regional priorities that don't yet have secure funding but are important to keep advancing.

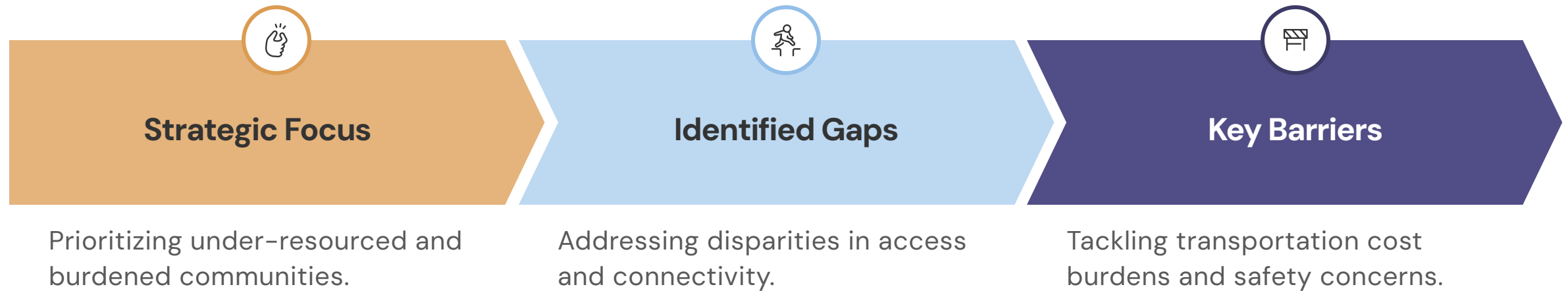
Why Include Aspirational Projects



- **Maintains a Pipeline of Priority Projects**
Ensures a continuous flow of important initiatives ready for implementation.
- **Positions Region for Competitive Funding**
Demonstrates readiness and strategic planning to attract external financial support.
- **Allows Activation into TIP When Funding is Secured**
Provides a framework to quickly incorporate projects once financial resources are confirmed.

The constrained list shows what we can deliver today. The aspirational list shows what the region is preparing to deliver as funding opportunities arise.

Major Shift #4: From Engagement to Investment



Engagement directly influenced how we consider investments in the plan.

Integrating Plan Goals

Aligning Investments with Vision



**Improve safety for all
transportation system
users**



**Build a multimodal
system that offers
safe, convenient, and
accessible options for
all modes**



**Maintain a
transportation system
that encourages
economic vitality and
vibrancy**



**Invest in
transportation
systems that promote
a high quality of life
and a healthy
environment**

Understanding the Community Landscape



Data-Informed Needs

Utilizing tools like CDPHE's EnviroScreen to identify and focus on areas with the greatest need.



Enhanced Access

Strategically considering access to essential jobs and community services.



Community Well-being

Highlighting investments that enhance safety and connectivity for all residents.

“This plan is more intentional about where investments go—not just what we build.”

Interconnected Drivers of Project Development

How key factors influence our strategic planning and execution.

Goals, Objectives, and Strategies



GHG Emissions

Influences the types of projects undertaken.



Fiscal Constraints

Defines the scope and feasibility of what can be delivered.



Aspirational Projects

Preserve future opportunities and strategic options.



Community Engagement

Guides where investments are prioritized and occur.

THE INTERPLAY OF THESE ELEMENTS SHAPES PROJECT DEVELOPMENT AND IMPLEMENTATION.

This plan represents the intersection of policy requirements, financial reality, and community priorities.

Fiscally Constrained Program Overview

95 Projects Across Key Categories

Total Projects

95

Roadway / Corridor

69

projects

Multimodal

14

projects

Transit

9

projects

Safety

21

projects

While roadway projects represent the largest share of cost, many projects support multiple goals, including safety and multimodal access.

Investment Breakdown



Roadway Investments

Represents the largest share of investment, primarily due to associated costs.



Safety, Multimodal, and Transit

Strategic investments focused on achieving broader, cross-cutting objectives.

Roadway projects tend to be more expensive, which is why they dominate funding—but the plan still advances multiple goals across all modes.

Improvements from the 2045 Plan



- **Meets GHG Requirements**
Achieves necessary greenhouse gas targets.
- **Provides Realistic + Aspirational Pipeline**
Balances achievable goals with a long-term vision.
- **Demonstrates Full Fiscal Constraint**
Ensures financial viability and responsible spending.
- **Strengthens Funding Competitiveness**
Enhances the plan's appeal for securing financial resources.
- **Aligns Investments with Community Needs**
Prioritizes projects that benefit the community.

This plan is more implementable, more defensible, and more aligned with both policy and community priorities than the previous plan.

Next Steps



- **Board Adoption**

Seek and secure approval from the board, targeted for April 23, 2026.

- **Submission to CDOT and FHWA**

Submit the finalized plan to the Colorado Department of Transportation (CDOT) and the Federal Highway Administration (FHWA).



Questions?

Transportation Improvement Program Illustrative Project Application - FY2027-2030



Date of Submission:

Agency Name:	
Applicant Name:	Applicant Email:

Project Information: "N/A" if not available

Project Name:		
Project Description:		
Is this project identified in the LRTP? Yes No	If you answered "No" what other plans has this project been identified in?	
Has this project previously been worked on? Yes No	If you answered "Yes", please describe what other work has been done on this project?	
Estimated Cost:	Year Cost was Estimated:	Is the project shovel-ready: Yes No

Which of the following Long Range Transportation Plan goals does your project accomplish?

Improves **safety** for all transportation system users

Build a multimodal system that offers safe, convenient, and accessible options for all modes

Maintain a transportation system that encourages economic vitality and vibrancy

Invest in transportation systems that promote a high Quality of Life and a healthy environment

For more info on LRTP Goals, please visit: https://9d41869a-ad33-49ed-b45a-920ec04cc636.filesusr.com/ugd/18db8f_1f5736b570c14a86bb89e2996f243c28.pdf

Please explain how your project meets each selected goal:

Department Directors signature

Signed Date

X _____

_____ Page 30 of 32

BACKGROUND:

Ensuring that your public meeting or event is accessible is a crucial step in uplifting the voices of every member of the community. This pamphlet will serve as a guide to help you ensure that all members of the public are able to engage with your event.

PRE-EVENT ACCESSIBILITY

The road to accessibility starts before your event begins. To ensure that your event is accessible make sure you:

- Have a clear point of contact for pre-event and accessibility communications
- Allow for prospective participants to request any necessary accommodations at least one week in advance
- Offer and provide accommodations to the reasonable extent possible
- Develop a public site plan that clearly labels accessible parking, bathrooms, elevators, and how to navigate your event space
- Account for maneuverability around the event space
- Provide spaces to sit and eat if providing refreshments

DISABILITY ETIQUETTE

It is important to engage with all participants in a way that is respectful, accommodating, and free of preconceived notions. When interacting directly with meeting participants, make sure to follow this basic etiquette:

- Address people directly and respectfully
- Make eye contact with and face the person you are talking to
- Don't assume mental capacity or physical ability; disabilities are not always visible and visible disabilities do not mean you should assume the presence of invisible or mental disabilities
- If you see someone struggling, politely offer help, but do not assume that someone needs help or is incapable of completing a task
- Pay attention to the audience, make eye contact while presenting, pay attention to see if participants are having difficulty seeing materials or hearing the presentation. Take appropriate action as necessary.
- Don't cut off people speaking, allow them to finish their full thought

More questions?
Contact: pueblo_mpo@pueblo.us

Americans with Disabilities Act Accessibility During Meetings

Published by:
Pueblo Area Council of Governments
Metropolitan Planning Organization
With Support from the Pueblo ADA
Advisory Commission

Printed:



AUDITORY ACCESSIBILITY

Auditory disabilities are common-place, and it is always in the best interest of your audience to ensure that all participants can hear presenters or speakers. A little bit of prep can often go a long way in ensuring auditory accessibility:

- Before your event, perform sound tests with all equipment
- Have each speaker practice using the microphone. Coach speakers on:
 - How to hold a microphone
 - What volume to speak at when using a microphone
 - Avoiding distraction or avoiding microphone use when hearing the sound of their own voice
- Control sound within the space, avoid having external noises or activity bleed into presentation spaces
- Have speakers or moderators repeat any questions asked by the audience during a Q&A
- Work with your venue to see what assistive listening technology is available
- If working in communities that have high non-English speaking populations, provide translation services as necessary, including sign language.
- Remind speakers, throughout the event, to use the microphone.

VISUAL ACCESSIBILITY

Accessibility of presentation materials is easy to overlook, falling into many accessibility traps that can hurt the viewing and listening experience of meetings:

- Make sure that room lighting and screen contrast make digital materials clearly visible. Materials should be at an appropriate height with no glare
- Avoid having text and background colors with low contrast
 - The MPO recommends using the following website to check color contrast: <https://webaim.org/resources/contrastchecker/>
- Print out digital materials before hand to ensure that formatting and color choices are still readable on physical copies
- Share information on a presentation in different ways:
 - Describe and explain tables or statistics
 - Describe pictures
 - Avoid long paragraphs, explain during the presentation
- The MPO recommends a minimum font size for presentation materials to be 16-18pt font in a clear and easy to read font.
- Ensure all materials are color-blind accessible

PHYSICAL ACCESSIBILITY

Not all presentation locations are equally accessible; While there may be situations where you are forced to use an inaccessible location, when you have the flexibility to choose, consider the following:

- Locate the event space near accessible bathrooms
- Post clear signage and directions around your event space to direct participants towards amenities, away from locked doors or from parking to the event space itself
- Avoid locations which have inaccessible sidewalks, steep elevation changes, small elevators, and few or no ramps
- Pay attention to the ground surface materials around the venue
 - Avoid dirt or gravel parking lots
 - Have clear concrete paths that lead into the venue
- Locations should be near bus stops. Look at the City of Pueblo's transit map for bus stop locations.
- Keep aisle spaces clear during the event