

City of Miami Springs



TITLE VI

PROGRAM PLAN

City of Miami Springs
Title VI Program Plan

Prepared by:
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City Clerk
201 Westward Drive
Miami Springs, FL 33166
(305) 805-5006
E: gonzaleze@miamisprings-fl.gov
Webpage: www.miamisprings-fl.gov

INTRODUCTION

City of Miami Springs's Commitment to Civil Rights

This update of the City of Miami Springs's Title VI Program has been prepared to ensure that the level and quality of the City's services are provided in a nondiscriminatory manner and that the opportunity for full and fair participation is offered to the public and City residents alike. Additionally, through this program, the City has evaluated the need for services and materials for persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English.

The City of Miami Springs is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination in the receipt of any City services on the basis of race, color or national origin, sex, age, disability, religion or family status to include any other protected status under state and federal law, as may be amended from time to time. The contents of this plan have been prepared in accordance with the Title VI of the Civil Rig Act of 1964. The plan is intended to guide the City of Miami Springs's administration and management of its services consistent with the protections afforded by Title VI.

Under the Civil Rig Act of 1964, and as a recipient of federal funding under the programs of the Federal Shuttle Administration (FTA) of the U.S. Department of Transportation (US DOT), City of Miami Springs has an obligation to ensure that:

- The benefits of its services are shared equitably throughout the service area;
- The level and quality of services are sufficient to provide equal access to everyone in the City of Miami Springs.
- No one is precluded from participating in City of Miami Springs service planning and development process.
- Decisions regarding service changes are made without regard to race, color, national origin, sex, age, disability, religion or family status.
- Any adverse environment or health burdens resulting from development benefitting a community as a whole should not disproportionately impact the community's minority population.

GENERAL REQUIREMENTS

Notice to the Public

To make the public aware of its commitment to Title VI compliance, and of their right to file a civil rights complaint, the City has prepared the following statement, in both English and Spanish, on decals inside the shuttles, in the lobby area, hallway on 1st floor, and on its website:

www.miamisprings-fl.gov.

The City of Miami Springs is committed to providing equal access to its services regardless of race, color, national origin, sex, age, disability, religion, family status or any other protected status under state or federal law, in accordance with Title VI of the Civil Rights Act.

Those with questions or concerns about nondiscrimination, those requiring special assistance under the Americans with Disability Act (ADA) or those requiring special assistance, free of charge, should contact the Title VI/Nondiscrimination Coordinator at

Erika Gonzalez, MMC

City Clerk

201 Westward Drive

Miami Springs, FL 33166

(305) 805-5006

E: gonzaleze@miamisprings-fl.gov

Webpage: www.miamisprings-fl.gov

Your Civil Rights

The City provides its service without regard to race, color, national origin, sex, age, disability, religion or family status in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice prohibited under Title VI may file a complaint with the City of Miami Springs, Office of the City Clerk. For more information on the City's civil rights program and procedures to file a complaint, please contact the City of Miami Springs Office of the City Clerk, Erika Gonzalez, by email to gonzaleze@miamisprings-fl.gov or call the office at (305) 805-5006, fax (305) 805-5028.

ADA/504 Posted Statement:

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal-aid recipients and other government entities to take affirmative steps to reasonable accommodate those with disabilities and ensure that their needs are equitably represented in transportation programs, services and activities.

The City will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The Agency will also make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by communities with disabilities and disability service groups.

The City encourages the public to report any facility, program, service or activity that appears inaccessible to those who are disabled. Furthermore, the City will provide reasonable accommodation to individuals with disabilities who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the City asks that requests be made at least five calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the Agency ADA Office:

City Clerk Erika Gonzalez, MMC
201 Westward Drive
Miami Springs, FL 33166
(305) 805-5006
E: gonzaleze@miamisprings-fl.gov
Webpage: www.miamisprings-fl.gov

Discrimination Complaint Procedures

The City has established a process for the public to file a complaint under Title VI. Any person who believes that they have been discriminated against on the basis of race, color, national origin, sex, age, disability, religion or family status by the City may file a Title VI complaint by completing and submitting the agency's Title VI complaint form (Appendix A) available on the City's website www.miamisprings-fl.gov. Download the form, provide all the information requested, sign, date and print it. Mail the completed form to:

City of Miami Springs, Florida
Office of the City Clerk
Title VI Complaint Coordinator – Erika Gonzalez
201 Westward Drive
Miami Springs, FL 33166
(305) 805-5006
E: gonzaleze@miamisprings-fl.gov
Webpage: www.miamisprings-fl.gov

You may access a computer with internet service at any of the City of Miami Springs's public libraries during normal hours of operation. You may also contact the City of Miami Springs Office of the City Clerk by email at or by telephone at (305) 805-5006 and request that a complaint form be mailed to you.

Note: The City of Miami Springs encourages all complainants to send complaint forms via certified mail through the US Postal Service, to ensure that all written correspondence can be easily tracked. Any complaint involving pedestrian or transportation facilities that is not resolved by the City will be forwarded to the Florida Department of Transportation. The FDOT and FHWA are designated nondiscrimination clearinghouses and will either assume jurisdiction for the complaint, or forward it to the appropriate Federal or State authority for further processing.

The Complaint Procedure

The following procedures apply to complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program and/or activity administered by the City, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

The City investigates complaints received within six months or 180 days of the occurrence of the incident complained of. The City will process all complaints submitted that provide, at a minimum, the information requested on the complaint form pursuant to the procedures described in this plan. Every effort will be made to obtain early resolution of complaints at the lowest administrative level possible.

Once the complaint is received, the City will send a written acknowledgment to the complainant and begin its investigation of the claim or claims made. (Appendix B) The City will also notify the Florida Department of Transportation, Equal Opportunity Office, Attn: Title VI Complaint Processing, 605 Suwannee Street Ms. 65, Tallahassee, FL 32399 of the complaint received and under investigation.

The City will make every effort to investigate and respond to complaints within 60 days from the date the City receives the complaint. If more information is needed to clarify or resolve the claim, the City will contact the complainant in writing at the address provided on the complaint form. The complainant has fifteen days from the date of the letter requesting clarification or additional information to respond to the City. If the information or clarification is not received by the City within fifteen days, the City can administratively close the case. The City will notify the complainant in writing of its decision to close the case based on the complainant's failure to provide the information requested. A case can also be administratively closed if the complainant no longer wishes to pursue their claim.

After the complaint is investigated and reviewed, one of two response letters will be written and addressed to the complainant: a closure letter (Appendix C) or a Letter of Finding (LOF) (Appendix D). A closure letter summarizes the claim(s), results from the investigation conducted by the City and concludes that there was no Title VI violation. As a result the case will be closed.

A LOF summarizes the claim(s), the results of the investigations conducted by the City finds that the complaint is substantiated and explains what action or measures the City will take to correct the conduct complained of. An example of corrective action the City can take includes training or administrative discipline of staff.

If the complainant wishes to appeal the decision to close a case which in the City's opinion is unsubstantiated, they can do so within ten (10) days from the date the complainant receives written notification of the decision made by the City. All appeals from the decision made by the City must be heard by the Council for the City of Miami Springs. Requests for an appeals hearing before City Council must be in writing and addressed to:

City Clerk Erika Gonzalez, MMC
201 Westward Drive
Miami Springs, FL 33166
(305) 805-5006
Webpage: www.miamisprings-fl.gov

The appeals hearing will be schedule at the next regular meeting of the Council. The City Clerk as the Title VI Coordinator has easy access to the Mayor and is not required to obtain management or other approval to discuss discrimination issues with the Mayor. However, should the complainant be unable or unwilling to complaint to the City of Miami Springs, the written complaint may be submitted directly to the Florida Department of Transportation (FDOT). FDOT serves as a clearinghouse for Title VI purposes and will either assume jurisdiction over the complaint or forward it to the appropriate federal or state authority for continued processing:

Florida Department of Transportation
Equal Opportunity Office
Attn: Title VI Complaint Processing
605 Suwannee Street Ms. 65
Tallahassee, FL 32399

Recordkeeping

The City maintains a list of all complaints received alleging discrimination. This list is maintained and stored electronically. The City also maintains all other records created or received when investigating discrimination complaints or lawsuits, including but not limited to, correspondence to and from the complainant and witness statements. If you would like to copy or inspect any record related to a discrimination complaint, lawsuit of investigation, you may make a request as follows:

By email, telephone, in person or mail to:

City Clerk Erika Gonzalez, MMC
201 Westward Drive
Miami Springs, FL 33166
(305) 805-5006
E: gonzaleze@miamisprings-fl.gov
Webpage: www.miamisprings-fl.gov



List of TITLE VI Investigations, Lawsuits and Complaints

Type (Investigation, Lawsuit or Complaint)	Date of Complaint (Month/Day/Year)	Summary of Complaint (include basis of Complaint; race, color or national origin)	Status of Complaint	Action(s) Taken

CITY OF MIAMI SPRINGS'S PUBLIC PARTICIPATION PLAN

Key Principles

The City of Miami Springs recognizes the right to and encourages the public to participate in the process of governance. Any changes to the City's services that significantly impact the public requires City Council approval. The Council for the City of Miami Springs has two regularly scheduled meetings every month. It meets every second and fourth Monday of each month (except for a recess in July) at 7:00 p.m. in Council Chambers on the 2nd floor of City Hall. The matters that will be heard during each meeting are contained in an agenda which is in the lobby at City Hall and online in the City's webpage (www.miamisprings-fl.gov). The residents may review the agenda and participate in the meeting. The agenda is regularly posted in the lobby and on the website by Wednesday afternoon the week prior to the meeting. In addition to the regular method of notice for all City shuttleness considered by Council, notice of any proposed changes to City of Miami Springs services that require City Council approval will be posted on the inside of the shuttles in English and Spanish.

The City's Public Participation Plan (PPP) accomplishes two goals:

- Potentially affected community members will have notice of and an opportunity to express any concerns they may have regarding the issue at hand.
- The concerns of the participants involved will be considered in the decision-making process.

The City wants to also encourage involvement in the decision-making process by minority and Limited English Proficient (LEP) populations.

Limited English Proficient (LEP)

LEP refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The City will use its Public Participation Plan to consider fare changes, modifications to routes and schedules under the following circumstances:

- A fare increase or significant change in the method of fare payment is being considered;
- A new route is established;
- An existing route is proposed to be eliminated;
- The complete discontinuance of service on any line or group of lines on any given day when service is currently offered;
- Any system-wide change in service hours that exceeds 10% of current total service hours;
- Re-routing of any given route or routes that affects more than 25% of the riders using the affected route(s).

The City of Miami Springs's Public Participation Process

Outreach Efforts – Alerting Riders

The City's PPP maintains the traditional elements to the outreach program such as public meetings, requesting input from the public, transportation seat-drop flyers, surveys, and by posters and notices on inside public facilities and transportation. While there may be minor variations in the outreach process from time-to-time, the outline below provides the general steps for engaging the public in the decision- making process using a fare change as an example.

Illustration:

1. A fare change proposal is developed internally or as a result of public comment.
2. If required, approval from the City Council is sought to proceed to a public comment hearing.
3. Public meetings (City Council) are posted at City Hall in the lobby board and posted online in the city's webpage (www.miamisprings-fl.gov).
4. Bilingual (English & Spanish) notice is posted in the shuttles to encourage public participation.

EXAMPLE OF FARE INCREASE NOTICE PLACED INSIDE SHUTTLE:

The City of Miami Springs will increase its base fare from \$X to \$X each way starting MM/DD/YYYY.

The fare increase is only the City of Miami Springs's Xth in the last X years.

In response to recent changes made by the Federal Shuttle Administration (FTA) on Title VI Requirements and Guidelines for FTA Recipients (FTA C4702.1B), the City of Miami Springs is looking for citizens to provide input on a pending fare increase and its impact on fixed-route services. The public can submit comments on the fare increase through MM/DD/YYYY, by e-mailing the City of Miami Springs at gonzaleze@miamisprings-fl.gov. Comments can also be submitted in writing at Miami Springs City Clerk's Office, 201 Westward Drive, Miami Springs, Florida 33166 or by fax at 305-805-5028 Attn: City Clerk.

La Ciudad de Miami Springs incrementara la tarifa de autoshuttles de \$X a \$2.25 empezando MM/DD/YYYY.

Este incremento de tarifa ha sido la x en los ultimos X años.

La respuesta a los cambios recientes por la FTA en TITLE VI Requeridos y con una norma a seguir por los beneficiarios del FTA (FTA c4702.18), la Ciudad de Miami Springs esta shuttlecando comentarios de los usuarios de autoshuttles al incremento pendiente en las tarifas de autoshuttles. Los comentarios seran aceptados hasta el dia DD/MM/YYYY, por email al City of Miami Springs at gonzaleze@miamisprings-fl.gov o Miami Springs City Clerk's Office, 201 Westward Drive, Miami Springs, Florida 33166 or by fax at 305-805-5028 Attn: City Clerk.

LANGUAGE ASSISTANCE PLAN (LAP)

Improving Access for People with Limited-English Proficiency (LEP)

In order to ensure meaningful access to programs and activities, The City of Miami Springs uses the information obtained in a Four Factor Analysis to determine the specific language services that are appropriate. This analysis helps the City to determine if it communicates effectively with LEP persons and engages adequately and timely in language access planning.

The **Four Factor Analysis** is a local assessment that considers:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the City;
2. The frequency with which LEP persons come into contact with City services;
3. The nature and importance of the City's services in people's lives; and
4. The resources available to the City for LEP outreach, as well as costs associated with that outreach.

Factor 1 – Number of LEP Persons on Service Region

The first step in determining the appropriate components of a Language Assistance Plan is understanding the proportion of LEP persons who may encounter City services, their literacy skills in English and their native language, the location of their community and neighborhoods and, more importantly, if any are underserved as a result of a language barrier.

To do this, the City evaluated the level of English literacy, the degree people in its service area speak a language other than English and what those languages are. Data for this review is derived from the United States Census Bureau “Quick Facts” web page data from 2018. (Appendix E)

City of Miami Springs Overview

The City serves 2.88 square miles of area in the City of Miami Springs. According to the Census Bureau, the City has an approximate total population of 14,315 people, composed of 2.06% African Americans, 77.3% Hispanic or Latino, 19.9% White and 0.74% other races. Of the City’s population over the age of 5, 78.5% of residents speak another language other than English at home.

There are no pockets of area in the City that where a population predominantly speaks another language other than English or Spanish. All documents are created in English and then translated to Spanish.

Factor 2 – Frequency of LEP Use

Circumstances under which the LEP population come into contact with City services include on-demand service shuttle and calls to customer service to request information. It is important for the City to ensure that the following points of contact are covered in English and Spanish:

- The use of the shuttle service;
- Communication with City customer service staff;
- Printed outreach materials (for example: informational brochures);
- Web-based materials;
- Meetings – City Council meetings;
- Service related posters (for example: notices inside public facilities);

The ability to communicate with LEP people is so important the presence of bilingual customer service representatives is required.

To better understand the frequency with which LEP people come into contact with City services, the City conducted internal surveys of customer service staff. (See Table 1)

The survey tool was used to determine whether the current transportation staff could communicate in any language other than English and how often a language other than English was spoken during a workday.

The results of the survey revealed the following:

Most employees (90%) could speak Spanish.

Spanish was the language most frequently spoken by the LEP population.

During a typical workday, employees spoke English and Spanish.

Table 1.

EMPLOYEE SURVEY

NAME: _____

DATE: _____

1. Name of Company you work for?
2. What is your Job Title?
3. What is your Job Description?
4. Can you communicate in any other language than English and if so what is the other language or languages?
5. How often in your shift or shifts in a workday do you have to speak another language other than English, please circle below: Never Rarely Sometimes Often All of the time

Consulting Directly with the LEP Population

In addition to the census data and the employee survey, the City informally surveyed users calling customer service and riders during a two day period asking them the following questions (See Table 2 below.)

- What languages are spoken at home?
- Is language a barrier to accessing service?
- Is language a barrier to accessing materials?
- Is language a barrier to access customer service?
- Why do you use shuttle service?

Table 2.

Rider Survey / Inquesta de Pasajero	
Are you a rider?/Usted es un pasajero?	Yes/si ____ No ____
Name/Nombre: _____	Date/Fecha: _____
Languages spoken at home?/Idioma hablado en la casa? _____	
Is language a barrier to accessing services?/ El idioma es una barrera para acceder lo servicios de autoshuttle?	Yes/si ____ No ____
Is language a barrier to accessing materials?/ El idioma es una barrera para acceder materias de servicio?	Yes/si ____ No ____
Is language a barrier to accessing customer service?/ El idioma es una barrera para acceder ayuda por telefono?	Yes/si ____ No ____
Reasons for using shuttle service?/ Razon por usar servicio de autoshuttle de Miami Springs? Work/Trabajo __ School/Escuela __ Doctor __ Shopping/Compras __ Enjoyment/Paseo __	

When asked what language was spoken at home, eighty-four percent (85%) reported speaking Spanish.

When asked if language was a barrier to accessing the shuttle, all (100% of respondents) reported that language was not a barrier.

When asked if language was a barrier to accessing materials (brochures), all (100% of respondents) reported that language was not a barrier.

When asked if language was a barrier to accessing customer service (telephone), (100% of respondents) reported that language was not a barrier.

Factor 3 – The Importance of Shuttle Services in the Lives of Riders

Access to the services provided by the City is critical to the many people in the area. Many depend on City services, such as transportation for access to essential community services. Because of the essential nature of the services, there is a need to ensure that language is not a barrier to access.

In the passenger survey (above), many of them responded to using City transportation for multiple reasons. The percentages calculated are based on the number of each individual reason given for using the shuttle by the total number of respondents:

- 90% reported using the service for shopping – all essential trip purposes
- 10% reported using the service for meals at the Senior Center;

Factor 4 – Resources and Costs for LEP Outreach

The City of Miami Springs is committed to providing resources to improve access to its services to LEP persons. Today, bilingual information (English/Spanish) is distributed in several different manners including through:

- Managing a bilingual website;
- Distributing bilingual informational materials (brochures);
- Providing live bilingual translators at meetings (City Council meetings);
- Providing bilingual customer service staff;
- Providing bilingual City signage;
- Employing bilingual drivers and customer service staff.

SERVICE STANDARDS and POLICIES

Vehicle Capacity

Vehicle Headway (Frequency)

Vehicle headway is the amount of time between shuttles traveling in the same direction on a route. The City of Miami Springs Shuttle System currently consists of one “on demand” door-to-door service route. A request is made by an individual that requires the shuttle service and the City accommodates the pick-up requested. Shuttle service is from 10:00 a.m. to 11:30 a.m. and from 12:30 p.m. to 2:00 p.m., Monday through Friday. In addition to the on demand service, the shuttle is used for Senior fieldtrip days from 12:30 p.m. to 5:00 p.m.

Vehicle Load

The City of Miami Springs Shuttle System currently consists of one “on demand” door-to-door service route. A request is made by an individual that requires the shuttle service the City accommodates the pick-up requested. Shuttle service is from 10:00 a.m. to 11:30 a.m. and from 12:30 p.m. to 2:00 p.m., Monday through Friday. In addition to the on demand service, the shuttle is used for Senior fieldtrip days from 12:30 p.m. to 5:00 p.m.

All shuttles are ADA compliant. The shuttle is retrofitted to have the capacity of carrying wheelchair passengers.

Service Policies

All Vehicles are equipped with the following:

- Air conditioned interior
- Wheelchair accessibility
- Wheelchair designated seating

Facility Analysis

No facilities covered by these requirements were developed since the last Title VI program submission.

Membership of Advisory Boards

See **Appendix F** for the current racial breakdown of advisory board members, and non-elected boards, committees, or councils.

CONTACT

For additional information on the City of Miami Springs Title VI Plan please contact:

City of Miami Springs, Florida
Office of the City Clerk – Erika Gonzalez
201 Westward Drive
Miami Springs, FL 33166
T: (305) 805-5006
E: gonzaleze@miamisprings-fl.gov

Appendix A

Complaint Form



**City of Miami Springs
Title VI Non-
Discrimination Program
Complaint of
Discrimination**

Complainant(s) Name: <i>Nombre(s) de(los) Reclamante(s):</i>	Complainant(s) Address: <i>Direccion de(los) Reclamante(s):</i>
Complainant(s) Phone Number: <i>Numero de telefono de(los) Reclamante (s):</i>	
Complainant Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc); <i>Nombre del representante del Reclamante, direccion, telefono y relacion (por ejemplo amigo, abogado, padres, etc);</i>	
Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You; <i>Nombre y Direccion de la agencia, institucion o departamento que usted alega discrimino en su contra;</i>	
Names of the individual(s) Whom You Allege Discriminated Against You (if known); <i>Nombre(s) de(los) individuo(s) que usted alega discriminaron en su contra (si lo sabe);</i>	
I believe the discrimination I experienced was based on: Sex, age, disability, race, color, national origin, religion, family status, (indicate all that apply): <i>Creo que la discriminacion que yo experimente fue basado en (marquee todos los que apliquen):</i>	Date of Alleged Discrimination: <i>Fecha de la Supuesta discriminacion:</i>

Mail to: Envie por correo a: Miami Springs Office of the City Clerk, 201 Westward Drive, Miami Springs, FL 33166 Attn: City Clerk.
 This form may also be faxed to: *Este formulario tambien se puede enviar por fax a:* 305-805-5028 Attn: City Clerk
 A complaint must be filed no later than 180 days after the date of the alleged discrimination.
 Toda queja tiene que ser reportada dentro de los 180 dias siguientes al incidente de alegada discriminacion.



**City of Miami
Springs
Title VI Non-Discrimination Program
Complaint of Discrimination**

Please list the name(s) and phone number(s) of any person, if known, that Miami Springs Shuttle System could contact for additional information to support or clarify your allegation(s).

Por favor enumere el(los) nombre(s) y telefono(s) de cualquier persona, si sabe, que el Sistema de Transportado de Miami Springs podria contactar para obtener informacion adicional para respaldar o aclarar lo que usted alega.

Please explain as clearly as possible how, why, when and where you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.

Por favor explique lo mas claramente posible como, por que, cuando y donde cree usted que discriminaron en su contra. Incluya la mayor cantidad de informacion de segundo plano posible acerca de los supuestos actos de discriminacion. Puede agregar paginas adicionales si es necesario.

Complainant(s) or Complainant(s) Representatives Signature:

Firma de(los) Reclamante(s) o de los representates de (los) Reclamante(s):

Date of Signature:

Fecha :

Appendix B

Sample Letter Acknowledging Receipt of Complaint

City letter head

Date

Complainant's Name
Complainant's Address

Dear (Mr/Ms):

This letter is to acknowledge that a complaint has been received from you alleging

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please contact me at (305) 805-5006.

Sincerely,

City of Miami Springs, Florida
Office of the City Clerk – Erika Gonzalez
201 Westward Drive
Miami Springs, FL 33166
T: (305) 805-5006
E: gonzaleze@miamisprings-fl.gov

Appendix C

Sample Letter Notifying Complainant that the Complaint is Substantiated

City letter head

Date

Complainant's Name
Complainant's Address

Dear (Mr/Ms):

The matter reference in your letter dated _____ against the Miami Springs Shuttle System alleging a Title VI violation has been investigated.

The violation of the Title VI of the Civil Rights Act of 1964 mentioned in your letter was identified. Corrective action of this deficiency(s) is being implemented to ensure that this issue does not arise again.

Thank you for bringing this matter to our attention.

Sincerely,

City of Miami Springs, Florida
Office of the City Clerk – Erika Gonzalez
201 Westward Drive
Miami Springs, FL 33166
T: (305) 805-5006
E: gonzaleze@miamisprings-fl.gov

Appendix D

Sample Letter Notifying Complainant that the Complaint is Not Substantiated

City letter head

Date

Complainant's Name
Complainant's Address

Dear (Mr/Ms):

The matter referenced in your complaint dated _____ against the City of Miami Springs alleging

_____ has been investigated.

The results of the investigation did not validate that there was any violation of the Title VI of the Civil Rights Act of 1964. As you know, Title VI prohibits discrimination based on race, color or national origin in any program receiving federal financial assistance.

The city's attorney has reviewed and analyzed the materials and facts pertaining to your case for evidence that a violation to any of the civil rig laws as occurred. There was no evidence found to substantiate your complaint and we are closing this matter in our files.

You have the right to appeal within ten days of receipt of this final written decision. You must make your request to appeal this decision in writing to City of Miami Springs, Florida, Office of the City Clerk – Erika Gonzalez, 201 Westward Drive, Miami Springs, FL 33166, T: (305) 805-5006, E: gonzaleze@miamisprings-fl.gov.

The City Clerk will contact you to schedule your appearance before the City Council at the next regularly scheduled meeting. Alternatively, you can file a complaint directly with the Florida Department of Transportation at:

Florida Department to Transportation
Equal Opportunity office
Attn: Title VI Complain Processing
605 Suwannee Street MS 65
Tallahassee, FL 32399

Thank you for taking the time to contact us. If we can be of further assistance please contact us.

Sincerely,

City of Miami Springs, Florida
Office of the City Clerk – Erika Gonzalez
201 Westward Drive
Miami Springs, FL 33166
T: (305) 805-5006
E: gonzaleze@miamisprings-fl.gov

Appendix E

Census Data

Miami Springs (city), Florida

People QuickFacts	Miami Springs	Florida
Population, 2018 estimate	14,315	21,299,325
Population, 2010 (April 1) estimates base	13,809	18,804,5800
Population, percent change, April 1, 2010 to July 1, 2018	3.7%	13.3%
Population, 2010	13,809	18,801,310
Persons under 5 years, percent, 2010	5.5%	5.4%
Persons under 18 years, percent, 2010	19.3%	19.9%
Persons 65 years and over, percent, 2010	16.6%	20.5%
Female persons, percent, 2010	52.9%	51.1%
White alone, percent, 2010 (a)	94.9%	77.3%
Black or African American alone, percent, 2010 (a)	2.0%	16.9%
American Indian and Alaska Native alone, percent, 2010 (a)	0.0%	0.5%
Asian alone, percent, 2010 (a)	1.3%	3.0%
Native Hawaiian and Other Pacific Islander alone, percent, 2010 (a)	0.0%	0.1%
Two or More Races, percent, 2010	0.3%	2.2%
Hispanic or Latino, percent, 2010 (b)	77.3%	26.1%
White alone, not Hispanic or Latino, percent, 2010	19.9%	53.5%
Living in same house 1 year & over, percent, 2013-2017	91.1%	84.1%
Foreign born persons, percent, 2013-2017	52.1%	20.2%
Language other than English spoken at home, pct age 5+, 2008-2012	93.1%	28.7%
High school graduate or higher, percent of persons age 25+, 2008-2012	69.2%	87.6%
Bachelor's degree or higher, percent of persons age 25+, 2013-2017	33.0%	28.5%
Veterans, 2013-2017	435	1,454,632
Mean travel time to work (minutes), workers age 16+, 2013-2017	24.3	27.0
Housing units, 2018	0	9,547,305
Homeownership rate, 2008-2012	57.7%	64.8%
Housing units in multi-unit structures, percent, 2008-2012		
Median value of owner-occupied housing units, 2013-2017	\$339,500	\$178,800
Households, 2013-2017	4,896	7,510,882
Persons per household, 2013-2017	2.88	2.64
Per capita money income in past 12 months (2017 dollars), 2013-2017	\$30,872	\$28,774
Median household income, 2013-2017	\$58,605	\$50,883
Persons below poverty level, percent	10.5%	14.0%

QuickFacts	Miami Springs	Florida
Total number of firms, 2012	2,228	2,100,187
Men-owned firms, percent, 2012	1,183	1,084,885
Women-owned firms, percent, 2012	875	807,817
Minority-owned firms, percent, 2012	1,757	926,112
Nonminority-owned Firms, 2012	375	1,121,749
Retail sales, 2012 (\$1000)	51,940	273,867,145
Retail sales per capita, 2012	\$3,650	\$14,177
Accommodation and food services sales, 2012 (\$1000)	63,695	49,817,925

Geography QuickFacts	Miami Springs	Florida
Land area in square miles, 2010	2.88	53,624.76
Persons per square mile, 2010	4,794.8	350.6
FIPS Code	1245200	12

Counties Miami-Dade County

(a) Includes persons reporting only one race.
 (b) Hispanics may be of any race, so also are included in applicable race categories. FN: Footnote on this item for this area in place of data
 NA: Not available
 D: Suppressed to avoid disclosure of confidential information
 X: Not applicable
 S: Suppressed; does not meet publication standards
 Z: Value greater than zero but less than half unit of measure shown
 F: Fewer than 100 firms
 Source: US Census Bureau State & County QuickFacts

Appendix F

Florida Department of State
Minority Appointment Reporting Form for Calendar Year 2017

(Section 760.80, Florida Statutes – Form due NLT December 1, 2018)

Appointing Authority: CITY OF MIAMI SPRINGS

Contact Person: JUAN D. GARCIA **Address:** 201 WESTWARD DRIVE

Phone: 305-805-5007 **City/State/Zip:** MIAMI SPRINGS, FL

Entity (Name of Board, Commission, Council, or Committee): CODE COMPLIANCE BOARD

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 7
 (Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, i.e., "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
African-American	_____	_____	_____	Male	_____	<u>4</u>	<u>57</u>
Asian-American	_____	_____	_____	Female	_____	<u>3</u>	<u>43</u>
Hispanic-American	_____	<u>4</u>	<u>57</u>	Not Known	_____	_____	_____
Native-American	_____	_____	_____	Total	<u>5</u>	_____	_____
Caucasian	_____	<u>3</u>	<u>43</u>	Disability	Appointed by Authority* in 2017, only	Total Disability Membership as of 12/31/17	%
Not Known	_____	_____	_____	Physically Disabled	<u>0</u>	<u>0</u>	<u>0</u>
Total	_____	_____	_____				

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

Entity (Name of Board, Commission, Council, or Committee): CODE REVIEW BOARD

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 4
 (Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, i.e., "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
African-American	_____	_____	_____	Male	<u>1</u>	<u>4</u>	<u>100</u>
Asian-American	_____	_____	_____	Female	_____	_____	_____
Hispanic-American	<u>1</u>	<u>2</u>	<u>50</u>	Not Known	_____	_____	_____
Native-American	_____	_____	_____	Total	_____	_____	_____
Caucasian	_____	<u>2</u>	<u>50</u>	Disability	Appointed by Authority* in 2017, only	Total Disability Membership as of 12/31/17	%
Not Known	_____	_____	_____	Physically Disabled	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>1</u>	_____	_____				

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

Return to: Department of State, The R. A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, FL 32399-0250

Florida Department of State
Minority Appointment Reporting Form for Calendar Year 2017

(Section 760.80, Florida Statutes – Form due NLT December 1, 2018)

Appointing Authority: CITY OF MIAMI SPRINGS

Contact Person: JUAN D. GARCIA **Address:** 201 WESTWARD DRIVE

Phone: 305-805-5007 **City/State/Zip:** MIAMI SPRINGS, FL

Entity (Name of Board, Commission, Council, or Committee): CODE COMPLIANCE BOARD

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 7

(Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, *i.e.*, "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
Asian-American				Female		3	43
Hispanic-American		4	57	Not Known			
Native-American				Total	5		
Caucasian		3	43	Disability	Appointed by Authority* in 2017, only	Total Disability Membership as of 12/31/17	%
Not Known			Physically Disabled				
Total							

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

Entity (Name of Board, Commission, Council, or Committee): CODE REVIEW BOARD

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 4

(Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, *i.e.*, "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
Asian-American				Female			
Hispanic-American	1	2	50	Not Known			
Native-American				Total			
Caucasian		2	50	Disability	Appointed by Authority* in 2017, only	Total Disability Membership as of 12/31/17	%
Not Known			Physically Disabled				
Total	1						

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

Return to: Department of State, The R. A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, FL 32399-0250

Florida Department of State
Minority Appointment Reporting Form for Calendar Year 2017

(Section 760.80, Florida Statutes – Form due NLT December 1, 2018)

Appointing Authority: CITY OF MIAMI SPRINGS

Contact Person: JUAN D. GARCIA **Address:** 201 WESTWARD DRIVE

Phone: 305-805-5007 **City/State/Zip:** MIAMI SPRINGS, FL

Entity (Name of Board, Commission, Council, or Committee): CODE REVIEW BOARD

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 4
 (Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, *i.e.*, "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
Asian-American	_____	_____	_____	Female	_____	<u>3</u>	<u>75</u>
Hispanic-American	<u>1</u>	<u>2</u>	<u>50</u>	Not Known	_____	_____	_____
Native-American	_____	_____	_____	Total	<u>1</u>	_____	_____
Caucasian	_____	<u>2</u>	<u>50</u>	Disability	Appointed by Authority* in 2017, only	Total Disability Membership as of 12/31/17	%
Not Known	_____	_____	_____				
Total	<u>1</u>	_____	_____	Physically Disabled	<u>0</u>	<u>0</u>	<u>0</u>

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

Entity (Name of Board, Commission, Council, or Committee): DISABILITY ADVISOUR BOARD

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 5
 (Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, *i.e.*, "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
Asian-American	_____	_____	_____	Female	_____	<u>2</u>	<u>40</u>
Hispanic-American	_____	_____	_____	Not Known	_____	_____	_____
Native-American	_____	_____	_____	Total	<u>1</u>	_____	_____
Caucasian	<u>1</u>	<u>5</u>	<u>100</u>	Disability	Appointed by Authority* in 2017, only	Total Disability Membership as of 12/31/17	%
Not Known	_____	_____	_____				
Total	<u>1</u>	_____	_____	Physically Disabled	<u>0</u>	<u>0</u>	<u>0</u>

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

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Florida Department of State
Minority Appointment Reporting Form for Calendar Year 2017

(Section 760.80, Florida Statutes – Form due NLT December 1, 2018)

Appointing Authority: CITY OF MIAMI SPRINGS

Contact Person: JUAN D. GARCIA **Address:** 201 WESTWARD DRIVE

Phone: 305-805-5007 **City/State/Zip:** MIAMI SPRINGS, FL

Entity (Name of Board, Commission, Council, or Committee): ECOLOGY BOARD

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 4

(Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, *i.e.*, "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
Asian-American				Female		<u>2</u>	<u>50</u>
Hispanic-American	<u>1</u>	<u>2</u>	<u>50</u>	Not Known			
Native-American				Total	<u>1</u>		
Caucasian		<u>2</u>	<u>50</u>	Disability			
Not Known				Appointed by Authority* in 2017, only Total Disability Membership as of 12/31/17 %			
Total	<u>1</u>			Physically Disabled	<u>0</u>	<u>0</u>	<u>0</u>

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

Entity (Name of Board, Commission, Council, or Committee): EDUCATION ADVISORY BOARD

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 5

(Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, *i.e.*, "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
Asian-American				Female	<u>2</u>	<u>3</u>	<u>60</u>
Hispanic-American	<u>2</u>	<u>4</u>	<u>80</u>	Not Known			
Native-American				Total	<u>2</u>		
Caucasian		<u>1</u>	<u>20</u>	Disability			
Not Known				Appointed by Authority* in 2017, only Total Disability Membership as of 12/31/17 %			
Total	<u>2</u>			Physically Disabled	<u>0</u>	<u>0</u>	<u>0</u>

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

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Florida Department of State
Minority Appointment Reporting Form for Calendar Year 2017
 (Section 760.80, Florida Statutes – Form due NLT December 1, 2018)

Appointing Authority:* CITY OF MIAMI SPRINGS

Contact Person: JUAN D. GARCIA **Address:** 201 WESTWARD DRIVE

Phone: 305-805-5007 **City/State/Zip:** MIAMI SPRINGS, FL

Entity (Name of Board, Commission, Council, or Committee): GOLF AND COUNTRY CLUB ADVISORY BOARD

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 5
 (Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, *i.e.*, "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
African-American	_____	_____	_____	Male	<u>1</u>	<u>5</u>	<u>100</u>
Asian-American	_____	_____	_____	Female	_____	_____	_____
Hispanic-American	_____	<u>1</u>	<u>20</u>	Not Known	_____	_____	_____
Native-American	_____	_____	_____	Total	<u>1</u>	_____	_____
Caucasian	<u>1</u>	<u>4</u>	<u>80</u>	Disability	Appointed by Authority* in 2017, only	Total Disability Membership as of 12/31/17	%
Not Known	_____	_____	_____	Physically Disabled	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>1</u>	_____	_____				

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

Entity (Name of Board, Commission, Council, or Committee): HISTORIC PRESERVATION BOARD

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 5
 (Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, *i.e.*, "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
African-American	_____	_____	_____	Male	<u>1</u>	<u>3</u>	<u>60</u>
Asian-American	_____	_____	_____	Female	_____	<u>2</u>	<u>40</u>
Hispanic-American	<u>1</u>	<u>1</u>	<u>20</u>	Not Known	_____	_____	_____
Native-American	_____	_____	_____	Total	<u>1</u>	_____	_____
Caucasian	_____	<u>4</u>	<u>80</u>	Disability	Appointed by Authority* in 2017, only	Total Disability Membership as of 12/31/17	%
Not Known	_____	_____	_____	Physically Disabled	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>1</u>	_____	_____				

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

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Florida Department of State
Minority Appointment Reporting Form for Calendar Year 2017
 (Section 760.80, Florida Statutes – Form due NLT December 1, 2018)

Appointing Authority:* CITY OF MIAMI SPRINGS

Contact Person: JUAN D. GARCIA **Address:** 201 WESTWARD DRIVE

Phone: 305-805-5007 **City/State/Zip:** MIAMI SPRINGS, FL

Entity (Name of Board, Commission, Council, or Committee): BOARD OF PARKS AND PARKWAYS

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 5
 (Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, *i.e.*, "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
African-American	_____	_____	_____	Male	_____	<u>2</u>	<u>40</u>
Asian-American	_____	_____	_____	Female	<u>1</u>	<u>3</u>	<u>60</u>
Hispanic-American	_____	_____	_____	Not Known	_____	_____	_____
Native-American	_____	_____	_____	Total	<u>1</u>	_____	_____
Caucasian	<u>1</u>	<u>5</u>	<u>100</u>	Disability	Appointed by Authority* in 2017, only	Total Disability Membership as of 12/31/17	%
Not Known	_____	_____	_____	Physically Disabled	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>1</u>	_____	_____				

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

Entity (Name of Board, Commission, Council, or Committee): RECREATION COMMISSION

Does this entity have multiple appointing authorities? Yes No

The entity's total membership as of 12/31/17, regardless of appointing authority: 5
 (Note: This figure is the denominator to be used in calculating percentages below; the numerator for calculating the percentages is the number in the second column, *i.e.*, "Total membership as of 12/31/17".)

Race	Appointed by Authority* in 2017, only	Total Race Membership as of 12/31/17	%	Gender	Appointed by Authority* in 2017, only	Total Gender Membership as of 12/31/17	%
African-American	_____	_____	_____	Male	<u>1</u>	<u>5</u>	<u>100</u>
Asian-American	_____	_____	_____	Female	_____	_____	_____
Hispanic-American	<u>1</u>	<u>3</u>	<u>60</u>	Not Known	_____	_____	_____
Native-American	_____	_____	_____	Total	<u>1</u>	_____	_____
Caucasian	_____	<u>2</u>	<u>40</u>	Disability	Appointed by Authority* in 2017, only	Total Disability Membership as of 12/31/17	%
Not Known	_____	_____	_____	Physically Disabled	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>1</u>	_____	_____				

*Figures are to reflect appointments made only by this Appointing Authority. Please complete all sections.

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