
Title VI Implementation Plan

City of Coolidge Transit Department

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Executive Summary

The City of Coolidge Transit Department provides two service routes with FTA 5311 funds. The Cotton Express is our deviated fixed route service within the City of Coolidge (Cotton Express) and Central Arizona Regional Transit (CART) provides regional fixed route intercity bus services (CART) connecting the Town of Florence, Pinal County, City of Coolidge, Central Arizona College (CAC) and the City of Casa Grande. The Cotton Express began operations in 1980 while CART began in 2010. We have been a grant recipient since 1980.

Cotton Express deviated fixed route service is provided Monday through Friday from 7 am until 8 pm. We have two deviated fixed routes which serve our central business core. The buses will deviate up to ¼ of a mile off the route so we can reach a large percentage of our residential population. For those individuals who want more assistance, the Cotton Express also offers a demand response service Monday through Friday from 7 am until 6 pm. The demand response service also provides the opportunity for individuals who live beyond the ¼ mile route deviation to receive services.

CART provides regional bus services to the neighboring communities for employment, education, medical and personal trips. CART is the intercity connector for this area. CART operates Monday through Friday from 4:45 am to 8 pm. CART is an intercity fixed route.

What type of program fund(s) did you apply for?

- 5310
- 5311
- Other (please explain) _____

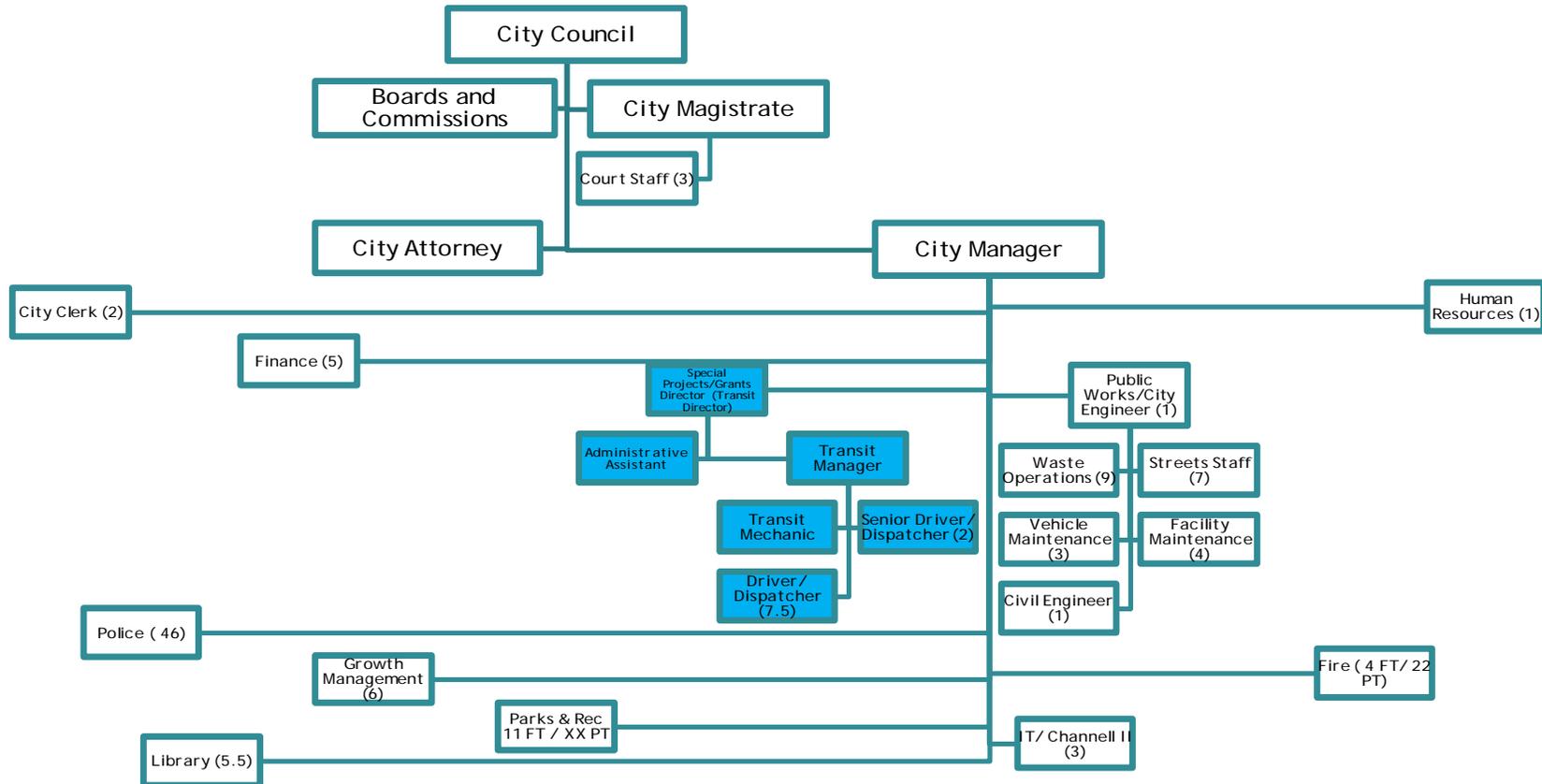
Type of Funding Requests? (Select all that apply)

- Vehicle Funds
- Operating Funds
- Other (please explain) Administration and Capital _____

City of Coolidge

1-Jul-15

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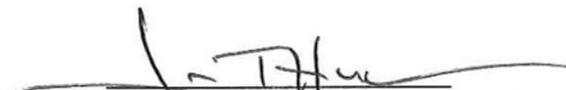
Transit Staff

Non-Discrimination Policy Statement

The City of Coolidge Transit Department policy assures full compliance with Title VI of the Civil Rights act of 1964, the Restoration Act of 1987, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any City of Coolidge Transit Department sponsored program or activity. There is no distinction between the sources of funding.

The City of Coolidge Transit Department also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, the City of Coolidge Transit Department will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When the City of Coolidge Transit Department distributes Federal-aid funds to another entity/person, the City of Coolidge Transit Department will ensure all sub recipients fully comply with the City of Coolidge Transit Department Title VI Nondiscrimination Program requirements. The City of Coolidge Mayor has delegated the authority to Michael Meyer, Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.



Jon Thompson, Mayor, City of Coolidge

Non-Discrimination Notice to the Public

Notifying the Public of Rights Under Title VI and ADA City of Coolidge Transit Department

The City of Coolidge Transit Department operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Coolidge Transit Department.

For more information on the City of Coolidge Transit Department's civil rights program, and the procedures to file a complaint, contact Michael Meyer 520-723-6085, (TTD 520-723-4653); email mmeyer@coolidgeaz.com; or visit our administrative office at 395 W. Palo Verde Ave.. For more information, visit www.coolidgeaz.com

A complainant may file a complaint directly with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **ADOT**: ATTN: Title VI Program Manager 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact 520-723-7195. Para información en Español llame: Melanie Osoy

Non-Discrimination Notice to the Public - Spanish

Aviso al Público Sobre los Derechos Bajo el Título VI Y ADA City of Coolidge Transit Department

City of Coolidge Transit Department (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre la City of Coolidge Transit Department's programa de derechos civiles, y los procedimientos para presentar una queja, contacte Michael Meyer 520-723-6085, (TTD 520-723-4653); o visite nuestra oficina administrativa en 395 W. Palo Verde Ave. Para obtener más información, visite www.coolidgeaz.com

El puede presentar una queja directamente con Arizona Department of Transportation (ADOT) o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: ADOT: ATTN Title VI Program Manager 206 S. 17th Ave MD 155A Phoenix AZ, 85007 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

The above notice is posted in the following locations: Transit Terminal public areas, transit buses, and website. This notice is posted online at www.coolidgeaz.com

Non-Discrimination Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by the City of Coolidge Transit Department including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The Title VI/ADA contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted the City of Coolidge Transit Department will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City of Coolidge Transit Department or submitted to the State or Federal authority for guidance.
- (7) The City of Coolidge Transit Department will notify the ADOT Civil Rights Office of ALL Title VI complaints within 72 hours via telephone at 602-712-8946; email at civilrightsoffice@azdot.gov.

- (8) The City of Coolidge Transit Department has 30 days to investigate the complaint. If more information is needed to resolve the case, the City may contact the complainant. The complainant has 10 business days from the date of the letter to send requested 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 can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) 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. An 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.
- (10) A copy of either the closure letter or LOF must also be submitted to ADOT within 72 hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with City of Coolidge Transit Department decision may file a complaint with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: **ADOT**: ATTN Title VI Program Manager 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590.
- (12) A copy of these procedures can be found online at: www.coolidgeaz.com. Una copia de estos procedimientos se puede encontrar en línea en: www.coolidgeaz.com

Discrimination Complaint Form

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

If yes, please provide any reference information regarding your previous complaint.

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: _____

Name of person complaint is against: _____

Title: _____

Location: _____

Telephone Number (if available): _____

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:
City of Coolidge Transit Department, Transit Manager, Michael Meyer
395 W. Palo Verde Ave.
Coolidge, AZ.
520-723-6085
mmeyer@coolidgeaz.com

A copy of this form can be found online at www.coolidgeaz.com

Discrimination Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin or disability)	Status	Action(s) Taken (Final findings?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
1)				
2)				

- ✓ City of Coolidge Transit Department has not had any Title VI complaints, investigations, or lawsuits in 2015 .

*City of Coolidge Transit
Department
Public Participation
Plan*

The City of Coolidge Transit Department is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, City of Coolidge Transit Department made the following community outreach efforts:

In the upcoming year the City of Coolidge Transit Department will make the following community outreach efforts:

- Annual public meeting to discuss the City of Coolidge 5311 Transit Application – typically in February or March of each calendar year.

Public Meetings:

- (1) Public meetings are scheduled to increase the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during non-traditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.
- (2) When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction.
- (3) Public meetings are held in locations accessible to people with disabilities and are located near a transit route when possible.

The City of Coolidge Transit Department submits to the Arizona Department of Transportation annually an application for funding. Part of the annual application is a public notice, which includes a 30-day public comment period.

Sample Public Participation Documents – City of Coolidge Transit Department

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14. Consider Approval of Entering into a Termination of Development Agreement Between East Valley Golf LTD DbA Revegetation Services Inc and the City of Coolidge for the Purpose of Terminating the Development Agreement in Order to Facilitate the Sale of the Property. **Discussion and Action**
15. Consider Approval of Entering into a Partial Termination of Development Agreement Between Mesa Fully Formed Inc and the City of Coolidge for the Purpose of Terminating the Development Agreement for Lot 9 in the Coolidge Industrial Park, and Allow the Developer to Sell Lot 9 . **Discussion and Action**
16. Consider Approval of Entering into a Notice of Partial Release Latecomers Reimbursement Agreement and Conveyance and Development Agreement Between Mesa Fully Formed Inc and the City of Coolidge to Release Lots 10 and 11 in the Coolidge Industrial Park. **Discussion and Action**
17. Resolution No. 16-05; a Resolution of the City of Coolidge, Arizona, Ratifying the "Coolidge Volunteer Fire Department Qualified Pension Plan" and the 1991 Amendment Thereto and Repealing Resolution 01-10 Regarding Amending the Normal Retirement Age. **Discussion and Action**
18. Consider Approval of Entering into a Memorandum of Understanding Between the United States Department of Interior National Park Service (Casa Grande Ruins National Monument) and the City of Coolidge, AZ for STRUCTURAL FIRE-FIGHTING ASSISTANCE **Discussion and Action**
19. Consider Approval to Unfreeze Capital Sales Tax in the Amount of \$10,000 to Purchase Firefighter Structural Turnout Gear/Personal Protective Equipment for the Coolidge Fire Department. **Discussion and Action**
20. Consider Approval to Unfreeze Capital Sales Tax Funds in the Amount of \$15,000 to Purchase Wildland Fire Style Personal Protective Equipment. **Discussion and Action**
21. Resolution No. 16-06; a Resolution of the Mayor and City Council of the City of Coolidge, Arizona, Approving Submission of an Application for Proposition 202 Grant Funds from the Gila River Indian Community and Approving the Acceptance and Use of the Funds Towards the Costs of Rehabilitating the San Carlos Irrigation Project Old Main Office Building for Use as a New Fire Station. **Discussion and Action**

PUBLIC HEARING

22. To Receive Public Comments Regarding the FFY 2016 and FFY 2017 5311 Transit Application to ADOT. **Public Hearing**

BUSINESS - REGULAR ITEMS

23. Consider Approval of Liquor License Application #09117002 Submitted by Mr. Kim K. Kwiatkowski for the New Proposed Circle K Store #3473 to be Located at 1541 N. Arizona Boulevard, Coolidge, Arizona 85128. **Discussion and Action**

6. City Council - Regular Meeting - Mar 14, 2016 7:00 PM
7. City Council - Budget Meeting - Mar 28, 2016 5:00 PM
8. City Council - Regular Meeting - Mar 28, 2016 7:00 PM

BUSINESS - ITEMS FOR CONSENT

9. Consider Approval of Entering into a Century Link 9-1-1 Agreement Between CenturyLink Sales Solution Inc and the City of Coolidge Police Department, and the State 9-1-1 Office for the Purpose of Maintaining the 9-1-1 System at the Police Department for a Period of Five (5) Years; Authorizing the City Manager to Execute the Necessary Agreement. **Discussion and Action**
10. Consider Ratifying City's Manager's Approval of Allowing the Coolidge Police Department to Apply, and If Awarded, Approval to Enter into an Agreement and Spend Approximately \$57,170 of Arizona Department of Homeland Security Reallocation Funds to Purchase a 2016 4 Wheel Drive Crew Cab Work Truck, Mobile Data Computer and a P25 Compliant Mobile Police Radio. **Discussion and Action**
11. Consider Approval of Appointing Ruben Felix, John Santibanez, David Nulton and Kim Rodriguez to the Transit Advisory Committee with Terms Ending January 1, 2018 and Appoint Olivia Guerrero, Lynn Parsons and Vallarie Woolridge to the Transit Advisory Committee with Terms Ending January 1, 2019. **Discussion and Action**
12. Resolution No. 16-07; a Resolution of the Mayor and City Council of the City of Coolidge, Arizona, Adopting a Fair Housing Policy Making Known Its Commitment to the Principle of Fair Housing and Describing Actions it Shall Undertake to Affirmatively Further Fair Housing; Designating April 2016 as Fair Housing Month. **Discussion and Action**
13. Resolution No. 16-08 a Resolution of the Mayor and City Council of the City of Coolidge, Arizona, Authorizing the Submission of an Application for FY 2015 State Community Development Block Grant Funds for Housing Rehabilitation, SSP Account Projects Certifying that Said Application Meets the Community's Previously Identified Housing and Community Development Needs and the Requirements of the State CDBG Program, and Authorizing All Actions Necessary to Implement and Complete the Activities Outlined in Said Applications. **Discussion and Action**
14. Resolution No. 16-09; a Resolution of the City of Coolidge Authorizing the Submission of an Amendment to the Arizona Department of Housing. **Discussion and Action**
15. Resolution No. 16-10; a Resolution of the Mayor and City Council of the City of Coolidge, Arizona, Authorizing the Submission of an Application to the Arizona Department of Transportation for Financial Assistance Concerning Section 5311 Rural Transit Program; and Authorizing All Actions Necessary to Implement and Complete the Activities Outlined in Said Application. **Discussion and Action**

Limited English Proficiency Plan

City of Coolidge Transit Department

Limited English Proficiency Plan

The City of Coolidge Transit Department has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to the City of Coolidge Transit Department services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedure on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the City of Coolidge Transit Department’s extent of obligation to provide LEP services, the City of Coolidge Transit Department undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) Demography: According to the U.S. Census Bureau, 4.5 percent of Coolidge’s population speaks English less than “Very Well”. This represents 499 residents of Coolidge speaking various languages who speak English Less than “Very Well”. Under the U.S. Department of Justice’s Safe Harbor Provision, it is necessary to translate materials when five percent or 1,000 persons, whichever is less, speaks English less than “Very Well”. The City of Coolidge is below the U.S. DOJ’s Safe Harbor Provision – we are not required to translate written documents into another language. As a courtesy to our potential transit riders we do post the Title VI Notice To The Public in Spanish (Please see the table below).

Title VI Implementation Plan - Limited English Proficiency Plan		
City of Coolidge		
Demographic Table		
Language Spoken at Home	Estimate	Percent
Population 5 Year and Over	11,078	100%
English Only	8,320	75.1%
Language Other than English	2,758	24.9%
Speak English Less Than "Very Well"	499	4.5%
Spanish	2,469	22.3%
Spanish - Speak English Less than Very Well	464	4.2%
Other Indo-Eurpoean Languages	52	0.5%
Other Indo-Eurpoean Languages - Speak English Less Than "Very Well"	13	0.1%
Asian Pacific Islander Languages	50	0.5%
Asian Pacific Islander Languages - Speak English Less Than "Very Well"	11	0.1%
Other Languages	183	1.7%
Other Languages - Speak English Less Than "Very Well"	15	0.1%
Source: U.S Census Bureau - American Fact Finder website, 2014, Language Spoken at Home 2010-2014 American Community Survey 5 year-estimate.		

- 2) Frequency: We do come in contact with some riders who are Spanish-speaking. Due to the low number of Spanish speaking individuals who speak English less than “Very Well” we do provide oral translation services on request.
- 3) Importance: Transit services are extremely important in a small rural community. Transit services assist in maintaining individual independence. Inclusive community engagement on transit needs and issues ensures that the services we provide are of value to our entire population.
- 4) Resources: The City of Coolidge Transit Department operates with limited funding. All Coolidge populations, including the Spanish-Speaking LEP population are included in the planning for our service. In this manner, our system effectively serves ALL resident of Coolidge. We do so by providing translation services as requested and providing the Title VI Notice to the Public in Spanish.

A statement in Spanish will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested. The City employs several bilingual Spanish speaking employees that are available to translate or offer assistance. Notices regarding any service changes or announcements will be posted in both English and Spanish inside the transit buses.

Safe Harbor Provision

The City of Coolidge Transit Department complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Title VI Notice to the Public
- (2) Complaint Procedures
- (3) Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital Documents include the following:

- (1) Notices of free language assistance for persons with LEP

Non-Discrimination Notice to the Public - Spanish

Aviso al Público Sobre los Derechos Bajo el Título VI Y ADA City of Coolidge Transit Department

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The above notice is posted in the following locations: Transit Terminal public areas, transit buses, and website.

This notice is posted online at www.coolidgeaz.com

Non-elected Committees Membership Table

A sub recipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Sub recipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Population	95%	Hispanic 42%	7.8%	1%	5.7%
Transit Advisory Committee	28%	57%	14%	0%	0%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%

The Coolidge City Code states that “Each board or commission shall as nearly possible have an integrated or balanced membership with representatives of each race, sex and geographic area of the City”. To achieve this, advertisements for board/commission positions are place in the local newspaper and distributed to organizations throughout the community. Transit staff posts the advertisement for TAC members our buses and in our Transit Facility.

- ✓ City of Coolidge Transit Department does NOT select the membership of any transit-related committees, planning boards, or advisory councils.

Monitoring for Sub Recipient Title VI Compliance

The City of Coolidge Transit Department monitors its sub recipients through site visits, or submission of Title VI plans.

City of Coolidge Transit Department does NOT monitor sub recipients for Title VI compliance.

As of June 2016 the City of Coolidge does not have any sub recipients.

Title VI Training

The City of Coolidge Transit Department staff is trained on Title VI Requirements through a variety of training opportunities. Our operational staff (Transit Manager, Senior Driver/Dispatchers and Driver's/Dispatchers) is trained on Title VI Requirements during their tri-annual PASS Certification. The administrative staff (Transit Manager and Special Projects/Grants Director (Transit Director)) receive training annually at the ADOT Transit Workshop. All staff is also encouraged to participate in web trainings whenever possible.

Title VI Training - Completed

- PASS Class – September 19, 2015
- ADOT 5310/5311 Transit Application Workshop – February 25, 2016
- Senior Driver/Dispatcher attended PASS Train the Trainer - April 20, 2016

Title VI Training – Future

- Pass Class – tentatively scheduled for September 17, 2016
- All Transit Staff meeting – tentatively scheduled for August 20, 2016
- Web training by staff – ongoing.

Title VI Equity Analysis

A sub recipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. "Facilities" in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the sub recipient organization receives any FTA dollars, it must comply with this requirement.

The City of Coolidge Transit Department has no current or anticipated plans to develop new transit facilities covered by these requirements. No facilities covered by these requirements were developed since 2010.

Fixed Route Transit Provider Analysis

The City of Coolidge Provides a Fixed Route for the 5311 Intercity Bus service between Coolidge, Florence and Casa Grande. 5311 f funds are permitted to be operated as fixed routes. Fixed route: Public transit service (other than by aircraft) provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers.

A sub recipient providing fixed route service, as defined above, must determine the distribution of transit amenities or the vehicle assignments for each mode in a non-discriminatory manner. The sub recipient must develop policies to ensure service is not distributed on the basis of race, color, or national origin.

Effective practices to fulfill the Service Standards requirements include developing written policies covering each of the following service indicators:

1) *Vehicle Load for Each Mode*

Off peak; 3-1 3 seats per 1 passenger, Peak times; 1-1, 1 seat per 1 passenger

2) *Vehicle Headway for Each Mode*

Vehicles do not intersect on this fixed route system.

3) *On Time Performance for Each Mode*

There are a total of seven (7) complete fixed route runs per day

4) *Service Availability for Each Mode*

Service hours for this fixed route are from 4:40 am to 8:00pm.

Effective qualitative practices to fulfill the Service Policy requirements include developing written policies covering each of the following service indicators:

1) *Transit amenities for each mode*

Indoor seating, shelter, restrooms, signs, maps, schedules, waste receptacles available at Transit Terminal. Buses have schedules, overhead luggage compartments, waste receptacles, and lifts for the disabled.

Please describe how these amenities are distributed to ensure all riders have equal access.

2) *Vehicle assignments for each mode*

All transit buses are placed into service at the Transit Facility Center for all routes.

Board Approval for the Title VI Program



CITY OF COOLIDGE CITY COUNCIL MINUTES • SEPTEMBER 12, 2016

Regular Meeting

Council Chambers

7:00 PM

911 S. Arizona Boulevard, Pinal County, Coolidge, AZ 85128

CALL TO ORDER

1. Invocation - Pastor John Johnson with the Community Presbyterian Church

Pastor Johnson with the Community Presbyterian Church could not be present and therefore no invocation given.

2. Pledge of Allegiance

Mayor Thompson led in the Pledge of Allegiance.

Attendee Name	Title	Status	Arrived
Jon Thompson	Mayor	Present	
Jacque Hendrie-Henry	Vice-Mayor	Remote	
Gilbert Lopez	Councilmember	Present	
Steve Hudson	Councilmember	Present	
Rob Hudelson	Councilmember	Present	
Gary Lewis	Councilmember	Present	
Tatiana Murrieta	Councilmember	Present	

Also present were City Manager Rick Miller, City Attorney Denis Fitzgibbons and City Clerk Norma Ortiz.

PRESENTATIONS

4. Recognition of the Finance Department for Receipt of the 2015 "Certificate of Achievement for Excellence in Financial Reporting" (CAFR) from the Government Finance Officers Association. **Discussion Only**
Mayor Thompson and Council congratulated and applauded the Finance Department for being awarded the 2015 Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association for the 7th year, and, Finance Director Pannella introduced her staff to include; Accounting Supervisor Rachel Duran, Sr. Account Clerk Mary Seils, Account Clerk Jody Williams and Account Clerk Beth Schuster. There was discussion.

RESULT: PRESENTED

5. Presentation by TransCanada to Enhance Community Support for the Open Hands Outreach Program. **Discussion Only**

Mr. Dave Turner representing TransCanada was present to address the Council and public and Ms. Diana LeSeur

Updated 9/13/2016 5:13 PM

RESULT: PRESENTED

6. Proclamation - "Constitution Week 2016". **Discussion Only**

Mayor Thompson read and proclaimed September 19th through September 23rd as "Constitution Week" in the City of Coolidge and asked citizens to reaffirm the ideals the Framers of the Constitution had in 1787. There was discussion.

RESULT: PRESENTED

7. Presentation of 2016 Mother's Against Drunk Drivers (MADD) DUI Enforcement Award. **Discussion Only**

Fire Chief Jarvis recognized Captain Joe Shaw and Captain Tim Harrison for being awarded the 2016 Mother's Against Drunk Drivers (MADD) Enforcement Award for their hard work in coordinating this year's mock DUI Re-enactment Event at the Coolidge High School. There was discussion.

RESULT: PRESENTED

8. Proclamation - "Chamber of Commerce Week 2016". **Discussion Only**

Mayor Thompson read and proclaimed September 12th through September 16th, 2016, as "Chamber of Commerce Week", in the City of Coolidge and urged all citizens to participate in the efforts of the Coolidge Chamber of Commerce to promote economic development and growth. There was discussion.

RESULT: PRESENTED

9. Monthly Report and Business Spotlight Recognitions by the Coolidge Chamber of Commerce. **Discussion Only**

Chamber Director Lynn Parsons recognized the Coolidge Rotary Club for being selected as "Business Spotlight Member" for the month of September 2016. Current President Phil Bacon was present to comment on the .

RESULT: PRESENTED

CALL TO THE PUBLIC

Ms. Heidi Miller, a new resident of Coolidge was present to advise the public of an upcoming.

Mr. Jim Smith

Mr. Dave Frappier was present

APPROVAL OF MINUTES - DISCUSSION AND ACTION

Council considered approval of the minutes for the regular meetings held in August 2016. There was no discussion.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gary Lewis, Councilmember
SECONDER: Gilbert Lopez, Councilmember
AYES: Thompson, Hendrie-Henry, Lopez, Hudson, Hudelson, Lewis, Murrieta

10. City Council - Regular Meeting - Aug 8, 2016 7:00 PM

11. City Council - Regular Meeting - Aug 22, 2016 7:00 PM

BUSINESS - ITEMS FOR CONSENT

Council considered approval of Consent Items #12 through #18, as presented. Councilmember Lewis requested Item #13 to be pulled from consent for further clarification. There was discussion.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gary Lewis, Councilmember
SECONDER: Steve Hudson, Councilmember
AYES: Thompson, Hendrie-Henry, Lopez, Hudson, Hudelson, Lewis, Murrieta

12. Consider Approval of Ratifying the Grant Agreement Between the United States of America Acting through the Federal Aviation Administration and the City of Coolidge

for a Grant of Federal Funds for the Rehabilitation and Reconstruction of Taxiway B at the Coolidge Municipal Airport. **Discussion and Action**

13. This Item was pulled from Consent by Councilmember Lewis - See Item #19
Discussion and Action
14. Consider Approval of Entering into an Arizona Criminal Justice Information System User Agreement Between the Arizona Department of Public Safety and the Coolidge Police Department for Continued Participation and Exchange of Criminal History Record Information; Authorizing the Police Chief to Execute the Necessary Documents. **Discussion and Action**
15. Consider Approval of Street Closures for the City's Annual Coolidge Days Celebration, Parade and Carnival Set for October 5Th through October 9Th, 2016; the Annual CHS Homecoming Parade Set for Thursday, September 29Th, 2016; and the Annual 2016 Electric Light Parade Set for Friday, December 9Th, 2016. **Discussion and Action**
16. Consider Approval of Entering into an Entertainment Agreement Between Brown's Amusement Inc. and the City of Coolidge for the Purpose of Providing Carnival Services During Coolidge Days 2016. **Discussion and Action**
17. Consider Approval of Adopting the Title VI Implementation Plan with Updates Requested by ADOT Civil Rights for 2016 for the Transit Department in Compliance with the Arizona Department of Transportation and Federal Transit Administration Requirements. **Discussion and Action**
18. Consider Approval of Entering into a Consulting Agreement Between Albert Holler & Associates and the City of Coolidge for Supplemental Tax Audit Services to Include Ten Audits for the Amount of \$28,000 with a Termination Date of June 30, 2017. **Discussion and Action**

BUSINESS - REGULAR ITEMS

19. Consider Approval of Entering into a Memorandum of Understanding Between the United States Border Patrol and the Coolidge Police Department for the Purpose of the Reimbursement of Costs Incurred by the Coolidge Police Department in Providing Resources to Joint Operations/Task Forces; Authorizing the Mayor and Police Chief to Execute the Necessary Documents. **Discussion and Action**
Councilmember Lewis requested this item to be pulled from consent for further clarification. Police Chief Malinski explained the need to enter into a Memorandum of Understanding with the United States Border Patrol for the purpose of requesting reimbursement of costs for traveling

expenses, fuel, training and equipment for the Coolidge Police Department to participate in joint operations/task forces. There was discussion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Steve Hudson, Councilmember
SECONDER:	Gilbert Lopez, Councilmember
AYES:	Mayor Thompson, Vice-Mayor Hendrie-Henry, Councilmember Lopez, Councilmember Hudson, Councilmember Hudelson, Councilmember Lewis, Councilmember Murrieta

20. Consider Approval of a Request from the Collector Car Club of Coolidge to Close Central Avenue Between 4Th Street and 3Rd Street; and 4Th Street Between Central Avenue and Pinkley Avenue for a Cruise-In Around San Carlos Park Event Being Held on Saturday, October 22Nd, 2016, from 3:00 P.M. Until 6:00 P.M. **Discussion and Action**

City Manager Miller and Chamber Director Parsons were. There was discussion.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Gilbert Lopez, Councilmember
SECONDER:	Gary Lewis, Councilmember
AYES:	Mayor Thompson, Vice-Mayor Hendrie-Henry, Councilmember Lopez, Councilmember Hudson, Councilmember Hudelson, Councilmember Lewis, Councilmember Murrieta

21. Consider Approval of the Application for Extension of Premises/Patio Permit Submitted by Ms. Stacey Humphreys for Momma Juggs to Expand Their Liquor Consumption Area for a Blues Music & Crafts Festival Being Held November 19Th through November 20Th, 2016. **Discussion and Action**

City Manager Miller advised Council of the request for an extension of premises

RESULT:	APPROVED [6 TO 1]
MOVER:	Gary Lewis, Councilmember
SECONDER:	Gilbert Lopez, Councilmember
AYES:	Mayor Thompson, Vice-Mayor Hendrie-Henry, Councilmember Lopez, Councilmember Hudson, Councilmember Hudelson, Councilmember Lewis
NAYS:	Councilmember Murrieta

22. Consider Approval of a Request from Stacy Humphries, DBA Momma Juggs, to Close Main Street Between Roosevelt Avenue and Wilson Avenue for a Blues Festival on Main Street Event Being Held on Saturday, November 19Th, 2016, from 12:00 P.M. Until 1:00 A.M. **Discussion and Action**

Council considered approval of the request submitted street closures. There was no discussion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary Lewis, Councilmember

SECONDER: Gilbert Lopez, Councilmember
AYES: Mayor Thompson, Vice-Mayor Hendrie-Henry, Councilmember Lopez, Councilmember Hudson, Councilmember Hudelson, Councilmember Lewis, Councilmember Murrieta

23. Consider Approval of a Classification Change for Recreation Coordinators from Exempt to Non-Exempt to Comply with the New Changes Set Forth by the Department of Labor (Exempt Employees Require the Employee to Make \$47,400 Per Year to be Classified as Exempt. Our Coordinators Are Currently Paid in the Mid to High \$30,000 Range). **Discussion and Action**

HR Director Henderson advised Council of the need to amend. There was discussion.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gary Lewis, Councilmember
SECONDER: Rob Hudelson, Councilmember
AYES: Mayor Thompson, Vice-Mayor Hendrie-Henry, Councilmember Lopez, Councilmember Hudson, Councilmember Hudelson, Councilmember Lewis, Councilmember Murrieta

24. Consider Approval of Changing the Name for the Growth Management Department to "Development Services Department"; and Approval to Amend the Job Description from the Title of Growth Management Director to "Development Services Director" to Reflect the Proposed Name Change for the Department. **Discussion and Action**

HR Director Henderson. There was discussion.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gilbert Lopez, Councilmember
SECONDER: Gary Lewis, Councilmember
AYES: Mayor Thompson, Vice-Mayor Hendrie-Henry, Councilmember Lopez, Councilmember Hudson, Councilmember Hudelson, Councilmember Lewis, Councilmember Murrieta

25. Consider Approval to Unfreeze Capital Sales Tax Funds to Purchase One (1) 2016 Chevrolet Pickup Fully Equipped from Garrett Motors in the Amount of \$56,000 Utilizing Capital Sales Tax Funds for the Coolidge Fire Department; and Waiving the Sealed Bid Requirements in the Best Interest of the City. **Discussion and Action**
Fire Chief Jarvis advised Council of the need to unfreeze Capital Sales Tax Funds in the amount of \$56,000 to purchase a 2016 fully equipped Chevrolet Truck from Garrett Motors for the Coolidge Fire Department. There was discussion.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gary Lewis, Councilmember
SECONDER: Gilbert Lopez, Councilmember

AYES: Mayor Thompson, Vice-Mayor Hendrie-Henry, Councilmember Lopez, Councilmember Hudson, Councilmember Hudelson, Councilmember Lewis, Councilmember Murrieta

26. Consider Approval to Unfreeze Capital Sales Tax in the Amount of \$16,000 to Purchase Firefighter Structural Turnout Gear/Personal Protective Equipment for the Coolidge Fire Department. **Discussion and Action**

27. Consider Approval of Entering into an Agreement to Operate Intercity Bus Service Between Greyhound Lines, Inc. and the City of Coolidge for Central Arizona Regional Transit (CART) Services for the Purpose of Providing Transportation Services to and from the Greyhound Bus Station in Casa Grande, Arizona. **Discussion and Action**

28. Consider Approval of Modifying the CART Bus Route. **Discussion and Action**

29. Resolution No. 16-22; a Resolution of the Mayor and City Council of the City of Coolidge, Pinal County, Arizona, Declaring and Adopting the Results of the Primary Election Held on August 30, 2016. **Discussion and Action**

City Clerk Ortiz advised Council of Resolution No. 16-22; which canvasses the results of the Primary Election held on August 30th, 2016, stating that Jon Thompson is hereby declared elected for the Office of Mayor, and that Jacque Hendrie-Henry, Steven Hudson and Jimmy Walker are hereby declared elected for the 3-seats as Councilmember, which therefore, requires no run-off in the General Election. There was discussion.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gilbert Lopez, Councilmember
SECONDER: Gary Lewis, Councilmember
AYES: Mayor Thompson, Vice-Mayor Hendrie-Henry, Councilmember Lopez, Councilmember Hudson, Councilmember Hudelson, Councilmember Lewis, Councilmember Murrieta

REPORT FROM THE MAYOR-COUNCIL AND/OR CITY MANAGER ADJOURNMENT

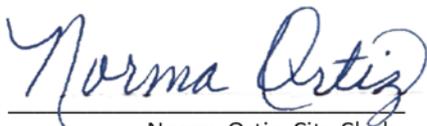
30. Motion to Adjourn

The Regular Meeting adjourned at 8:43 p.m.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gary Lewis, Councilmember
SECONDER: Rob Hudelson, Councilmember
AYES: Mayor Thompson, Vice-Mayor Hendrie-Henry, Councilmember Lopez, Councilmember Hudson, Councilmember Hudelson, Councilmember Lewis, Councilmember Murrieta

Jon
Thompson,
Mayor

I, Norma Ortiz, City Clerk of the City of Coolidge, Pinal County, Arizona, do hereby certify that the above is a true and correct copy of the minutes of the regular meeting of the Common Council held September 12, 2016. I further certify the meeting was duly called and held and that a quorum was present.



Norma Ortiz, City Clerk

The above and foregoing was acknowledged before me by Norma Ortiz, who is the City Clerk of the City of Coolidge, Arizona.

Notary Public