

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: PAM LORENCE, RESEARCH AND PROGRAM COORDINATOR  
TRANSPORTATION AND PUBLIC WORKS TRANSIT DIVISION

SUBJECT: APPROVAL OF THE SANTA ROSA CITYBUS TITLE VI  
PROGRAM UPDATE

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Transportation and Public Works Department that the Council, by resolution, approve the proposed update to the Santa Rosa CityBus Title VI Program addressing the Transit Division's responsibilities under Title VI of the Civil Rights Act of 1964.

---

EXECUTIVE SUMMARY

The Federal Transit Administration (FTA) requires all agencies that receive federal financial assistance to document compliance with the Title VI Program of the Civil Rights Act of 1964 by developing a Title VI Program and updating it every three years. The Title VI Program update must be approved by the agency's governing body. The Transportation and Public Works Department last updated the Title VI Program in 2013 and an update is due to the FTA by April 1, 2016.

BACKGROUND

1. Title VI of the Civil Rights Act of 1964 is a federal statute that provides that no person shall, on the grounds of race, color or national origin be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. All programs receiving financial assistance from the Federal Transit Administration (FTA) are subject to Title VI and the U.S. Department of Transportation's implementing regulations. The City of Santa Rosa is a recipient of financial assistance from FTA supporting CityBus operations and capital needs.

2. FTA requires all direct and primary recipients of FTA financial assistance document their compliance with Title VI by submitting a Title VI Program update once every three years. The Title VI Program update must be approved by the recipient's governing body, in this case the Santa Rosa City Council, prior to submission.
3. The current Title VI Program for Santa Rosa CityBus was submitted to the FTA in March 2013. An updated Title VI Program is due to FTA by April 1, 2016.

### PRIOR CITY COUNCIL REVIEW

City Council approval of Title VI update; March 19, 2013.

### ANALYSIS

1. The Title VI Program update has been prepared in accordance with the regulations and guidance for transit operators provided in FTA Circular 4702.1B (dated October 1, 2012).
2. The Santa Rosa CityBus's Title VI Program encompasses the following areas:
  - a. Public notice of protections from discrimination provided by Title VI;
  - b. Procedures for filing a Title VI complaint and complaint form;
  - c. List of any Title VI complaints, investigations or lawsuits naming Santa Rosa CityBus since the last filing of the Title VI Program update with FTA;
  - d. Public participation plan for transit service planning and projects, and list of public outreach activities conducted since the last filing of the Title VI Program update;
  - e. Language assistance plan to ensure access to services for Limited English Proficient (LEP) individuals;
  - f. Equity analysis related to the determination of the site or location of new transit facilities; and
  - g. Systemwide service standards and policies to ensure that transit services and amenities are deployed in a non-discriminatory manner.

### FISCAL IMPACT

There will be no financial impact to the General Fund.

### ENVIRONMENTAL IMPACT

Not applicable

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Attachment 1 – Title VI Program
- Resolution

CONTACT

Pam Lorence  
[plorence@srcity.org](mailto:plorence@srcity.org)  
(707) 543-3334