

The City of Sarasota, Bay Runner Trolley



Title VI Plan

April 2023



Preface

This template has been developed by the Florida Department of Transportation (FDOT) District Two in coordination with the FDOT Central Office in order to assist transit agencies with the development of their Title VI Plan. Although each agency is different in size, organization structure, operations, etc., minimum Title VI compliance requirements are common to all. This template document is intended to assist smaller transit agencies that often do not have adequate resources to develop a Title VI Plan in accordance with the minimum requirements of Section 49 Code of Federal Regulations, Part 21 and Federal Transit Administration (FTA) Circular 4702.1B. It should be noted that this template covers the Title VI requirements for sub-recipient transit providers that operate less than 50 vehicles in peak service and are located in urbanized areas (UZA) of less than 200,000 population and rural transit providers.


While the development, adoption, and implementation of a Title VI Plan that complies, at a minimum, with the requirements set forth by FTA Circular 4702.1B is mandatory, the agencies have the prerogative to either utilize this template or enhance their existing Title VI Plan with the information contained in this document. If an agency decides to utilize this template, they will have to customize this document to fit their agency ensuring compliance with FTA Circular 4702.1B, adopt the document, and implement and comply with the Title VI Plan.

It is important to note that the Department is not requiring transit agencies to adopt this template. Transit agencies must, however, adopt a Title VI Plan which addresses all of the requirements of FTA Circular 4702.1B which apply to their agency. The intent of the Department was to develop a document which addresses the provisions of the circular and provide it to local transit agencies as a means of helping them reduce their administrative burden in preparing or updating their Title VI Plans. We believe this document will be invaluable to you in this regard. In developing this document, it was understood that some transit agencies may elect to adopt the template document in whole with little customization. This decision is up to the local transit agency. It must be understood, however, that future compliance reviews will examine your policies and observed practices to ensure that they are consistent with the Title VI Plan you have adopted, and also compliant with FTA Circular 4702.1B.

To use this template, open the electronic file contained in the Title VI Plan Template CD in Microsoft Word and save the file with an appropriate name (e.g. “The Bay Runner Trolley Bus System Title VI Plan.doc”). You will quickly note that the Template Document has been color coded to help you distinguish between the actual requirements of FTA Circular 4702.1B, and optional language we have provided that might assist you in developing your plan, or elaborating on how your agency is addressing the requirements of FTA Circular 4702.1B.

Text Any text highlighted in yellow color should be replaced with your agency’s information.

Text Any text highlighted in blue color are instructions for completion of the template. Please delete all blue highlighted text prior to completion of the Plan.

 Text appearing within the blue shaded boxes is informational only and may provide instructions or other information that will help you in customizing your Title VI Plan.

Text Any text appearing in green color represents optional or suggested language that may assist you in explaining or elaborating on how you are meeting the intent of the requirement.



Text appearing within the bordered boxes as well as the black text found within the section descriptions which follow, represent the actual requirements as stated in FTA Circular 4702.1B, or provides information directly related to the requirements.

Certain FTA Circular 4702.1B requirements are very prescriptive and the requirements are defined in great detail. Under these circumstances, it would be redundant to explain the requirements twice (once in the bordered box and then restate again within the general text that would follow). When such circumstances occur, it will be noted within the bordered box and the general text will be deferred to in summarizing the requirement.

Remember, in the context of FTA Circular 4702.1B, some requirements are not always prescriptive and detailed. Some portions of FTA Circular 4702.1B simply obligate the agency to define or develop a policy or procedure to explain how the agency will meet the intent of the requirement. The language the Department has developed in the **green colored text** is optional or example language crafted to assist you in these instances. *You are not required to use it.* Whether you elect to use the optional **green text** is entirely up to you, but please ensure that any green text utilized applies precisely to your agency. Regardless, your policy or procedure must comply with the requirements set forth by FTA Circular 4702.1B. Also, note that this Template is geared towards satisfying the requirements of FTA Circular 4702.1B only. You may have to incorporate additional policies and procedures to meet the requirements of other regulatory agencies, as appropriate. You can also customize the Appendices as needed to supplement the Title VI Plan. The document is provided in a format that is easily editable by the Agencies, a text formatting palette has been provided in the Appendix of the document specifying font type, text size, etc.

If you have any questions related to this document, please feel free to contact Ms. Doreen Joyner-Howard, AICP; District Two Modal Development Manager at doreen.joynerhoward@dot.state.fl.us or 904-360-5650.

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Title VI Plan Activity Log

[illegible]

**Title VI Plan Activity Log
(Continued)**

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks

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1.0 Title VI/Nondiscrimination Policy Statement and Management Commitment to Title VI Plan

49 CFR Part 21.7(a): Every application for Federal financial assistance to which this part applies shall contain, or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed or pursuant to [49 CFR Part 21].

The Bay Runner Trolley assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency. The Bay Runner Trolley further agrees to the following responsibilities with respect to its programs and activities:

1. ☒ Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. ☒ Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in language other than English.
3. ☒ Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
4. ☒ Develop a complaint process and attempt to resolve complaints of discrimination against The Bay Runner Trolley.
5. ☒ Participate in training offered on the Title VI and other nondiscrimination requirements.
6. ☒ If reviewed by FDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. ☒ Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.1B to the primary recipients (refer to Appendix A of this plan)

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.

Signature



Marlon Brown
City Manager, The Bay Runner Trolley, 04/19/2023

2.0 Introduction & Description of Services

The Bay Runner Trolley submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

The Bay Runner Trolley is a sub-recipient of FTA funds and provides service in the City of Sarasota. A description of the current The Bay Runner Trolley system is included in Appendix B.

Title VI Liaison

The Bay Runner Trolley Liaison Name: Broxton Harvey
Title: General Manager, Parking Management Division
Phone Number: 941-263-6475
Address: 1565 1st Street, Rm 114, Sarasota, FL 34236

Alternate Title VI Contact

Alternate Title VI Contact Name: Jake Brown
Title: ADA Coordinator, Human Resources
Phone Number: 941-263-6299
111 S. Orange Ave, Sarasota, FL 34236

The Bay Runner Trolley must designate a liaison for Title VI issues and complaints within the organization. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

- Maintain knowledge of Title VI requirements.
- Attend training on Title VI and other nondiscrimination authorities when offered by FDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.

2.1 First Time Applicant Requirements

FTA Circular 4702.1B, Chapter III, Paragraph 3: Entities applying for FTA funding for the first time shall provide information regarding their Title VI compliance history if they have previously received funding from another Federal agency.

The Bay Runner Trolley is a first time applicant for FDOT funding. The following is a summary of The Bay Runner Trolley's current and pending federal and state funding.

Complete the following list, add and remove number as necessary.

Current and Pending FTA Funding - None

Current and Pending FDOT Funding

FTA Circular 4702.1B, Chapter III, Paragraph 2: Every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with the Title VI regulations.

1. Public Transportation Grant, Amendment 1, 7/21/2022, \$1,060,164

Current and Pending Federal Funding (non-FTA) - None

Current and Pending State Funding (non-FDOT) None

During the previous three years, the City of Sarasota did complete a Title VI compliance review of The Bay Runner Trolley. The Bay Runner Trolley has not been found to be in noncompliance with any civil rights requirements.

2.2 Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances. Primary recipients will collect Title VI assurances from sub-recipients prior to passing through FTA funds.

The Bay Runner Trolley will remain in compliance with this requirement by annual submission of certifications and assurances as required by FDOT and/or the City of Sarasota.

2.3 Title VI Plan Concurrence and Adoption

This Title VI Plan received FDOT concurrence on July 26, 2021. The Plan was approved and adopted by the City Commission during a meeting held on April 17, 2023. A copy of the meeting minutes and FDOT concurrence letter is included in Appendix C of this Plan.

3.0 Title VI Notice to the Public

FTA Circular 4702.1B, Chapter III, Paragraph 5: Title 49 CFR 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.

3.1 Notice to Public

Recipients must notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI Plan. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin
- A description of the procedures members of the public should follow in order to request additional information on the grantee's nondiscrimination obligations
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the grantee



Title VI Notice

The City of Sarasota Bay Runner Trolley operates its program and service without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Sarasota, Human Resources Department.

For more information on the City of Sarasota's civil rights program, and procedure to file a complaint, contact the City of Sarasota Department of Human Resources or call 941.263.6299, email adacoordinator@sarasotafl.gov, or visit www.sarasotafl.gov/services. A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

The Language Line Services, Inc.: 800-752-6096 Website: <https://www.language.com>.

3.2 Notice Posting Locations

The Notice to Public will be posted onboard each trolley to apprise the public of The Bay Runner Trolley's obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice is posted on The Bay Runner Trolley's website at <https://sarasotabayrunner.com/accessibility>. In addition, notices are placed in obvious locations on each trolley, at the Parking Reception Desk, and in City Hall.

A sample version of this notice is included in Appendix D of this Plan along with any translated versions of the notice, as necessary.

4.0 Title VI Procedures and Compliance

FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to member of the public.

4.1 Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by The Bay Runner Trolley may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). The Bay Runner Trolley investigates complaints received no more than 90 days business days after the alleged incident. The Bay Runner Trolley (the City of Sarasota) will process complaints that are complete.

Once the complaint is received, the City of Sarasota will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

The City of Sarasota then has thirty (30) business days to investigate the complaint. If more information is needed to resolve the case, the City may contact the complainant in writing or email. The complainant has ten (10) business days from the date of the notification either by letter or email requesting additional 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 ten (10) business days, The City of Sarasota can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

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 Title VI violation and that the case will be closed. A 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. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on The Bay Runner Trolley's website, sarasotabayrunner.com.

4.2 Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E, on The Bay Runner Trolley's website (sarasotabayrunner.com) and at the parking reception desk.

The complaint form must be provided in any languages spoken by the LEP population which meet the Safe Harbor threshold (See Appendix G).

4.3 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. The City of Sarasota, Bay Runner Trolley will submit Title VI Plans to FDOT for concurrence on an annual basis or any time a major change in the Plan occurs.

Compliance records and all Title VI related documents will be retained for a minimum of three (3) years

FTA Circular 4702.1B, Chapter III, Paragraph 11: Primary recipients should assist their sub-recipients in complying with DOT's Title VI regulations, including the general reporting requirements.

and reported to the primary recipient annually.

4.4 Sub-recipient Assistance and Monitoring

The Bay Runner Trolley does not have any sub-recipients to provide monitoring and assistance. As a sub-recipient to FDOT, The Bay Runner Trolley utilizes the sub-recipient assistance and monitoring provided by FDOT, as needed. In the future, if The Bay Runner Trolley has sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B.]

Title VI Complaint Procedures, Title VI Complaint Form, and a sample Title VI Notice have been developed and distributed to CPR MEDICAL TRANSPORTATION, LLC Medical Transportation Services.

4.5 Contractors and Subcontractors

The City of Sarasota is responsible for ensuring that contractors are in compliance with Title VI requirements. Contractors may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. The Bay Runner Trolley, contractors, and subcontractors may not discriminate in their employment practices in connection with federally assisted projects. Contractors and subcontractors are not required to prepare or submit a Title VI Plan. However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

4.6 Policy Statement

The City's Human Relations Ordinance, as codified in Chapter 18 Article 1 of the City Code, states:

"Sec. 18-1 -Declaration of Policy.

(a) It is the desire of the City Commission to foster and encourage the growth and development of the City in a manner that will assure all persons an equal opportunity to live free of discrimination imposed by age, color, disability, gender, marital status, national origin, race, religion, sexual orientation or veterans status. Discriminatory practices are contrary to the public policy of the City and are a menace to the public peace and welfare of our citizens. The City shall direct its efforts and resources toward eliminating discriminatory practices within the city in the areas of housing, employment and public accommodations where they exist.

(b) The general purpose of this chapter is to implement Article I, Section 5 of the City Charter so as to secure for all individuals within the City freedom from discrimination because of age, color, disability, gender, marital status, national origin, race, religion, sexual orientation or veterans status and thereby to protect their interest in personal dignity, to make available to the City their full productive capacities, to secure the City against domestic strife and unrest, to preserve the public safety, health, and general welfare, and to promote the interests, rights, and privileges of individuals within the City.

(c) This chapter shall be construed in accordance with decisions interpreting similar provisions of federal and state law and according to the fair import of its terms and shall be liberally construed to further the general purposes stated in this section and the special purposes of the particular provision involved. This chapter is intended to provide equal or greater protection against discrimination than is afforded by state or federal law."

Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Agency will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion or family status.

4.7 Nondiscrimination Assurances

Every three years, or commensurate with a change in executive leadership, the City will certify to Federal Highway Administration (FHWA) and Florida Department of Transportation (FDOT) that our programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and serve two important purposes. First, they document City commitment to nondiscrimination and equitable service to our community. Second, they serve as a legally enforceable agreement by which the City may be held liable for breach. Those wishing to view the City's Nondiscrimination Assurance may do so by visiting the City website or administration offices.

4.8 Disadvantaged Business Enterprise (DBE) Policy

As a part of the Joint Participation Agreement (JPA) with FDOT, the City of Sarasota and its contractors and subcontractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, and as required under the City of Sarasota's Solicitation 21-46DB Open Air Trolley Service Bid requirements.

5.0 Title VI Investigations, Complaints, and Lawsuits

FTA Circular 4702.1B, Chapter III, Paragraph 7: In order to comply with the reporting requirements of 49 CFR 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations....; lawsuits, and complaints naming the recipient.

In accordance with 49 CFR 21.9(b), the City of Sarasota must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by the city in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted.

The City of Sarasota, Bay Runner Trolley, has had NO investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years. A summary of these incidents is recorded in Table 1.

Table 1: Summary of Investigations, Lawsuits, and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

6.0 Public Participation Plan

FTA Circular 4702.1B, Chapter III, Paragraph 4.a.4: Every Title VI Plan shall include the following information: A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Plan submission. A recipient's targeted public participation plan of minority populations may be part of efforts that extend more broadly to include constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

The Public Participation Plan (PPP) for The Bay Runner Trolley was developed to enable members of the public, including minorities and Limited English Proficient (LEP) populations, to participate in the decision making process for The Bay Runner Trolley. The PPP is included as Appendix F to this Title VI Plan.

Current Outreach Efforts

The Bay Runner Trolley is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of The Bay Runner Trolley's recent, current, and planned outreach activities.

- On board survey with riders
- Annual operational review at city commission meetings
- Email and phone numbers advertised to encourage communication with its operation
- Created a website for transparent online route information (<https://sarasotabayrunner.com/>)
 - Drone footage of the Bay Runner en-route used as a banner on the website
- Created a user-friendly route map available to users online and in print format
- Created a Google business profile for optimum integration

7.0 Language Assistance Plan

FTA Circular 4702.1B, Chapter III, Paragraph 9: Recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited English proficient (LEP).

The Bay Runner Trolley operates a transit system within the downtown to St. Armands corridor. The Language Assistance Plan (LAP) has been prepared to address The Bay Runner Trolley's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In The Bay Runner Trolley service area (within 1/4 mile from fixed route) there are 4,953 residents or 9% who describe themselves as not able to communicate in English very well (Source: US Census). The Bay Runner Trolley is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. The Bay Runner Trolley has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four-factor analysis to develop its LAP. The LAP is included in this Title VI Plan as Appendix G.

8.0 Transit Planning and Advisory Bodies

FTA Circular 4702.1B, Chapter III, Paragraph 10: Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

The Bay Runner Trolley does not have a transit-related committee or board, therefore this requirement does not apply.

The Sarasota/Manatee Metropolitan Planning Organization (MPO) is the regional transportation planning entity for Sarasota and Manatee Counties. MPOs are established by state and federal laws and through interlocal agreement to provide a process for local governments within the region to coordinate with the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

Governed by a 17-member apportioned Board, comprised of elected officials representing both counties, nine (9) cities, a representative of the Sarasota Manatee Airport Authority, and the Florida Department of Transportation (FDOT) District 1 Secretary serving as a non-voting advisor, the Sarasota/Manatee MPO planning process is continuing, comprehensive and cooperative. Additionally, the MPO manages several committees that pertain to transit and transit planning including the Public Transportation Task force and the Sarasota Local Coordinating Board.

Public Transportation Task Force

The primary purpose of the Sarasota/Manatee MPO Public Transportation Task Force is to advise the MPO Board on issues related to the development of regional inter-county public transportation services as specified in the MPO Long Range Transportation Plan. The Public Transportation Task Force consists of one MPO Board member or their designated alternates representing Manatee County, Sarasota County, City of Sarasota, City of Bradenton, City of Palmetto, the Island Transportation Planning Organization, Town of Longboat Key, City of Venice, City of North Port and Sarasota Manatee Airport Authority.

Sarasota Local Coordinating Board

The Sarasota County Transportation Disadvantaged Local Coordinating Board, comprised of state agency and community representatives of the transportation disadvantaged population, was created to identify local service needs and to provide information, advice, and direction to the Sarasota County Community Transportation Coordinator (CTC). The Sarasota County Board of County Commissioners is the CTC for Sarasota County and provides life-sustaining paratransit service, which is currently operated by Sarasota County Area Transit (SCAT).

9.0 Title VI Equity Analysis

FTA Circular 4702.1B, Chapter III, Paragraph 4.a.8: If the recipient has constructed a facility, such as vehicle storage, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

Title 49 CFR, Appendix C, Section (3)(iv) requires that “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process.

The City of Sarasota, Bay Runner Trolley, has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, The Bay Runner Trolley does not have any Title VI Equity Analysis reports to submit with this Plan. The Bay Runner Trolley will utilize the demographic maps included in Appendix I for future Title VI analysis.

10.0 System-Wide Service Standards and Service Policies

FTA Circular 4702.1B, Chapter III, Paragraph 10: All fixed route transit providers shall set service standards and policies for each specific fixed route mode of service they provide.

The Bay Runner Trolley is a fixed route service provider.

FTA Circular 4702.1B requires that all fixed route service providers prepare and submit system-wide service standards and service policies as a part of their Title VI Plan. These standards and policies must address how service is distributed across the transit system, and must ensure that the manner of the distribution affords users access to these assets.

The Bay Runner Trolley has adopted the following system-wide standards and policies to ensure service design and operations practices do not result in discrimination on the basis of race, color, disability, or national origin. Service policies differ from service standards in that they are not necessarily based on a quantitative threshold.

10.1 Service Standards

FTA requires that all fixed route transit providers develop quantitative standards for all fixed route modes of operation for the following indicators. The Bay Runner Trolley has prepared standards for all modes it operates.

a. Vehicle Load

Vehicle Type	Average Passenger Capacities			
	Seated	Standing	Total	Maximum Load Factor
15' Mini-Bus	28	2	30	1.1
40' Open Air Trolley	39	12	51	1.3

b. Vehicle Headway

POLICY HEADWAYS AND PERIODS OF OPERATION				
<u>Continuous</u>	<u>Peak</u>	<u>Base</u>	<u>Evening</u>	<u>Night</u>
Linear Routing	30	20	20	--
<i>Peak: 12 – 3 p.m. and 5 – 8 p.m.;</i> <i>Base: 8 a.m. – 12 p.m.;</i> <i>Evening: 8 p.m. - midnight;</i> <i>"--" means no service is provided during that time period.</i>				

- c.** On-Time Performance - The Bay Runner is a continuous operation without designated schedules at stops. A vehicle is considered on time if the headway between stops is not more than twenty (20) minutes, and the frequency one way is not greater than thirty (30) minutes. The Bay Runner Trolley on-time performance objective is 90% or greater. The Bay Runner Trolley continuously monitors on-time performance and system results are published and posted as part of monthly performance reports covering all aspects of operations.
- d.** Service Availability (within ¼ mile of the fixed route)
The Bay Runner Trolley will distribute the linear transit service so that 90% of all residents in the service area are within a ¼ mile walk of bus service or within a ½ mile walk of micro transit service.

10.2 Service Policies

FTA requires fixed route transit providers to develop a policy for service indicators. The Bay Runner Trolley has prepared the following policies for its transit system.

- a.** Distribution of Transit Amenities
Installation of transit amenities along bus and rail routes are based on the number of passengers boarding at stops and stations along those routes.
- b.** Vehicle Assignment
The Bay Runner trolleys will be assigned by CPR MEDICAL TRANSPORTATION, LLC Medical Transit, the designated operator of this service. Vehicles will be rotated among the fleet to ensure an even distribution of miles driven and wear are not adversely utilized.

11.0 Appendices

APPENDIX A	FTA CIRCULAR 4702.1B REPORTING REQUIREMENTS FOR TRANSIT PROVIDERS
APPENDIX B	CURRENT SYSTEM DESCRIPTION
APPENDIX C	TITLE VI PLAN ADOPTION MEETING MINUTES AND FDOT CONCURRENCE LETTER
APPENDIX D	TITLE VI SAMPLE NOTICE TO PUBLIC
APPENDIX E	TITLE VI COMPLAINT FORM
APPENDIX F	PUBLIC PARTICIPATION PLAN
APPENDIX G	LANGUAGE ASSISTANCE PLAN
APPENDIX H	OPERATING AREA LANGUAGE DATA: THE BAY RUNNER TROLLEY SERVICE AREA
APPENDIX I	DEMOGRAPHIC MAPS
APPENDIX J	TITLE VI EQUITY ANALYSIS
APPENDIX K	TEXT FORMATTING PALETTE

Appendix A

FTA Circular 4702.1B Reporting Requirements for Transit Providers

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Sub-recipients shall submit the information below to their primary recipient (the entity from whom the sub-recipient receives funds directly), on a schedule to be determined by the primary recipient.

General Requirements

All recipients must submit:

- ☐ Title VI Notice to the Public, including a list of locations where the notice is posted
- ☐ Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- ☐ Title VI Complaint Form
- ☐ List of transit-related Title VI investigations, complaints, and lawsuits
- ☐ Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- ☐ Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance

Requirements of Transit Providers

All Fixed Route Transit Providers must submit:

- ☐ All requirements set out in Chapter III (General Requirements)
- ☐ Service standards
 - Vehicle load for each mode
 - Vehicle headway for each mode
 - On time performance for each mode
 - Service availability for each mode
- ☐ Service policies
 - Transit Amenities for each mode
 - Vehicle Assignment for each mode

Appendix B

Current System Description

Current System Description

1. An overview of the organization including its mission, program goals and objectives.
 In alignment with the City of Sarasota's transportation vision for a safe and active community with diverse transportation choices the City, in partnership with FDOT, established a new trolley route that connects Downtown to St. Armands Circle and Lido Beach. Details, including the location of stops, the operating hours and the type of vehicle are outlined in this document. The trolley is free for passengers to ride, as the program was established in order to partially offset the inconveniences motorists will experience during the construction of the Gulfstream and US 41 roundabout and mitigate excessive vehicular traffic between downtown and the barrier islands. More specifically, a key objective is to reduce the number of vehicles traveling through the Gulfstream roundabout construction, provide a transit connection between Downtown and St. Armands shopping districts and the beaches for both tourists and locals, and to facilitate employee transportation needs to and from the keys.

2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.
 The City of Sarasota, using a public solicitation process, contracted a qualified transportation vendor for The Bay Runner Trolley service, accompanied by a complimentary para-transit service. The vendor will effectuate an approved safety and security plan. The contractor will be fully responsible for acquiring vehicles, maintenance, employee well trained drivers, and training. City of Sarasota's Parking Management Division will administer the contract, including any performance monitoring of service and vehicles. The Parking Management Division reports to the Director of Planning, who reports to the City Manager. The City Commission approves financial and operating plans.

 During the Bay Runner's three (3) year pilot, the vendor will utilize three open air trolleys for service, along with two dedicated para-transit vans. Each trolley is also equipped with an approved wheelchair lift. The Bay Runner service is seven (7) days a week, including city holidays operating from 8 a.m. until midnight. From 10 a.m. to 8 p.m. daily, two vehicles are in service. Trolley stops are designated throughout the route between the eastern edge of the downtown core, through to St. Armands and Lido Beach area.

3. Indicate if your agency is a government authority or a private non-profit agency.
 The Bay Runner Trolley operates under the auspices of the City of Sarasota, a municipal government in the State of Florida.

4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?
 The Bay Runner Trolley is operated by CPR MEDICAL TRANSPORTATION, LLC Medical Transportation (CPR MEDICAL TRANSPORTATION, LLC). CPR MEDICAL TRANSPORTATION, LLC is wholly responsible for staffing, training, management of drivers and vehicles. CPR MEDICAL TRANSPORTATION, LLC maintains the minimum insurance coverages dictated by the city's procurement policy. All new employees are also required to complete 80 hours of on-the-road drivers training, which includes riding with a training driver, behind-the-wheel training, and training on proper use of wheelchair lifts and securement devices. The Transportation Services Manager is responsible for annual renewal of

all liability insurance for both FDOT and agency owned vehicles, as well as vehicle registration renewal. It is the Transportation Manager's responsibility to administer all aspects of the transportation program and to control access and usage of all agency vehicles.

5. Who provides vehicle maintenance and record keeping?

Maintenance on all trolleys is provided by CPR MEDICAL TRANSPORTATION, LLC. CPR MEDICAL TRANSPORTATION, LLC utilizes only ASE-certified technicians with experience in working on commercial passenger vehicles like the Bay Runner. All maintenance is performed using the Preventative Maintenance Plan, which conforms to the State Vehicle Maintenance Guidelines set forth in the FDOT Preventative Maintenance Guidelines document. All vehicle files and driver files are kept on-site at CPR MEDICAL TRANSPORTATION, LLC's operations base located at 6111 A Clark Center Avenue Sarasota, FL 34238 and are maintained by the manager, Nathan Reid. All records are maintained and retained for a minimum of four (4) years.

6. Number of current transportation related employees

CPR MEDICAL TRANSPORTATION, LLC's transportation department has a total of 15 employees that include: 7 full-time drivers, 2 part-time drivers, 3 administrators and 3 support staff.

7. Who will drive the vehicle, number of drivers, CDL certifications, etc.?

Only transportation employees that have completed all of the required safety and drivers training requirements will be allowed to drive the agency vehicles. All CPR MEDICAL TRANSPORTATION, LLC's drivers are required to carry a Commercial Driver's License. This allows coverage of all of the larger vehicles and for the opportunity for the other drivers to fill in on service routes with the larger vehicles.

8. A detailed description of service routes and ridership numbers

Transportation services provided through our program are available to all residents and visitors of the City of Sarasota. Our service incorporates a free fixed route from Downtown Sarasota's Main Street to St. Armands Key and Lido Beach. CPR MEDICAL TRANSPORTATION, LLC provides a wide range of trip purposes that includes medical, nutrition, shopping, social service, training, employment, social, and recreation. Currently, we use a variety of vehicles to provide passenger services. Our fleet includes vans, modified vans, and buses. Three of our vehicles are equipped for wheelchair services. We also have a contract provider that can supplement any services that we are unable to accommodate. We prioritize grouping trips and multi-loading to the maximum extent possible. The Bay Runner Trolley makes 392 passenger trips per day on average and leverage our fleet resources so that all vehicles are used in a responsible manner to provide full coverage and retire the vehicles at a consistent pace and appropriate age and mileage.

The City of Sarasota only manages one fixed route to and from Downtown Sarasota. ADA complementary paratransit services are provided within $\frac{3}{4}$ mile on either side of the fixed route. Since the implementation of the fixed route, there has not been any ridership for the paratransit services.

Appendix C

Title VI - FDOT Concurrence Letter



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

April 26, 2023

Mr. Broxton Harvey
City of Sarasota
1565 1st Street, Room 114
Sarasota, FL 34236

Re: Title VI Plan Concurrence

Dear Mr. Harvey:

The Florida Department of Transportation, District One concurs with the Title VI Plan for City of Sarasota, Bay Runner Trolley as required for all Federal Transit Administration recipients as per the FTA Circular C4702.1B. This concurrence means that City of Sarasota, Bay Runner Trolley meets the requirements as set out in the Circular and may receive grant funds. Please continue to follow the requirements set forth in the stated Circular.

Should you have any questions, please contact Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:

A8528335DDC6411...
Missiel Da Silva
Transit Projects Coordinator

Cc: Michelle S. Peronto, District Transit Programs Administrator, FDOT
Jake Brown, City of Sarasota
Corinne Arriaga, City of Sarasota
Alvimarie Carales, City of Sarasota

SARASOTA CITY COMMISSION REGULAR MEETING
MONDAY, APRIL 17, 2023, 9:00 A.M.

DISCLAIMER:

THIS FILE REPRESENTS AN UNEDITED VERSION OF REALTIME
CAPTIONING WHICH SHOULD NEITHER BE RELIED UPON FOR COMPLETE
ACCURACY NOR USED AS A VERBATIM TRANSCRIPT.
ANY PERSON WHO NEEDS A VERBATIM TRANSCRIPT OF THE
PROCEEDINGS MAY NEED TO HIRE A COURT REPORTER.

09:01:04 [SOUNDING GAVEL]
09:01:08 >>Mayor Battie: GOOD MORNING.
09:01:10 I HOPE EVERYONE HAD A GREAT WEEKEND.
09:01:12 I WOULD LIKE TO START THIS OFF BY WISHING OUR GREAT VICE
09:01:18 MAYOR, MS. LIZ ALPERT, A HAPPY BIRTHDAY.
09:01:21 >>Vice-Mayor Alpert: THANK YOU.
09:01:24 [APPLAUSE]
09:01:24 WE AREN'T GOING TO TALK ABOUT WHAT BIRTHDAY IT IS.
09:01:31 [LAUGHTER]
09:01:34 >>Mayor Battie: FINALLY OLD ENOUGH TO GET INTO NIGHTCLUBS.
09:01:38 >>Vice-Mayor Alpert: THANK YOU.
09:01:39 >>Mayor Battie: EXCELLENT.
09:01:39 I WOULD LIKE TO BRING THIS MEETING TO ORDER.
09:01:41 WELCOME TO THE APRIL 17, 2023, REGULAR CITY COMMISSION
09:01:45 MEETING.
09:01:46 NEXT, WE'LL HAVE THE INVOCATION BY OUR CITY AUDITOR AND
09:01:49 CLERK, MS. SHAYLA GRIGGS.
09:01:55 >>Shayla Griggs: HEAVENLY FATHER, WE AFFIRM OUR FAITH IN

09:01:57 THEE.
09:01:58 WE SEEK YOUR DIVINE STRENGTH, WISDOM, AND GUIDANCE IN THE
09:02:01 DELIBERATIONS THAT AFFECT THE LIVES OF EACH OF THE CITIZENS
09:02:03 OF OUR COMMUNITY.
09:02:05 IN THY NAME WE PRAY, AMEN.
09:02:07 >>Mayor Battie: VICE MAYOR, CAN YOU LEAD US IN THE PLEDGE?
09:02:10 [PLEDGE OF ALLEGIANCE]
09:02:25 >>Mayor Battie: EXCELLENT.
09:02:26 THANK YOU ALL VERY MUCH.
09:02:27 COMMISSIONER TRICE, WOULD YOU LIKE TO RECITE OUR PLEDGE OF
09:02:32 PUBLIC CONDUCT?
09:02:33 >>Debbie Trice: OKAY.
09:02:34 WE MAY DISAGREE, BUT WE WILL BE RESPECTFUL TO ONE ANOTHER.
09:02:38 WE WILL DIRECT ALL COMMENTS TO ISSUES.
09:02:41 WE WILL NOT ENGAGE IN PERSONAL ATTACKS.
09:02:44 >>Mayor Battie: EXCELLENT.
09:02:46 THANK YOU VERY MUCH.
09:02:46 ARE THERE ANY CHANGES TO THE ORDER OF THE DAY?
09:02:49 >>Shayla Griggs: YES, MAYOR.
09:02:50 PLEASE ADD UNDER NEW BUSINESS AGENDA ITEM NUMBER 12.2,
09:02:54 APPROVAL RE: THE BAY PARK PROPOSED ANNUAL BUDGET AND
09:02:58 DEPOSIT OF FY 2024 REVENUE INTO THE BAY PARK TRUST FUND FOR
09:03:02 THE USE OF TAX INCREMENT REVENUE FOR UPCOMING YEAR, PER THE

09:03:06 REQUEST OF CITY MANAGER BROWN.
09:03:08 THAT'S ALL, SIR.

09:03:09 >>Mayor Battie: EXCELLENT.
09:03:11 THANK YOU VERY MUCH.
09:03:11 JUST SO EVERYONE KNOWS, OUR CITY MANAGER, MARLON BROWN, WILL
09:03:16 NOT BE WITH US TODAY.
09:03:18 HE'S DEALING WITH PERSONAL MATTERS.
09:03:20 LET ME GET A MOTION TO ACCEPT THE AGENDA.
09:03:24 >>Erik Arroyo: SO MOVED.
09:03:25 >>Jen Ahearn-Koch: SECOND.
09:03:26 >>Mayor Battie: EXCELLENT.
09:03:27 COMMISSION, CAST YOUR VOTES.
09:03:29 EXCELLENT.
09:03:34 COMMISSIONERS, IS THAT YOUR VOTE?
09:03:35 >> YES.
09:03:35 >>Mayor Battie: MOTION PASSES 5-0.
09:03:38 IF THE COMMISSION COULD JOIN US UP FRONT FOR PRESENTATIONS.
09:03:43 THIS IS A PROCLAMATION FOR THE SUNCOAST REMAKE LEARNING
09:04:11 DAYS.
09:04:12 THE GREAT WORK THAT THEY DO WITH THE PATTERSON FOUNDATION.
09:04:16 THE CITY OF SARASOTA PROCLAMATION: WHEREAS, THE PATTERSON
09:04:21 FOUNDATION WORKS WITH BUSINESSES, NONPROFITS, GOVERNMENT,
09:04:24 AND THE MEDIA TO CATALYZE EFFORTS --
09:04:39 THANK YOU.
09:04:39 HOW ARE YOU DOING, MA'AM?
09:04:40 MY APOLOGIES.
09:04:42 I'LL START OVER.

09:04:44 CITY OF SARASOTA PROCLAMATION: WHEREAS, THE PATTERSON
09:04:50 FOUNDATION WORKS WITH BUSINESSES, NONPROFITS, GOVERNMENT,
09:04:53 AND THE MEDIA TO CATALYZE EFFORTS TOWARD SHARED ASPIRATIONS
09:04:58 THROUGH FIVE KEY ACTIONS: CONNECTING, LEARNING, SHARING,
09:05:03 EVOLVING, AND STRENGTHENING.
09:05:06 REMAKE LEARNING DAYS PROVIDES AN OPPORTUNITY FOR WIDE
09:05:10 COMMUNITY PARTICIPATION ACROSS FIVE SECTORS TO WORK TOWARD
09:05:16 THE GREATER GOOD OF STRENGTHENING OUR LEARNING ECOSYSTEMS;
09:05:19 AND WHEREAS, REMAKE LEARNING DAYS ACROSS AMERICA IS A 10-DAY
09:05:24 FESTIVAL THAT CELEBRATES THE MANY LEARNING OPPORTUNITIES IN
09:05:27 A COMMUNITY.
09:05:28 THIS CELEBRATION HIGHLIGHTS INNOVATIVE EXPERIENCES AND
09:05:32 OPPORTUNITIES FOR YOUTH AND PARTICIPANTS OF ALL AGES TO
09:05:36 DEVELOP THEIR SENSE OF CREATIVITY, PERSEVERANCE, AND
09:05:40 CURIOSITY; AND WHEREAS, REMAKE LEARNING DAYS PROVIDES
09:05:47 EXPERIENTIAL LEARNING OPPORTUNITIES FOR FAMILIES THROUGHOUT
09:05:50 THE COMMUNITY.
09:05:51 LEARNING ISN'T LIMITED TO THE CLASSROOM OR THE SCHOOL DAY,
09:05:54 RATHER IT IS SOMETHING THAT CAN HAPPEN IN ANY PLACE AT ANY
09:05:58 TIME.
09:05:59 RESEARCH SUGGESTS THAT OPPORTUNITIES FOR EXPERIENTIAL
09:06:03 LEARNING FOR FAMILIES CONTRIBUTE TO POSITIVE CHILDHOOD
09:06:06 EXPERIENCES BY BRINGING KIDS AND THEIR CAREGIVERS CLOSER
09:06:10 TOGETHER.
09:06:11 NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF SARASOTA,

09:06:14 FLORIDA, ON BEHALF OF THE CITIZENS OF OUR COMMUNITY, TAKES
09:06:18 GREAT PRIDE IN APRIL 21 THROUGH APRIL 30, 2023, AS "SUNCOAST
09:06:25 REMAKE LEARNING DAYS" A FESTIVAL OF SPECIAL IMPORTANCE AND
09:06:29 WORTHY OF THE RECOGNITION OF THE RESIDENTS OF THE GREAT CITY
09:06:33 OF SARASOTA.
09:06:42 >> MY NAME IS BETH DUDA.
09:06:44 IT'S MY PLEASURE TO BE THE DIRECTOR OF THE SUNCOAST CAMPAIGN
09:06:47 FOR GRADE-LEVEL READING.
09:06:48 WE ARE THRILLED THAT THIS YEAR WE HAVE 207 EVENTS HAPPENING
09:06:53 IN A 10-DAY PERIOD ACROSS OUR FOUR-COUNTY FOOTPRINT.
09:06:57 LAST YEAR, WE HAD MORE THAN 10,000 CHILDREN AND THEIR
09:07:01 FAMILIES PARTICIPATE, AND WE'RE LOOKING FORWARD TO EVEN
09:07:04 GREATER PARTICIPATION THIS YEAR THANKS TO THE MORE THAN 250
09:07:09 COMMUNITY PARTNERS THAT ARE WORKING TO MAKE THESE EVENTS
09:07:12 AVAILABLE FOR THEIR FAMILIES.
09:07:15 >>Mayor Battie: THANK YOU SO VERY MUCH.
09:07:16 THANK YOU.
09:07:17 WOULD THE COMMISSION LIKE TO JOIN US?
09:07:19 HEY, I DIDN'T GET ONE.
09:08:13 I DIDN'T GET ONE.
09:08:14 [LAUGHTER]
09:08:15 NOT NOW, RIGHT?
09:08:21 EXACTLY.
09:08:22 YOU NEVER WANT TO BE LEFT OUT.
09:08:24 THIS IS ANOTHER CITY OF SARASOTA PROCLAMATION REGARDING

09:08:30 SEXUAL ASSAULT AWARENESS MONTH.
09:08:33 I'M SURE A NUMBER OF US IN OUR LIVES HAVE HAD THOSE THAT
09:08:37 HAVE BEEN VICTIMS OF SEXUAL ASSAULT, IF NOT DEALING WITH IT
09:08:42 PERSONALLY.
09:08:43 THE PROCLAMATION: WHEREAS, SEXUAL ASSAULT AWARENESS MONTH
09:08:47 IS INTENDED TO DRAW ATTENTION TO THE FACT THAT SEXUAL
09:08:50 VIOLENCE IS WIDESPREAD AND HAS PUBLIC HEALTH IMPLICATIONS
09:08:54 FOR EVERY COMMUNITY MEMBER OF THE CITY OF SARASOTA; AND
09:08:58 WHEREAS, WE MUST WORK TOGETHER TO EDUCATE OUR COMMUNITY
09:09:01 ABOUT WHAT CAN BE DONE TO PREVENT SEXUAL ASSAULT AND HOW TO
09:09:04 SUPPORT SURVIVORS; THERE IS SOMETHING COMPELLING IN THE
09:09:11 EVIDENCE THAT WE CAN SUCCESSFULLY REDUCE SEXUAL VIOLENCE IN
09:09:14 SARASOTA WITH PREVENTION EDUCATION, INCREASED AWARENESS, AND
09:09:21 HOLDING PERPETRATORS WHO COMMIT ACTS OF VIOLENCE RESPONSIBLE
09:09:24 FOR THEIR ACTIONS; WHEREAS, SAFE PLACE AND RAPE CRISIS
09:09:29 CENTER (SPARCC), IN OTHER WORDS, PROVIDES FREE SERVICES TO
09:09:35 VICTIMS OF DOMESTIC VIOLENCE AND SEXUAL ASSAULT IN SARASOTA,
09:09:40 TO STOP THE CRIME OF SEXUAL VIOLENCE THROUGH AWARENESS AND
09:09:43 EDUCATION; NOW, THEREFORE, THE CITY COMMISSION OF THIS GREAT
09:09:46 CITY OF SARASOTA, FLORIDA, ON BEHALF OF THE CITIZENS OF THIS
09:09:50 COMMUNITY, TAKE GREAT PRIDE IN RECOGNIZING THE MONTH OF
09:09:53 APRIL 2023 AS SEXUAL ASSAULT AWARENESS MONTH, A MONTH OF
09:09:56 SPECIAL IMPORTANCE AND WORTHY OF THE RECOGNITION OF THE
09:09:59 RESIDENTS OF SARASOTA.
09:10:01 THANK YOU.

09:10:02 THANK YOU, LADIES.

09:10:03 WOULD YOU LIKE TO SAY SOMETHING?
09:10:10 >> HELLO, EVERYONE.
09:10:11 MY NAME IS MARIS, AND THIS IS KELLY.
09:10:14 WE ARE HERE FROM SAFE PLACE AND RAPE CRISIS CENTER, OR
09:10:18 SPARCC.
09:10:19 WE PROVIDE FREE AND CONFIDENTIAL SERVICES TO SURVIVORS OF
09:10:22 SEXUAL AND DOMESTIC VIOLENCE SO THAT THEY CAN HEAL AND
09:10:24 REBUILD THEIR LIVES.
09:10:25 WE WOULD LIKE TO THANK YOU ALL FOR PARTICIPATING IN SEXUAL
09:10:26 ASSAULT AWARENESS.
09:10:28 AS WE KNOW, SEXUAL VIOLENCE IS A PROBLEM IN EVERY COMMUNITY.
09:10:31 BY RAISING AWARENESS, WE'RE HELPING SURVIVORS TO HEAL AND
09:10:33 HELPING OUR COMMUNITY TO HEAL.
09:10:35 THANK YOU AND I HOPE YOU HAVE AN EXCELLENT DAY.
09:10:37 >>Mayor Battie: THANK YOU, LADIES.
09:10:38 THANK YOU VERY MUCH.
09:10:38 THANK YOU FOR THE WORK THAT YOU DO.
09:11:41 >>Shayla Griggs: MAYOR, BEFORE YOU MOVE ON, I WANTED TO
09:11:44 BRING UP SOMETHING THAT I MEANT TO BRING UP UNDER CHANGES TO
09:11:47 THE ORDER OF THE DAY.
09:11:48 WE RECEIVED A REQUEST IN REGARDS TO ITEM NUMBER 10.2, THE
09:11:54 PUBLIC HEARING FOR A CONTINUANCE.
09:11:57 I WANTED TO KNOW IF THE COMMISSION WANTED TO DISCUSS THAT
09:12:00 NOW OR WAIT UNTIL THE ACTUAL ITEM COMES UP TO DECIDE HOW YOU

09:12:05 ALL WANT TO MOVE FORWARD WITH THAT.
09:12:07 >>Robert Fournier: MAYOR, I WOULD SAY THE REQUEST FOR THE
09:12:11 CONTINUANCE WAS A LETTER THAT WAS SENT ON BEHALF OF THE
09:12:15 INDIAN BEACH SAPPHIRE SHORES NEIGHBORHOOD ASSOCIATION.
09:12:19 THE REQUEST IS OPPOSED.
09:12:23 THE APPLICANT SENT A LETTER IN OPPOSITION.
09:12:26 THIS WEEKEND, I THINK BOTH -- SOME OF THE REPRESENTATIVES OF
09:12:29 THE IBSSA AND I KNOW THE APPLICANT ARE PRESENT HERE NOW.
09:12:33 BUT WE SAID WE WOULD ASK WHETHER THE COMMISSION WANTED TO
09:12:36 TAKE THIS UP AT THE BEGINNING OF THE MEETING OR WAIT UNTIL
09:12:38 THE ITEM COMES UP ON THE AGENDA.
09:12:40 >>Jen Ahearn-Koch: I WOULD SAY DISCUSS NOW.
09:12:42 STAY OR LEAVE, ONE WAY OR THE OTHER, BUT DECIDE NOW.
09:12:45 >>Robert Fournier: DID YOU WANT TO GIVE EACH A CHANCE TO
09:12:48 ADDRESS THIS?
09:12:48 THEY DID SEND LETTERS, BUT THEY ARE BOTH HERE AND THEY MIGHT
09:12:52 LIKE SEVEN MINUTES OR SO TO ADDRESS, JUST A SHORT TIME TO
09:12:55 EXPLAIN.
09:12:56 >>Vice-Mayor Alpert: I DON'T THINK WE NEED SEVEN MINUTES.
09:12:58 >>Robert Fournier: FIVE THEN.
09:13:00 >>Vice-Mayor Alpert: DO A CONTINUANCE OR NOT.
09:13:02 I THOUGHT THE ONE ATTORNEY COULDN'T BE HERE.
09:13:04 >>Robert Fournier: THAT WAS ONE REASON THAT THEY WERE
09:13:07 RETAINED JUST RECENTLY.
09:13:09 I WOULD RECOMMEND THAT YOU HEAR FROM BOTH.

09:13:16 THE REQUESTER, WHO IS IBSSA, IF THEY HAVE SOMEONE HERE WHO
09:13:23 WANTS TO SPEAK TO IT FOLLOWED BY THE APPLICANT WHO OPPOSES
09:13:27 IT BEFORE YOU VOTE.

09:13:27 >>Vice-Mayor Alpert: I THINK WE SHOULD, BUT NO MORE THAN
09:13:31 FIVE MINUTES.
09:13:31 >>Robert Fournier: THE COMMISSION CAN SET THE TIME.
09:13:34 I HAD TOLD THEM THAT YOU WOULD LIKELY ALLOW AT A MINIMUM
09:13:37 FIVE OR A MAXIMUM OF TEN.
09:13:40 >>Debbie Trice: ON THE ISSUE OF WHETHER OR NOT TO CONTINUE.
09:13:48 >>Vice-Mayor Alpert: THAT'S NOT A WHOLE PRESENTATION.
09:13:49 >>Erik Arroyo: YEAH, BUT IS IT POSSIBLE TO NOT MAKE THIS A
09:13:53 REGULAR THING?
09:13:54 BECAUSE WE'RE JUST ADDING AN ITEM ON THE AGENDA TO DISCUSS A
09:13:58 CONTINUANCE.
09:13:59 IT'S UNLIKE ANYTHING WE'VE DONE IN THE PAST.
09:14:03 ANYTIME ANYBODY REQUESTS A CONTINUANCE DOESN'T WARRANT IT'S
09:14:06 OWN SEPARATE ITEM TO DISCUSS THE ITEM THAT'S COMING LATER ON
09:14:09 TODAY.
09:14:10 >>Robert Fournier: WELL, IF YOU WANT TO MAKE THAT A POLICY
09:14:12 AND ASK FOR IT TO BE SUBMITTED IN WRITING, THAT'S FINE.
09:14:15 ACTUALLY, WE HAVE DISCUSSED THIS IN THE PAST AND SOMETIMES
09:14:18 IT'S AT THE BEGINNING, SOMETIMES IT'S WHEN THE ITEM COMES
09:14:21 UP.
09:14:23 IT HAS BEEN THAT WAY AS WELL.
09:14:24 >>Erik Arroyo: WE CONTINUE OR NOT AND IT'S A WHOLE THING.

09:14:27 IT'S NOT LIKE LET'S HAVE A WHOLE HEARING ABOUT THIS WHOLE
09:14:30 THING ALL OVER AGAIN.
09:14:34 >>Robert Fournier: FIVE MINUTES EACH.
09:14:38 >>Shayla Griggs: IS THERE CONSENSUS TO DO THAT?
09:14:42 >>Mayor Battie: SET A TIME LIMIT?
09:14:44 >>Shayla Griggs: I WILL TIME IT.
09:14:52 >>Mayor Battie: WE HAVE CONSENSUS TO HEAR THE CONTINUANCE.
09:14:56 >>Robert Fournier: SO IF SOMEONE FROM THE IBSSA WANTED TO
09:15:01 ADDRESS THIS, THAT'S FINE.
09:15:03 IF NOT, YOU CAN RELY ON THE LETTER.
09:15:05 I KNOW THE APPLICANT WANTS TO SPEAK TO IT.
09:15:08 >>Jen Ahearn-Koch: I WOULD SAY BOTH OF THEM.
09:15:10 STATE THEIR CASE AND WE'LL MAKE UP OUR MINDS.
09:15:12 >>Vice-Mayor Alpert: SOMEBODY HERE TO SPEAK ON THE IBSSA?
09:15:16 >>Robert Fournier: I THINK MR. SPENCE RAISED HIS HAND.
09:15:24 >>Jen Ahearn-Koch: COME ON DOWN.
09:15:25 THE PUBLIC CAN'T HEAR YOU FROM THERE.
09:15:33 >>Vice-Mayor Alpert: IDENTIFY YOURSELF.
09:15:36 >> THANK YOU.
09:15:37 MY NAME IS KEVIN SPENCE.
09:15:40 I'M WITH INDIAN BEACH SAPPHIRE SHORES ASSOCIATION.
09:15:43 >> SHELLEY WATSON, I'M ALSO ON THE ASSOCIATION BOARD.
09:15:47 >>Kevin Spence: THE LETTER THAT WAS SENT, WAS SENT BY THE
09:15:50 ATTORNEY WE RETAINED.
09:15:51 WHEN IT COMES TIME FOR THE TESTIMONY, IBSSA SENT A SECOND

09:15:56 REQUEST VIA E-MAIL FOR A BLOCK OF TIME TO PRESENT THE CASE
09:16:00 IN OUR CONTENTION THAT THERE WAS AFFECTED PARTIES.
09:16:03 SO IT SHOULD BE MORE THAN JUST A LEGISLATIVE.
09:16:06 BUT IN ANY CASE, BECAUSE THERE WERE AFFECTED PARTIES,
09:16:09 PERHAPS WE GET A LARGER BLOCK OF TIME.

09:16:12 SPECIFIC TO THE ATTORNEY'S REQUEST FOR THE CONTINUANCE --
09:16:15 >>Shelly Watson: OUR ATTORNEY, KEVIN MICALLE, HAS REARRANGED
09:16:19 HIS SCHEDULE AND HE SHOULD BE HERE IN ABOUT 20 MINUTES.
09:16:22 SO HE CHANGED HIS ORDER OF THE DAY BECAUSE THE CONTINUANCE
09:16:25 WAS NOT GRANTED, SO HE WILL BE HERE TO REPRESENT US SHORTLY.
09:16:29 SO IT'S NO LONGER NEEDED.
09:16:32 >>Jen Ahearn-Koch: GOOD.
09:16:32 >>Vice-Mayor Alpert: THANK YOU.
09:16:33 >>Erik Arroyo: THERE'S NO ISSUE.
09:16:35 >>Shelly Watson: NO ISSUE.
09:16:36 THAT'S WHAT I WAS TRYING TO WAVE DOWN AND SAY.
09:16:41 >>Vice-Mayor Alpert: THAT MAKES IT EASY.
09:16:43 >>Mayor Battie: ALL RIGHT.
09:16:44 MOVING ON TO CITIZENS' INPUT.
09:16:48 THIS IS CONCERNING CITY TOPICS.
09:16:50 I'LL CALL YOU UP FIVE BY FIVE.
09:16:52 YOU WILL BE GIVEN THREE MINUTES TO SPEAK.
09:16:55 ONCE YOU HEAR THE BEEP, THAT MEANS YOUR TIME IS UP AND I'LL
09:16:59 GRANT YOU A FEW SECONDS' GRACE TO FINISH WHAT YOU'RE SAYING
09:17:03 AND WRAP IT UP.

09:17:05 RIGHT NOW, MR. JOSE FERNANDEZ.
09:17:07 MR. LIEBERWORTH.
09:17:09 AND MR. JIM LAMPL.
09:17:15 >> HELLO, MR. LIEBERWORTH.
09:17:18 >> HELLO, AGAIN.
09:17:19 >>Mayor Battie: MR. FERNANDEZ.
09:17:26 >> GOOD MORNING.
09:17:27 MY NAME IS JOSE FERNANDEZ.
09:17:30 I RESIDE IN SARASOTA.
09:17:31 AT THE FEBRUARY 21st COMMISSION MEETING, I ASKED THAT YOU
09:17:34 INCLUDE TIMES ON YOUR AGENDA TO MAKE IT EASIER AND MORE
09:17:37 CONVENIENT FOR CITIZENS TO PARTICIPATE.
09:17:39 OF COURSE, THIS WOULD REQUIRE A DEGREE OF TIME DISCIPLINE ON
09:17:42 YOUR PART BUT CERTAINLY LESS THAN YOU REQUIRE OF CITIZENS
09:17:44 WHO ADDRESS THIS COMMISSION.
09:17:46 APPARENTLY YOU DISAGREE, SO I'M GOING TO MAKE FURTHER
09:17:48 ARGUMENTS FOR WHY YOU SHOULD ADD TIMES TO YOUR AGENDA.
09:17:51 SINCE THE START OF CONSTRUCTION ON THE NEW BUILDING ACROSS
09:17:54 THE STREET AND THE ELIMINATION OF THAT PARKING LOT, IT HAS
09:17:57 BECOME IMPOSSIBLE TO PARK IN THE CITY HALL PARKING LOT.
09:18:00 IF YOU GET HERE EARLY ENOUGH AROUND 8 A.M. OR SO, YOU
09:18:04 OCCASIONALLY FIND ONE BUT MORE LIKELY YOU HAVE TO PARK ON
09:18:07 THE STREET, WHICH IS A TWO-HOUR PARKING ZONE STARTING AT
09:18:09 9 A.M.
09:18:10 SO AFTER 11, YOU RISK GETTING A PARKING TICKET.

09:18:13 I DID HEAR A RUMOR THAT THE PARKING ISN'T BEING ENFORCED
09:18:16 AROUND CITY HALL.
09:18:17 IF SO, FEW, IF ANY PEOPLE, AND CERTAINLY NO CITIZENS, ARE
09:18:21 AWARE OF IT.
09:18:23 I SUPPOSE ONE COULD PARK AT THE METERED SPACES ON MAIN
09:18:27 STREET AND KEEP EXTENDING THE TIME ON THE PARK MOBILE APP
09:18:29 BUT CITIZENS SHOULD NOT BE REQUIRED TO PAY TO ACCESS THIS

09:18:32 COUNCIL.
09:18:33 NOT TO MENTION THOSE WITH BUSINESS AT CITY HALL.
09:18:35 EVERY MEETING THAT I'VE ATTENDED OR WATCHED ONLINE THIS
09:18:39 YEAR, PEOPLE HAVE BEEN PRESENT FROM THE BEGINNING WHO DID
09:18:42 NOT GET TO SPEAK UNTIL THE AFTERNOON.
09:18:44 OF COURSE, THIS IS NOT A PROBLEM FOR THE SIX OF YOU WHO HAVE
09:18:47 RESERVED PARKING SPACES, SO IT'S POSSIBLE THAT YOU'RE
09:18:50 UNAWARE OF THIS ISSUE, BUT YOU NEED TO DO EVERYTHING
09:18:53 POSSIBLE TO FIX OR AT LEAST AMELIORATE THIS PROBLEM.
09:18:57 ADDING TIMES TO YOUR AGENDA WILL ALLOW PEOPLE TO COME CLOSER
09:19:01 TO WHEN THE SUBJECT IN WHICH THEY ARE INTERESTED WILL BE
09:19:02 DISCUSSED, NOT TO MENTION ELIMINATING THE NEED TO SIT
09:19:05 THROUGH MULTIPLE TOPICS IN WHICH THEY MAY NOT HAVE AN
09:19:07 INTEREST.
09:19:08 IF YOU STILL INSIST ON NOT INCLUDING STARTING TIMES ON YOUR
09:19:11 AGENDA FOR EACH ITEM, THEN I ASK THAT YOU ELIMINATE THE
09:19:14 RESERVED SPACES IN THE CITY HALL LOT.
09:19:16 IF YOU ARE SUBJECTED TO THE SAME INCONVENIENCE THAT CITIZENS

09:19:19 ARE TOO, THEN PERHAPS YOU WILL BE MOTIVATED TO ADDRESS THIS
09:19:23 OR AT LEAST YOU WILL BE ON AN EQUAL FOOTING WITH THE PEOPLE
09:19:27 YOU ARE ELECTED TO SERVE.
09:19:28 THANK YOU.
09:19:30 >>Mayor Battie: MR. LIEBERWORTH.
09:19:32 >> ROGER STEVEN LIEBERWORTH. YOU KNOW ME.
09:19:36 MAYOR, VICE MAYOR, HAPPY BIRTHDAY.
09:19:45 CITY ATTORNEY, NOW WE GOT EFFICIENT AND FACTS.
09:19:49 WE TALK ABOUT -- MONEY.
09:19:57 I HAVE ONE RIGHT NOW, TRESPASS ON THE BUS STOP WITH TWO
09:20:01 DIFFERENT LOCATIONS.
09:20:02 COUNTY AND CITY.
09:20:04 NEIGHBORS.
09:20:04 OKAY?
09:20:05 I GOT A POLICE REPORT.
09:20:09 DIFFERENT ADDRESS.
09:20:11 I GOT A CASE WHERE THE -- ABOUT THE BUS COMPANY.
09:20:18 REIMBURSE ME FOR \$400 FOR -- DON'T COME DOWN ON ME AND NOT
09:20:24 SOMEONE ELSE.
09:20:25 THE RULES FOR EVERYBODY.
09:20:26 THE WHOLE WIDE WORLD.
09:20:28 NEW JERSEY PA, NO MATTER WHERE YOU LIVE.
09:20:31 RULES ARE RULES.
09:20:32 LAWS ARE THE LAWS.
09:20:33 OH, WE TOOK CARE, SAVE IT.

09:20:38 FRIDAY, TWO TIMES, THE NEW INTERNAL AFFAIRS.
09:20:46 YOU WANT ME TO TALK TO HIM?
09:20:47 HOW MUCH CAN WE TALK TO HIM?
09:20:49 HE NEEDS TO BE TAKEN OFF THE FORCE BECAUSE OF MISUSE OF
09:20:54 AUTHORITY LIKE THAT.
09:20:55 SUNDAY, 3:00 IN THE MORNING, OH, CAN I HELP YOU?
09:21:03 HELP YOU?
09:21:03 YOU CAN HELP YOURSELF, HOW CAN YOU HELP ME?
09:21:07 THE BODY CAMERA, TOOK HIM AROUND.

09:21:12 COME ON NOW, OH, AT THE SUBSTATION.
 09:21:15 COME ON.
 09:21:19 WE NEED FIVE COP CARS.
 09:21:21 OUT TALKING, TALKING.
 09:21:22 WE NEED TO HAVE THEM OUT TO PATROL, TO TAKE THE CRIMINAL OF
 09:21:29 SEXUAL ASSAULT, TO -- I DON'T DO THAT TO HIM.
 09:21:36 SO WE GET THE FACTS.
 09:21:43 THE PARKING REQUIRED THAT DAY.
 09:21:51 I'M STILL WAITING FOR MY --
 09:21:56 >>Mayor Battie: THANK YOU, MR. LIEBERWORTH.
 09:21:57 MR. LAMPL.
 09:22:00 >> GOOD MORNING, MR. BATTIE, MS. ALPERT, MS. JEN, SHAYLA,
 09:22:08 BOB, ERIK, AND DEBBIE AND PAT.
 09:22:11 I'M JIM LAMPL.
 09:22:13 I'M A RESIDENT OF DOWNTOWN, AND THAT'S WHY I'M HERE.
 09:22:16 THE PROJECT OBSIDIAN ON THE NORTH PALM NOT LIKELY TO COME

 09:22:23 BEFORE YOU BECAUSE IT'S BECOME THE POSTER CHILD OF WHAT'S
 09:22:27 WRONG WITH ADMINISTRATIVE REVIEW.
 09:22:29 THEY CHECK OFF THE BOXES OR THEY COME CLOSE.
 09:22:33 THIS OBSCENE OBSIDIAN PROJECT MAY BE BUILT.
 09:22:37 THE REASON THAT SO MANY OF US ARE OBJECTING IS BECAUSE OF
 09:22:41 THE SCALE OF THE OBSIDIAN.
 09:22:43 THE PROPOSED PROJECT WOULD BE AT LEAST 100 FEET TALLER THAN
 09:22:48 THE JEWEL, AND IT WOULD BE ALMOST TWICE AS TALL AS BAY
 09:22:55 PLAZA, THE BUILDING AT WHICH IT WOULD BE ABUTTING.
 09:22:58 RIGHT NOW, IT'S IN THE DRC, AND THEY ARE GOING TO GO UNDER
 09:23:04 RESUBMISSION.
 09:23:05 I JUST WANTED TO BRING YOU UP TO SPEED ON SOME OF THESE
 09:23:10 PROJECTS.
 09:23:10 I THINK MOST OF YOU WHO EVEN WOULD SUPPORT PROJECTS WOULD
 09:23:15 AGREE THAT THIS PROJECT IS MOST INCOMPATIBLE BECAUSE OF THE
 09:23:23 SIZE AND SCALE.
 09:23:24 IT DOESN'T FIT DOWNTOWN, AND IT CERTAINLY DOESN'T FIT NORTH
 09:23:29 PALM, SO I WANTED TO BRING THAT TO YOUR ATTENTION.
 09:23:32 THANK YOU.
 09:23:32 >>Mayor Battie: THANK YOU.
 09:23:33 ALL RIGHT.
 09:23:37 MOVING ON TO THE APPROVAL OF THE MINUTES.
 09:23:39 THE REGULAR SARASOTA CITY COMMISSION MEETING OF MARCH 20,
 09:23:44 2023.
 09:23:44 I HAVE A MOTION TO APPROVE?

 09:23:46 >>Erik Arroyo: SO MOVED.
 09:23:47 >>Jen Ahearn-Koch: SECOND.
 09:23:48 OH, I'M SORRY.
 09:23:49 I DID NEED TO DISCLOSE THAT I DID SUBMIT NON-SUBSTANTIVE
 09:23:53 CHANGES.
 09:23:53 >>Mayor Battie: EXCELLENT.
 09:23:54 MOTION MADE BY COMMISSIONER ARROYO, SECONDED BY COMMISSIONER
 09:23:57 JEN AHEARN-KOCH.
 09:24:00 COMMISSIONERS, MAY I HAVE YOUR VOTE?
 09:24:02 COMMISSIONERS, IS THAT YOUR VOTE?
 09:24:08 >> YES.

09:24:09 >>Mayor Battie: THANK YOU VERY MUCH.
09:24:10 THE MOTION PASSES 5-0.
09:24:12 MOVING ON TO THE CRA, THE COMMUNITY REDEVELOPMENT AGENCY.
09:24:20 WE'LL RECESS AS CITY COMMISSION AND CONVENE AS THE CRA.
09:24:24 [SOUNDING GAVEL]

09:31:02 NOW WE'LL ADJOURN AS THE CRA AND RECONVENE AS THE CITY
09:31:07 COMMISSION.
09:31:07 [SOUNDING GAVEL]
09:31:07 MOVING ON TO CONSENT AGENDA NUMBER 1.
09:31:18 THE NEXT ITEM ON THE AGENDA IS CONSENT NUMBER 1.
09:31:22 ANY ITEMS TO BE PULLED?
09:31:24 >>Shayla Griggs: I AM NOT AWARE OF ANY.
09:31:26 >>Mayor Battie: NO ONE IS SIGNED UP TO SPEAK.
09:31:29 IS THERE CONSENT TO APPROVE THE BALANCE OF CONSENT AGENDA
09:31:36 NUMBER 1?
09:31:37 >>Jen Ahearn-Koch: SO MOVED.
09:31:38 >>Vice-Mayor Alpert: SECOND.
09:31:39 >>Mayor Battie: MOTION MADE BY COMMISSIONER AHEARN-KOCH AND
09:31:41 SECONDED BY VICE MAYOR ALPERT.
09:31:43 COMMISSIONERS, MAY WE HAVE YOUR VOTES, PLEASE?

09:31:47 COMMISSIONERS, IS THAT YOUR VOTE?
09:31:55 >> YES.
09:31:55 >>Mayor Battie: THANK YOU VERY MUCH.
09:31:58 MOVING ON TO CONSENT AGENDA NUMBER 2.
09:32:04 ARE THERE ANY ITEMS TO BE PULLED?
09:32:06 >>Shayla Griggs: I AM NOT AWARE OF ANY ITEMS TO BE PULLED.
09:32:10 >>Mayor Battie: NO ONE IS SIGNED UP TO SPEAK.
09:32:12 I ASK -- READ.
09:32:20 >>Shayla Griggs: I HAVE A LOT OF READING TODAY, SO PLEASE BE
09:32:22 PATIENT WITH ME HERE TODAY.
09:32:24 >>Vice-Mayor Alpert: DO YOU NEED A SUBSTITUTE READER?
09:32:26 >>Shayla Griggs: IT'S NOT A BAD IDEA.
09:32:28 >>Mayor Battie: LET'S GET THROUGH THEM.
09:32:29 >>Shayla Griggs: NO.
09:32:31 ALL RIGHT.
09:32:31 RESOLUTION NUMBER 23R-3157, A RESOLUTION OF THE CITY
09:32:35 COMMISSION OF THE CITY OF SARASOTA, FLORIDA, CREATING A
09:32:37 SPECIAL REVENUE FUND KNOWN AS THE OPIOID CRISIS SETTLEMENT
09:32:43 FUND BEGINNING IN THE 2022-2023 FISCAL YEAR AND CONTINUING
09:32:47 INTO THE FUTURE, SPECIFYING THE PURPOSE OF THE OPIOID CRISIS
09:32:50 SETTLEMENT FUND, SPECIFYING DEPOSITS INTO SAID FUND AS WELL
09:32:53 AS FUTURE DEPOSITS INTO SAID FUND.
09:32:56 SPECIFYING USES FOR APPROPRIATIONS FROM THE OPIOID CRISIS
09:32:59 SETTLEMENT FUND; PROVIDING FOR SEVERABILITY OF THE PARTS
09:33:02 HEREOF, PROVIDING FOR READING BY TITLE ONLY, PROVIDING FOR

09:33:05 AN EFFECTIVE DATE.
09:33:06 RESOLUTION 23R-3179, RESOLUTION OF THE CITY COMMISSION OF
09:33:09 THE CITY OF SARASOTA, FLORIDA, AMENDING THE BUDGET FOR THE
09:33:12 FISCAL YEAR BEGINNING OCTOBER 1, 2022, BY PROVIDING FOR
09:33:15 SUPPLEMENTAL APPROPRIATIONS IN THE AMOUNTS IDENTIFIED IN
09:33:17 EXHIBIT A, PROVIDING FOR SEVERABILITY IF ANY OF THE PARTS

Appendix D

Title VI Sample Notice to Public

Title VI Notice

The City of Sarasota Bay Runner Trolley operates its program and service without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been offended by any unlawful discriminatory practice under Title VI may file a complaint with the City of Sarasota, Human Resources Department.

For more information on the City of Sarasota's civil rights program, and procedure to file a complaint, contact the City of Sarasota Department of Human Resources at 941.263.6299, email adacoordinator@sarasotafl.gov, or visit www.sarasotafl.gov/services. A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

Please contact Language Line Services, Inc. for language support and translations by calling 800-752-6096 or by visiting their website: <https://www.language.com>.

Aviso del Título VI

La Ciudad de Sarasota Bay Runner Trolley opera su programa y servicio sin distinción de raza, color y origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que ha sido ofendido por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante el Departamento de Recursos Humanos de la Ciudad de Sarasota.

Para obtener más información sobre el programa de derechos civiles de la Ciudad de Sarasota y el procedimiento para presentar una queja, comuníquese con el Departamento de Recursos Humanos de la Ciudad de Sarasota llamando al 941-263-6299, envíe un correo electrónico a adacoordinator@sarasotafl.gov o visite www.sarasotafl.gov/services. Un denunciante puede presentar una queja directamente ante la Administración Federal de Tránsito presentando una queja ante la Oficina de Derechos Civiles, Atención: Coordinador del Programa del Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

Favor de contactar a Language Line Services, Inc. para ayuda con comunicación y traducciones de lenguaje llamando al 800-752-6096 o visitando la página web: <https://www.language.com>.

Appendix E

Title VI Complaint Form

The Bay Runner Trolley

Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format	Large Print		Audio Tape	
Requirements?	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
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.			Yes	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"/> Age				
<input type="checkbox"/> Disability <input type="checkbox"/> Family or Religious Status <input type="checkbox"/> Other (explain) _____				
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 IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No

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:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

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

The Bay Runner Trolley Title VI Liaison
1565 1st Street
Rm 114
Sarasota, FL 34236

The Bay Runner Trolley

Título VI Formulario de Quejas

Sección I:				
Nombre:				
Dirección:				
Teléfono (Hogar):			Teléfono (Trabajo):	
Correo electrónico:				
¿Requisito de formatos accesibles? Marque con una "X"	Impresos con letra grande		Audio	
	TDD		Otro	
Sección II:				
¿Estas llenando esta queja bajo tu nombre?			Si*	No
*Si contestó "Si" a esta pregunta, ve a la Sección III.				
Si no, favor de proveer el nombre y su relación con la persona por la cual está presentando esta queja:				
Por favor explique por qué presento una queja a un tercer consumidor:				
Por favor confirme que ha obtenido permiso de la persona que fue ofendida si estas llenando el formulario por un tercer consumidor.			Si	No
Sección III:				
Yo creo que la discriminación que yo he experimentado fue basada en: (Marque todas las que aplique) <input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional <input type="checkbox"/> Edad <input type="checkbox"/> Discapacidad <input type="checkbox"/> Familia o Estatus Religioso <input type="checkbox"/> Otro (explique) _____ Fecha cuando se alega dicha discriminación (Mes, Día, Año): _____ Explique lo más claramente posible lo que sucedió y por qué cree que fue discriminado. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la(s) persona(s) que lo discriminaron (si se conocen), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice el reverso de este formulario. _____ _____				

Sección IV		
¿Ha sometido una queja de Título VI con esta agencia anteriormente?	Si	No
Sección V		
¿Ha sometido esta queja a otra agencia Federal, Estatal, o Local; e incluso alguna corte Federal o Estatal?		
[] Si [] No		
Si contesto "Si", favor marcar todas las que aplique:		
[] Agencia Federal		
[] Corte Federal [] Agencia Estatal		
[] Corte Estatal [] Agencia Local		
Favor proveer información sobre la persona que contacto en dicha agencia o corte sobre la queja que sometió.		
Nombre:		
Título:		
Agencia:		
Dirección:		
Teléfono:		
Sección VI		
Nombre de la agencia que sometió la queja en contra		
Nombre:		
Título:		
Teléfono:		

Puedes someter cualquier material escrito o cualquier otra información que crea que se relevante referente a la queja.

Su firma y fecha es requerida abajo.

Firma

Fecha

Favor de someter este formulario en persona a la dirección provista abajo o favor de someter la misma por correo:

The Bay Runner Trolley Title VI Liaison
1565 1st Street
Rm 114
Sarasota, FL 34236

Appendix F

Public Participation Plan (PPP)

The Public Participation Plan (PPP) is an open ended plan which should be tailored to the needs and capabilities of your agency. The following is a rough template for a possible PPP for a typical sub-recipient transit agency. The plan should be modified to match the public participation needs of your agency with capabilities of your agency. FTA Circular 4702.1B provides little concrete guidance to the contents of the PPP. The following are instructions from FTA Circular 4702.1B with regards to the PPP:

“Recipients have wide latitude to determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate. Recipients should make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program and/or service under consideration, and the resources available.”

“Some of those effective practices include:

- a. Scheduling meeting at times and locations that are convenient and accessible for minority and LEP communities.
- b. Employing different meeting sizes and formats.
- c. Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- d. Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.
- e. Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral communication. “

With these instructions in mind, please add or remove items from the template as you see fit. The majority of the plan is shown in **green text** to indicate the flexibility in the plan.

Introduction

The Public Participation Plan (PPP) for The Bay Runner Trolley was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for The Bay Runner Trolley. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about The Bay Runner Trolley services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The Bay Runner Trolley also recognizes the importance of many types of stakeholders in the decision-making process, including other units of government, metropolitan area agencies, community based organizations, major employers, passengers and the general public, including low-income, minority, LEP, and other traditionally underserved communities.

Public Participation Goals

The main goal of the PPP is to offer meaningful opportunities for all interested segments of the public, including, but not limited to, low-income, minority and LEP groups, to comment, about The Bay Runner Trolley and its operations. The goals for this PPP include:

- **Inclusion and Diversity:** The Bay Runner Trolley will proactively reach out and engage low-income, minority, and LEP populations for the The Bay Runner Trolley service area so these groups will have an opportunity to participate.
- **Accessibility:** All legal requirements for accessibility will be met. Efforts will be made to enhance the accessibility of the public's participation – physically, geographically, temporally, linguistically and culturally.
- **Clarity and Relevance:** Issues will be framed in public meetings in such a way that the significance and potential effect of proposed decisions is understood by participants. Proposed adjustments to fares or services will be described in language that is clear and easy to understand.
- **Responsive:** The Bay Runner Trolley will strive to respond to and incorporate, when possible, appropriate public comments into transportation decisions.
- **Tailored:** Public participation methods will be tailored to match local and cultural preferences as much as possible.
- **Flexible:** The public participation process will accommodate participation in a variety of ways and will be adjusted over time as needed.

Public Participation Methods

The methods of public participation included in this PPP were developed based upon best practices in conjunction with the needs and capabilities of The Bay Runner Trolley. The Bay Runner Trolley intends to achieve meaningful public participation by a variety of methods with respect to service and any changes to service.

The Bay Runner Trolley will conduct community meetings and listening sessions as appropriate with passengers, employers, community based organizations, and advisory committees to gather public input and distribute information about service quality, proposed changes or new service options.

The public will be invited to provide feedback on the The Bay Runner Trolley website (<http://www.sarasotabayrunner.com>) and all feedback on the site will be recorded and passed on to The Bay Runner Trolley management. The public will also be able to call the The Bay Runner Trolley office at 941-263-6475 during its hours of operation. Feedback collected over the phone will be recorded and passed on to The Bay Runner Trolley management. Formal customer surveys to measure performance, and listening sessions to solicit input, will be conducted periodically. The comments recorded as a part of these participation methods will be responded to as appropriate.

Meeting formats will be tailored to help achieve specific public participation goals that vary by project or the nature of the proposed adjustment of service. Some meetings will be designed to share information and answer questions. Some will be designed to engage the public in providing input, establishing

priorities, and helping to achieve consensus on a specific recommendation. Others will be conducted to solicit and consider public comments before implementing proposed adjustments to services. In each case, an agenda for the meetings will be created that work to achieve the stated goals and is relevant to the subject and not overwhelming for the public.

For all public meetings, the venue will be a facility that is accessible for persons with disabilities and, preferably, is served by public transit. If a series of meetings are scheduled on a topic, different meeting locations may be used, since no one location is usually convenient to all participants.

For community meetings and other important information, The Bay Runner Trolley will use a variety of means to make riders and citizens aware, including some or all of the following methods:

- In-vehicle advertisement
- Posters or flyers in transit center
- Posting information on website
- Press releases and briefings to media outlets
- Multilingual flyer distribution to community based organizations, particularly those that target LEP population
- Flyers and information distribution through various libraries and other civic locations that currently help distribute timetables and other information
- Communications to relevant elected officials
- Other methods required by local or state laws or agreements

All information and materials communicating proposed and actual service adjustments will be provided in English and any other language that meets the “safe harbor” criteria.

LCB Meetings

The Sarasota County Transportation Disadvantaged Local Coordinating Board, comprised of state agency and community representatives of the transportation disadvantaged population, was created to identify local service needs and to provide information, advice, and direction to the Sarasota County Community Transportation Coordinator (CTC). The Sarasota County Board of County Commissioners is the CTC for Sarasota County and provides life-sustaining paratransit service, which is currently operated by Sarasota County Area Transit (SCAT). The City is working with the Sarasota/Manatee MPO to provide updates to the Sarasota LCB regarding the Trolley service.

Appendix G

Language Assistance Plan (LAP)

I. Introduction

The Bay Runner Trolley operates a transit system within the City of Sarasota. The Language Assistance Plan (LAP) has been prepared to address The Bay Runner Trolley's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In The Bay Runner Trolley service area there are 4,953 residents or 9% who describe themselves as not able to communicate in English "very well" (Source: US Census). The Bay Runner Trolley is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. The Bay Runner Trolley has utilized the U.S. Department of Transportation (USDOT) LEP Guidance Handbook and performed a four-factor analysis to develop its LAP.

The U.S. Department of Transportation Handbook, titled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers, (April 13, 2007) " (hereinafter "Handbook"), states that Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance (Handbook, page 5). The Handbook further adds that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination (Handbook, page 5).

Executive Order 13166 of August 16, 2000 states that recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons (Handbook, page 6). Additionally recipients should use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are LEP (Handbook, page 6). These provisions are included in FTA Circular 4702.1B in Paragraph 9 of Chapter III (pages III-6 to III-9).

For many LEP individuals, public transit is the principal transportation mode available. It is important for The Bay Runner Trolley be able to communicate effectively with all of its riders. When The Bay Runner Trolley is able to communicate effectively with all of its riders, the service provided is safer, more reliable, convenient, and accessible for all within its service area. The Bay Runner Trolley is committed to taking reasonable steps to ensure meaningful access for LEP individuals to this agency's services in accordance with Title VI.

This plan will demonstrate the efforts that The Bay Runner Trolley undertakes to make its service accessible to all persons without regard to their ability to communicate in English. The plan addresses how services will be provided through general guidelines and procedures including the following:

- Identification: Identifying LEP populations in service areas
- Notification: Providing notice to LEP individuals about their right to language services
- Interpretation: Offering timely interpretation to LEP individuals upon request

- Translation: Providing timely translation of important documents
- Staffing: Identifying The Bay Runner Trolley staff to assist LEP customers
- Training: Providing training on LAP to responsible employees.

II. Four Factor Analysis

The analysis provided in this report has been developed to identify LEP population that may use The Bay Runner Trolley services and identify needs for language assistance. This analysis is based on the “Four Factor Analysis” presented in the Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons, dated April 13, 2007, which considers the following factors:

1. The number and proportion of LEP persons in the service area who may be served or are likely to encounter a The Bay Runner Trolley program, activity or service.
2. The frequency with which LEP persons come in contact with The Bay Runner Trolley programs, activities or services.
3. The nature and importance of programs, activities or services provided by The Bay Runner Trolley to the LEP population.
4. The resources available to The Bay Runner Trolley and overall costs to provide LEP assistance

a. Factor 1: The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population

Of the 55,519 residents in the The Bay Runner Trolley service area 4,953 residents describe themselves as speaking English less than “very well”. People of Spanish descent are the primary LEP persons likely to utilize The Bay Runner Trolley services. For the The Bay Runner Trolley service area, the American Community Survey of the U.S. Census Bureau shows that among the area’s population 11% speak English “very well”. For groups who speak English “less than very well”, 6% speak Spanish and 2.6% speak other languages identified in the Operating Area Language Data table found in Appendix H.

Appendix H contains a table which lists the languages spoken at home by the ability to speak English for the population within the The Bay Runner Trolley service area.

b. Factor 2: The Frequency with which LEP Individuals Come into Contact with Your Programs, Activities, and Services

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

The Bay Runner Trolley has assessed the frequency with which LEP individuals come in contact with the transit system. The methods utilized for this assessment include analysis of Census data, examining phone inquiries, requests for translated documents, and staff survey.

As discussed above, Census data indicates that The Bay Runner Trolley service area 4,953 residents describe themselves as speaking English less than “very well”. Out of the groups who speak English “less than very well”, 6% speak Spanish and 2.6% speak other languages. Phone inquiries and staff survey feedback indicated that The Bay Runner Trolley dispatchers and drivers interact infrequently with LEP persons. The majority of these interactions have occurred with LEP persons who mainly spoke Spanish or Creol. Over the past year, The Bay Runner Trolley has had 0 requests for translated documents.

c. Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Recipient to People’s Lives

Public transportation and regional transportation planning is vital to many people’s lives. According to the Department of Transportation’s *Policy Guidance Concerning Recipient’s Responsibilities to LEP Persons*, providing public transportation access to LEP persons is crucial. A LEP person’s inability to utilize public transportation effectively, may adversely affect his or her ability to access health care, education, or employment.

An on-board passenger survey was conducted to collect data on usage of and access to the The Bay Runner Trolley services. According to the survey, the most common age among all the participants in the survey was 65 or older. This supports the fact that The Bay Runner Trolley can be considered a senior transit service as most of its patrons are over the age of 65.

To further access personal mobility options, each respondent was asked how he or she would have made the surveyed trip had The Bay Runner Trolley not been available. The most frequent response was “friend of family member” (40 percent). An additional 25 percent indicated they would not have made the surveyed trip if the service was not available. This data indicates that the The Bay Runner Trolley Service is very important as a primary means of transportation for its customers.

d. Factor 4: The Resources Available to the Recipient and Costs

The Bay Runner Trolley assessed its available resources that are currently being used, and those that could be used, to provide assistance to LEP populations. These resources include the following: realtime translation via phone and notices in both English and Spanish. The Bay Runner Trolley provides a reasonable degree of services for LEP populations in its service area.

III. Language Assistance Plan

In developing a Language Assistance Plan, FTA guidance recommends the analysis of the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons

5. Monitoring and updating the plan

The five elements are addressed below.

a. **Element 1: Identifying LEP Individuals Who Need Language Assistance**

Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis.

The Bay Runner Trolley has identified the number and proportion of LEP individuals within its service area using United States Census data (see Appendix H). As presented earlier, 80% of the service area population speaks English only. The largest non-English spoken language in the service area is Spanish (14%). Of those whose primary spoken language is Spanish, approximately 46% identify themselves as speaking less than “very well”. Those residents whose primary language is not English or Spanish and who identify themselves as speaking English less than “very well” account for 2.6% of the service area population.

The Bay Runner Trolley may identify language assistance need for an LEP group by:

1. Examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Having Census Bureau Language Identification Flashcards available at The Bay Runner Trolley Meetings. This will assist The Bay Runner Trolley in identifying language assistance needs for future events and meetings.
3. Having Census Bureau Language Identification Flashcards on all transit vehicles to assist operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to obtain contact information to give to The Bay Runner Trolley management to follow-up.
4. Vehicle operators and front-line staff (i.e. Dispatchers, Transit Operation Supervisors, etc.) will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

b. **Element 2: Language Assistance Measures**

Federal Guidance suggests that an effective LAP should include information about the ways in which language assistance will be provided. This refers to listing the different language services an agency provides and how staff can access this information.

For this task Federal Guidance recommends that transit agencies consider developing strategies that train staff as to how to effectively deal with LEP individuals when they either call agency centers or otherwise interact with the agency.

The Bay Runner Trolley has undertaken the following actions to improve access to information and services for LEP individuals:

1. Provide bilingual staff at community events, public hearings, and transit committee meetings.

2. Survey transit drivers and other front-line staff annually on their experience concerning any contacts with LEP persons during the previous year.
3. Provide Language Identification Document onboard transit vehicles and in the The Bay Runner Trolley offices.
4. Include statements clarifying that being bilingual is preferred on bus driver recruitment flyers and onboard recruitment posters.
5. When an interpreter is needed in person or on the telephone, staff will attempt to access language assistance services from a professional translation service, which is provided to all staff in all departments, or qualified community volunteers.

The Bay Runner Trolley will utilize the demographic maps provided in Appendix I in order to better provide the above efforts to the LEP persons within the service area.

c. Element 3: Training Staff

Federal guidance states staff members of an agency should know their obligations to provide meaningful access to information and services for LEP persons and that all employees in public contact positions should be properly trained.

Suggestions for implementing Element 3 of the Language Assistance Plan, involve: (1) identifying agency staff likely to come into contact with LEP individuals; (2) identifying existing staff training opportunities; (3) providing regular re-training for staff dealing with LEP individual needs; and (4) designing and implementing LEP training for agency staff.

In the case of The Bay Runner Trolley, the most important staff training is for Customer Service Representatives and transit drivers. Several representatives are bilingual in English and Spanish.

The following training will be provided to Customer Service Representative:

1. Information on Title VI Procedures and LEP responsibilities
2. Use of Language Identification Document
3. Documentation of language assistance requests
4. How to handle a potential Title VI/LEP complaint

d. Element 4: Providing Note to LEP Persons

The Bay Runner Trolley will make Title VI information available in English and Spanish on the Agency's website. Key documents are written in English and Spanish. Notices are also posted in The Bay Runner Trolley City Hall lobby and on buses. Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

e. Element 5: Monitoring and Updating the Plan

The plan will be reviewed and updated on an ongoing basis. Updates will consider the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether The Bay Runner Trolley's financial resources are sufficient to fund language assistance resources needed

The Bay Runner Trolley understands the value that its service plays in the lives of individuals who rely on this service, and the importance of any measures undertaken to make the use of system easier. The Bay Runner Trolley is open to suggestions from all sources, including customers, The Bay Runner Trolley staff, other transportation agencies with similar experiences with LEP communities, and the general public, regarding additional methods to improve their accessibility to LEP communities.

IV. Safe Harbor Provision

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

The Bay Runner Trolley service area does have LEP populations which qualify for the Safe Harbor Provision. As shown in Appendix H, Spanish speakers qualify for the Safe Harbor Provision as the number of person which speak English less than "very well" is counted as 6% of the total population and 3,520 persons.

The Safe Harbor Provision applies to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. The Bay Runner Trolley may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures.

Appendix H

Operating Area Language Data:

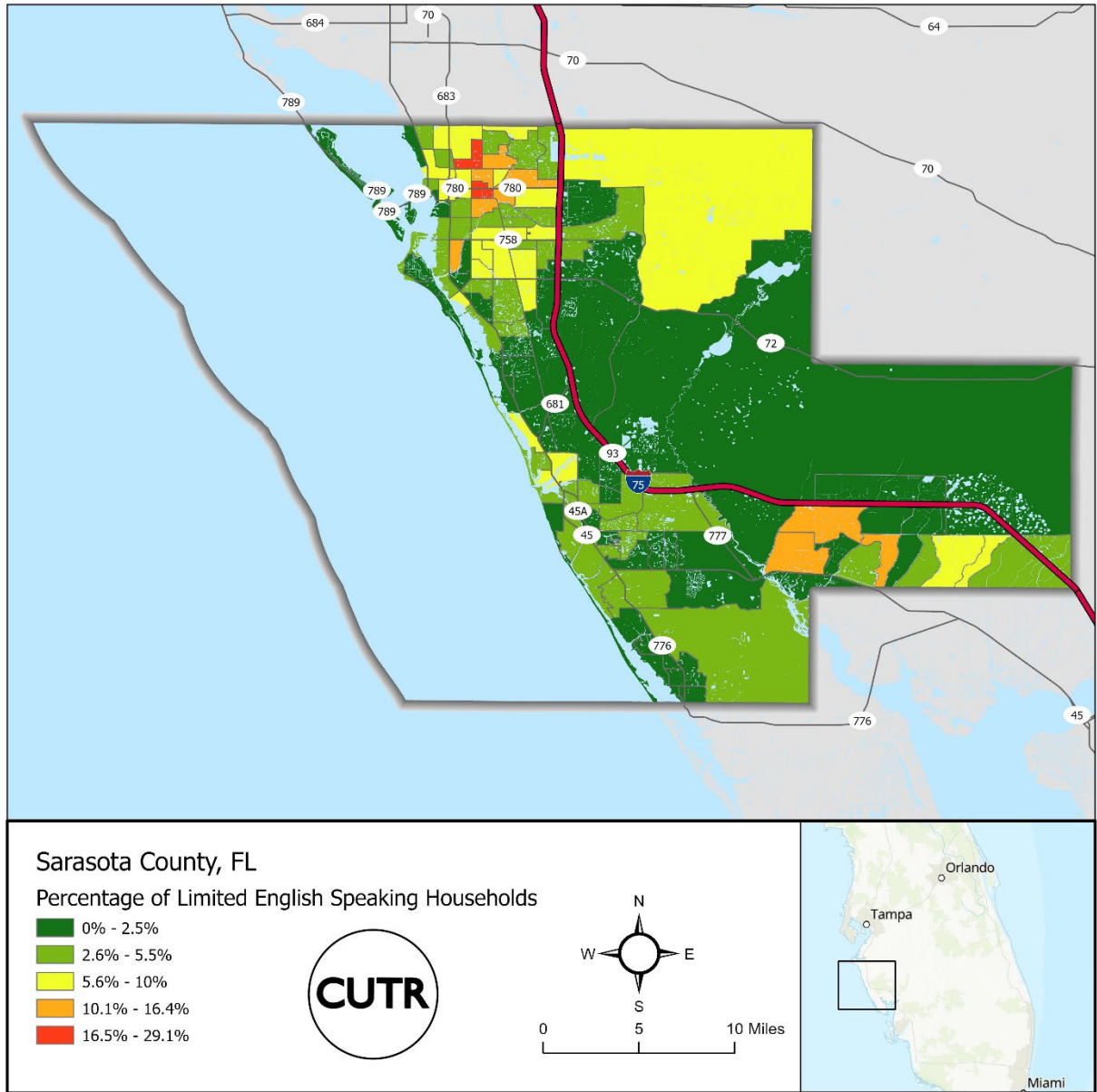
The Bay Runner Trolley Service Area

Sarasota city, Florida			
<i>Label</i>	<i>Estimate</i>	<i>Percent</i>	<i>Margin of Error</i>
<i>Total:</i>	55,519	100%	±329
<i>Speak only English</i>	44,449	80%	±1,361
<i>Spanish:</i>	7,596	14%	±1,262
<i>Speak English "very well"</i>	4,076	54%	±702
<i>Speak English less than "very well"</i>	3,520	46%	±859
<i>French, Haitian, or Cajun:</i>	459	<1%	±242
<i>Speak English "very well"</i>	294	64%	±161
<i>Speak English less than "very well"</i>	165	36%	±121
<i>German or other West Germanic languages:</i>	373	<1%	±123
<i>Speak English "very well"</i>	316	85%	±118
<i>Speak English less than "very well"</i>	57	15%	±44
<i>Russian, Polish, or other Slavic languages:</i>	710	1%	±323
<i>Speak English "very well"</i>	308	43%	±168
<i>Speak English less than "very well"</i>	402	57%	±190
<i>Other Indo-European languages:</i>	828	1.5%	±351
<i>Speak English "very well"</i>	501	61%	±218
<i>Speak English less than "very well"</i>	327	39%	±189
<i>Korean:</i>	54	<1%	±42
<i>Speak English "very well"</i>	5	9%	±8
<i>Speak English less than "very well"</i>	49	91%	±40
<i>Chinese (incl. Mandarin, Cantonese):</i>	160	<1%	±117
<i>Speak English "very well"</i>	37	23%	±41

<i>Speak English less than "very well"</i>	123	77%	±108
Vietnamese:	213	<1%	±167
<i>Speak English "very well"</i>	76	36%	±76
<i>Speak English less than "very well"</i>	137	64%	±136
Tagalog (incl. Filipino):	266	<1%	±148
<i>Speak English "very well"</i>	228	86%	±127
<i>Speak English less than "very well"</i>	38	14%	±35
Other Asian and Pacific Island languages:	65	<1%	±72
<i>Speak English "very well"</i>	60	92%	±68
<i>Speak English less than "very well"</i>	5	8%	±8
Arabic:	115	<1%	±76
<i>Speak English "very well"</i>	108	94%	±70
<i>Speak English less than "very well"</i>	7	6%	±12
Other and unspecified languages:	231	<1%	±158
<i>Speak English "very well"</i>	108	47%	±71
<i>Speak English less than "very well"</i>	123	53%	±104

Appendix I

Demographic Maps



Appendix J

Title VI Equity Analysis

The Bay Runner Trolley has not performed Title VI Equity Analysis.

Appendix K

Text Formatting Palette

Formatting/Styles

Report margins:

Top margin = 1"

Bottom margin = 1"

Left margin = 1.25"

Right margin = .75"

Heading levels:

Heading One

Calibri 14 pt bold; left-aligned; paragraph spacing = 10 pt after; line spacing multiple 1.15

Heading 2

Calibri 13 pt bold; left-aligned; line spacing-multiple 1.15; paragraph spacing = 10 pt after

Body Text: Calibri 11; fully-justified text; line spacing-multiple 1.15; 10 pt. after.

- Bulleted List: Calibri 10 pt; line spacing-multiple 1.15; paragraph spacing = 10 pt after

General Instructions

How to Update Table of Contents:

Right click on table of contents and choose **update field**—you will then have the option of updating the entire table of contents or just the page numbers.

How to Add New Section:

Under **Page Layout Menu**, choose **Breaks**, then **Section Break**, then **Next Page**. Heading numbers should update automatically in new section.



Doreen Joyner-Howard, AICP

District Modal Development Manager

Florida Department of Transportation

2198 Edison Avenue, MS 2806

Jacksonville, FL 32204

Phone: 904-360-5650

Email: doreen.joynerhoward@dot.state.fl.us

Consultant Project Manager:

Santanu Roy, PTP

HDR Engineering, Inc.



Doreen Joyner-Howard, AICP
District Modal Development Manager
Florida Department of Transportation
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204-2730
Phone: (904) 360-5650
Email: doreen.joynerhoward@dot.state.fl.us

Consultant: HDR Engineering, Inc.