



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: APRIL 11, 2017**

**FROM: PARKS, RECREATION AND COMMUNITY      WARDS: ALL**  
**SERVICES DEPARTMENT**

**SUBJECT: APPROVAL OF THE 2017-2020 SPECIAL TRANSPORTATION TITLE VI**  
**PROGRAM REQUIRED UNDER THE FEDERAL TRANSPORTATION**  
**ADMINISTRATION (FTA) CIRCULAR 4702.B1**

## **ISSUE:**

Approve the 2017-2020 Special Transportation Title VI Program as required under the Federal Transportation Administration Circular 4702.B1.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Special Transportation Title VI Program as required under the Federal Transportation Administration as part of their requirements; and
2. Authorize the City Manager, or his designee, to execute all necessary documents and make non-substantive changes to implement the approval of these documents.

## **LEGISLATIVE HISTORY:**

The Civil Rights Act of 1964 is a landmark piece of civil rights legislation in the United States that outlawed discrimination based on race, color, religion, sex, or national origin. It ended unequal application of voter registration requirements and racial segregation in schools, at the workplace, and by facilities that serve the general public. On February 11, 1994, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," was enacted by President Clinton.

The Presidential memorandum accompanying EO 12898 identified Title VI of the Civil Rights Act of 1964 as one of several Federal laws that should be applied "to prevent minority communities and low-income communities from being subject to disproportionately high and adverse environmental effects." Title VI prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including the denial of meaningful access for limited English proficient (LEP) persons.

The FTA developed policy guidance in the form of Circular 4702.1B, "Environmental Justice Policy Guidelines for Federal Transit Administration Recipients," In order to provide recipients with a

distinct framework to assist them as they integrate principles of environmental justice into their transportation decision making processes.

### **BACKGROUND:**

In 2012, the Federal Transportation Administration modified the requirements for all FTA funded recipients related to Title VI Civil Rights Act of 1964. It had long been the policy that every application for financial assistance from FTA had to be accompanied by an assurance that the applicant would carry out the program in compliance with the Department of Transportation's (DOT) Title VI regulations; Special Transportation had been submitting the required documents individually for many years. However, the change made in 2012 by the FTA now requires all recipients to document their compliance with DOT's Title VI regulations by submitting a comprehensive Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by the FTA. Additionally, the Title VI Program must be approved by the submitting agency's governing entity prior to submission. The 2017-2020 Title VI Program supersedes the 2014 Program approved by City Council on July 22, 2014, and submitted by Special Transportation to the FTA.

### **DISCUSSION:**

The Program includes the processes and procedures in place by Special Transportation under the Parks, Recreation and Community Services Department as well as the Title VI plan implemented for the City by the General Services Department in 2015. While the Federal requirements have remained the same since 2014, updates have been made by the city in several of the mandatory areas and are included in the 2017 – 2020 Title VI Program. The General Services Department has designated a Title VI Coordinator, created a brochure, "The City of Riverside and You," outlining the city's policy on Title VI, as well as creating complaint forms in English and Spanish and placing them, along with the brochure and complaint process, on the city's website. All of these steps are requirements of Title VI and must be adhered to by agencies receiving FTA funds. Special Transportation updated its Public Notice that's placed inside all of the mini-buses and re-affirmed its Public Participation Plan by outlining the methods utilized to include the program's users and the general public in our Special Transit decision making processes. These important steps taken by the city not only ensure adherence to the FTA's Title VI Program, but create an environment of inclusivity and transparency.

### **FISCAL IMPACT:**

There is no fiscal impact to the General Fund if the program is approved. If the program is not approved, Special Transportation will not be eligible to receive Federal Transportation Administration funds.

Prepared by:	Adolfo Cruz, Parks, Recreation and Community Services Director
Certified as to availability of funds:	Scott G. Miller PhD., Chief Financial Officer/City Treasurer
Approved by:	Alexander T. Nguyen, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachment: 2017 – 2020 Special Transportation Title VI Program