



Overview of the *Public Input Report* and Process

Public Input Report Purpose

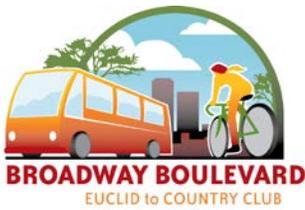
Input received from the public throughout a roadway design project can have an influence on the resulting plans, particularly when the input is received in the early stages of the project's planning and design development. Projects utilizing a Context Sensitive Solutions model or Context Sensitive Approach require public input to help define the "context" for which solutions are sought. A method of tracking public input can be a tool useful to all involved throughout the planning and design development process. Additionally, some projects track public input received and then provide a final report summarizing the substantive public input gathered that influenced the end project product.

In the instance of the Broadway: Euclid to Country Club roadway improvements project, the tracking mechanism envisioned is a spreadsheet that logs input received, the actions taken, and resolutions achieved. It would be distributed to the Citizens Task Force (CTF) on a regular basis, ideally prior to every CTF meeting. The end product of the Planning and Design Phase is a Design Concept Report (DCR) and related Initial (15%) Plans. A summary report at the conclusion of Broadway's Planning and Design Phase would utilize the tracking log to summarize comments received during the planning and design of the Broadway that either influenced the DCR and Initial Plans, or were incorporated into them.

Use of the Public Input Report

The Regional Transportation Authority (RTA) and the City of Tucson Mayor and Council have identified the Citizens Task Force as the primary body to represent the public's interests for the work conducted in this phase. Broadway's Planning and Design Phase is expected to last 18-24 months and formally kicked-off on June 20, 2012 with the first meeting of the Citizens Task Force and the public Listening Session. Throughout this phase, opportunities for the public to participate are planned. These opportunities will be described in greater detail in the project's *Public Participation Plan*, which is currently in development. However, standard opportunities offered throughout the project's duration exist, including: emails, letters, phone calls, comment cards, and Citizens Task Force meetings.

It is proposed by Project Team that the *Public Input Report* be shared with the CTF in advance of each CTF meeting so there is time to review the information. In order to do this, 13 calendar days are needed for preparation and finalization, reproduction, and mailing of the *Public Input Report* and other meeting materials. Upon review, CTF members are invited to contact the Project Team if they find something in error, or believe an item should be handled differently – either in advance of the CTF meeting, during, or after. Requests or comments by CTF members, Project Team members, and representatives of the sponsoring agencies will be recorded/ tracked in the 'Notes' field on the spreadsheet.



The Citizens Task Force and the Project Team will use different tools to make informed decisions on the project's design throughout the current development process. These tools include the *Public Input Report*, special input reports compiled through larger public project events, such as the 6/20/2012 Listening Session Report, Citizens Task Force meeting summaries and audio recordings, as well as any other pertinent documents. By the end of the Planning and Design Phase, these tools will make up a master binder of public participation and input process documentation.

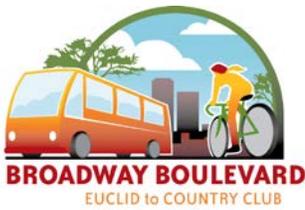
The Role of the *Public Input Report* in the Project's Overall Public Participation Process

The Broadway project is funded by the Regional Transportation Authority, Pima County, and the City of Tucson. The City of Tucson is the lead agency, and staff from the Tucson Department of Transportation is managing the project by coordinating with the sponsoring agencies, and by giving direction to and working with the team of consultants hired on to complete the project (referenced as the Project Team throughout this document). The process through which the public will be involved in the project will be defined in the *Public Participation Plan* (currently in development), and will include ongoing opportunities for the community to participate have been defined early on by the Project Team. These include: assembling a Citizens Task Force, having regular meetings with the CTF that are open to the public, providing materials for the public to become informed about the project (web site, fact sheets, Public Info Line), and making avenues available for receiving public comments and input in addition to CTF meetings (emails, mail, calls, and comment cards). The *Public Input Report* is one tool that will track and manage the input received from community stakeholders as part of the larger project public participation plan.

Public Input Methods Included in the *Public Input Report*

The Citizens Task Force (CTF) has been assembled to work directly with the Project Team and represents the perspectives, ideas, and suggestions of the public impacted by the project. It is a formal body, authorized by local Ordinance, and subject to Arizona State Open Meeting Law. The CTF meetings are conducted as open public meetings and the discussions, interactions, and recommendations of the CTF are documented through standard documents: Legal Action Reports and meeting summaries (or audio recordings). Comments from the attending public are heard during two standing agenda items at every meeting, the "Call to the Audience". These, too, are summarized in the meeting summaries. In these ways, the CTF input, and input from the attending public, about the project will be documented.

In addition to the CTF public meetings, methods to receive other public input have been set up by the Project Team: letters, emails, comment cards, and the Project Info telephone line, or calls to the project manager. These items are expected to be catalogued in the spreadsheet. As the project progresses – and the project budget and schedule allow – other methods to gather input may be employed. For example, surveys (online and/or paper) may be used.



Some comments from CTF meetings may warrant inclusion on the *Public Input Report*. The decision process used regarding what comments are added to the report, what response and/or action is assigned, and what resolutions are needed and obtained is described below.

Processing Public Input for Inclusion in the *Public Input Report*

Processing the public input means determining what the input is and how it should be handled. The City of Tucson Department of Transportation project manager (Jenn Toothaker Burdick) will oversee the data entry, action assignments, resolutions, and report production of the *Public Input Report*. She will work with Project Team members to ensure input is appropriately handled and that responses are verified, accurate, and timely.

Submittals of input will be reviewed for the key issues they address, and the actions that need to be taken. Actions assigned will vary, but at a minimum, it is expected that the basic action options will be: no action needed; research & response required; include as future CTF agenda item; and, forward.

Some submittals are expected to do one or more of the following:

- question, with reasonable basis, the accuracy of information in the planning and design process and materials.
- question, with reasonable basis, the adequacy of analysis substantiating the planning and design process and materials.
- present reasonable alternatives other than those presented in the planning and design process.
- cause changes or revisions in the proposal.

In other words, they raise, debate, or question a point of fact or policy. These submittals will require research and response by the project team. At times, comments made at the public “Call to the Audience” portions of the CTF meetings will warrant inclusion in the report because they meet these criteria.

Comments in favor of or against the project or proposed alternatives, or comments that only agree or disagree with City, RTA, or County policies, are not considered substantive. These will not require any action or may be forwarded for informational purposes.

Input received by other public bodies or public agency staff will be included only if the input is forwarded to the attention of the Project Team, and/or the CTF, to direct it through the official public process. This can be done through email, mail, phone, or other appropriate communication methods.

***Public Input Report* Fields**

As described above, the primary methods of receiving public input that will be captured in the *Public Input Report* are email, mail, comment cards, and phone calls. If additional methods are employed



throughout the project Planning and Design Phase, those will either be included in the *Public Input Report* or in special summary documentation (for example, the 6/20/2012 Listening Session Report).

The fields on the report will include:

Fields shared on reports made public

- Record Number – the number assigned to the record when entered into the spreadsheet. This will appear on the related documentation.
- Date Received – the date the submittal was received.
- Method of Receipt – how was the input submitted (mail, email, phone, comment card, CTF meeting, etc.).
- Recipient – who received it (broadway@tucsonaz.gov, CTF, project manager, etc.).
- Issue Keyword(s) – key terms to categorize the nature of the input received. Allows for categorization of data and analysis in the long term.
- Issue – statement describing the input. Can be verbatim or paraphrased for brevity in the report.
- Action(s) Taken – action(s) assigned to the record (e.g., none, research and respond, future agenda item, forward).
- Resolution – if actions are taken and responses required, this field describes how the record is ultimately resolved. Was it a factual error? Did it influence or modify anything about the design?
- Notes – this field will record any additional comments about the record that will be helpful to know or track over time, such as feedback or requests from the CTF or others.

Fields not shared on reports made public

To protect the privacy of the people who submit comments, specific names and contact information will not be supplied in reports that will be made widely available to the public. In the documentation that accompanies the reports to the CTF, names and contact info of those submitting comments will be redacted. Some columns included initially on the spreadsheet may duplicate data included in the 'Action(s) Taken' field, and will not be included on the reports to the CTF. These include specific entries on responders to entries, response methods used, and the dates response was made.

The implementation of the *Public Input Report* process may require fine-tuning over time. It is anticipated that the CTF and the Project Team will find ways to make the report and the process efficient, informative, and helpful.