



AGENDA

June 18, 2019

TRANSPORTATION COMMISSION MEETING

7:00 p.m.

Council Chambers
311 Vernon Street
Roseville, California

THE CITY OF ROSEVILLE WELCOMES YOUR PARTICIPATION

If an agenda item is open to public comment, such public comment shall be addressed to the chair of the meeting.

Public Comment - Speakers have three minutes under Public Comment to speak on issues that are not listed on the agenda and are within the City's jurisdiction. The Brown Act does not permit any action or discussion on items not listed on the agenda.

Consent Calendar - If applicable, the Consent Calendar consists of routine items that may be approved by one motion. Any person can remove an item from the Consent Calendar to be discussed separately.

Agenda Items - Speakers have five minutes to address items that are listed on the agenda.

Americans with Disabilities Act - Notify the City Clerk or Secretary at least 72 hours in advance if special assistance is required to participate in a meeting including the need of auxiliary aids or services.

Audio/Visual Presentations - If making a presentation regarding an agenda item, audio/visual materials must be submitted to the City Clerk or Secretary at least 72 hours in advance.

Roseville City Clerk 311 Vernon Street, Roseville, CA 916-774-5200 TDD 916-774-5220

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENTS**
5. **CONSENT CALENDAR**
 - 5.1. Approval of April 16, 2019 Minutes
6. **REQUESTS/PRESENTATIONS**

6.1. Transportation Commission Meeting Start Time

The Transportation Commission will discuss modifications to the start time of Commission meetings and determine whether to request the City Council maintain or modify the current Transportation Commission start time.

6.2. City of Roseville Title VI Program, Public Participation Plan and Language Assistance Plan

Receive public comment and recommend adoption by City Council of the City of Roseville Title VI Program, Public Participation Plan and Language Assistance Plan for 2019 through 2022.

7. ADJOURNMENT



TRANSPORTATION COMMISSION COMMUNICATION

Title: Transportation Commission Meeting Start Time
Contact: Michael Dour, mdour@Roseville.ca.us, (916) 746-1304

Meeting Date: 6/18/2019
Item #: 6.1.

RECOMMENDATION

Staff recommends that the Transportation Commission discuss modifications to the start time of Commission meetings and determine whether to request the City Council maintain or modify the current Transportation Commission start time.

BACKGROUND

On April 17, 2019, the City Council considered an item to change their meeting start time from 7:00 PM to 6:00 PM. To assist the City Council in making this decision, the City Clerk's office conducted a survey of meeting times for 154 cities (see Attachment 1.) When the City Council considered this change, they recognized that some residents may be challenged to make a 6pm meeting start time depending on their commute, but that other residents may be challenged to participate in agenda items that start later in the evening. The Council voted to change the start time for regular City Council meetings from 7:00 PM to 6:00 PM.

The Transportation Commission currently holds its regular meetings on the third Tuesday of every month at 7:00 PM in the City Council Chambers. The Transportation Commission is one of four commissions in the City that traditionally holds its meetings in the evening at 7:00 PM. The City Clerk's office has asked each commission if it is considering a change to its meeting time.

While very few cities have Transportation Commissions similar to Roseville, staff conducted an informal online survey of Transportation Commission meeting times for other cities (throughout the state and country). We found a range of start times as identified in this table:

<u>Meeting Start Time</u>	<u># of Cities</u>
Prior to 5:00 PM	4
5:00 PM	2
5:30 PM	2
6:00 PM	7
7:00 PM	2

In May 2019, the Parks and Recreation Commission and the Public Utility Commission requested that the City Council change their start times to 6:00 PM, while the Planning Commission requested that the City Council leave its meeting start time at 7:00 PM. The City Clerk will be presenting all of the Commission start time recommendations to the City Council at an upcoming meeting. The City Council will then consider a resolution to either adjust start times as recommended by the various commissions, or to keep the currently approved start times.

Respectfully Submitted,

Michael Dour, Alternative Transportation Manager

Jason Shykowski, Acting Public Works Director

ATTACHMENTS:

Description

Council Communication on Meeting Start Times

PC ATTACHMENT 1: CITY COUNCIL COMMUNICATION 4/17/2019



COUNCIL COMMUNICATION

CC #: 9917
File #: 0102

Title: City Council Meeting - Proposed Time Change to 6:00 p.m.
Contact: Sonia Orozco 916-774-5269 sorozco@roseville.ca.us

Meeting Date: 4/17/2019
Item #: 10.4.

RECOMMENDATION TO COUNCIL

Recommend the City Council discuss and act on a proposed recommendation to change the time regular City Council meetings will be held from 7:00 p.m. to 6:00 p.m. on the first and third Wednesday of every month.

BACKGROUND

The City Council of the City of Roseville currently holds its regular meetings on the first and third Wednesday of every month at 7:00 p.m. In February 2019, the City Council directed staff to bring forth information regarding a proposal to change the Council's regular meeting time to the first and third Wednesdays of every month at 6:00 p.m.

The Roseville City Council can provide for the time and place for regular meetings by resolution pursuant to California Government Code § 54954(a)). Additionally, the Ralph M. Brown Act calls for agencies to provide the time and place for the conduct of business. If a body calls a meeting at a time or place other than the time or place specified for regular meetings, it is either a special or emergency meeting. Regular City Council meetings follow a schedule established in advance and require the posting of an agenda at least 72 hours prior to the meeting time.

As proposed, closed sessions may start before 6:00 pm, provided the time is set forth on the agenda, and the closed sessions shall be scheduled depending on Councilmember's schedules. The City Council may also hold closed sessions following the open session meeting if it so chooses.

The time change will allow for an earlier start time for public proclamations and recognition of local community members, groups, and businesses for their achievements and accomplishments. This would also bring the more substantive items to an earlier time to accommodate those who wish to attend and speak during public comment or speak to an item on the agenda. Many cities move the start date of meetings as a strategy for managing the duration of meetings.

To encourage even more public participation, the council could also propose how the meeting is structured. Currently, the Roseville City Council holds public comment for items not on the agenda at the start of the meeting. The public comment portion of the agenda is for members of the public to speak to items that may not be on the agenda that they want to bring to Council's attention. The Council could have two public comment sessions, one at the beginning and one at the end of the meeting. Having two public comment periods will accommodate anyone who wants to speak to Council but cannot make it to the meeting by 6:00 p.m.

The City Clerk Department conducted a survey of 154 cities and the results are as follows:

START TIMES	5:30 p.m.	5:45 p.m.	6:00 p.m.	6:30 p.m.	6:45 p.m.	7:00 p.m.	7:15 p.m.	7:30 p.m.
# OF CITIES	6	1	61	24	1	50	1	10

An attachment to this report denotes the names of surveyed cities. An additional attachment is a bar graph denoting start times of the surveyed cities.

FISCAL IMPACT

Not applicable.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonable foreseeable indirect physical change in the environment (CEQA Guidelines §15061(b)(3). Changing the meeting time for City Council does not include the potential for a significant environmental effect, and therefore is not subject to CEQA.

Respectfully Submitted,

Sonia Orozco, City Clerk

A handwritten signature in black ink, appearing to read 'Dominick Casey', with a horizontal line drawn underneath it.

Dominick Casey, City Manager

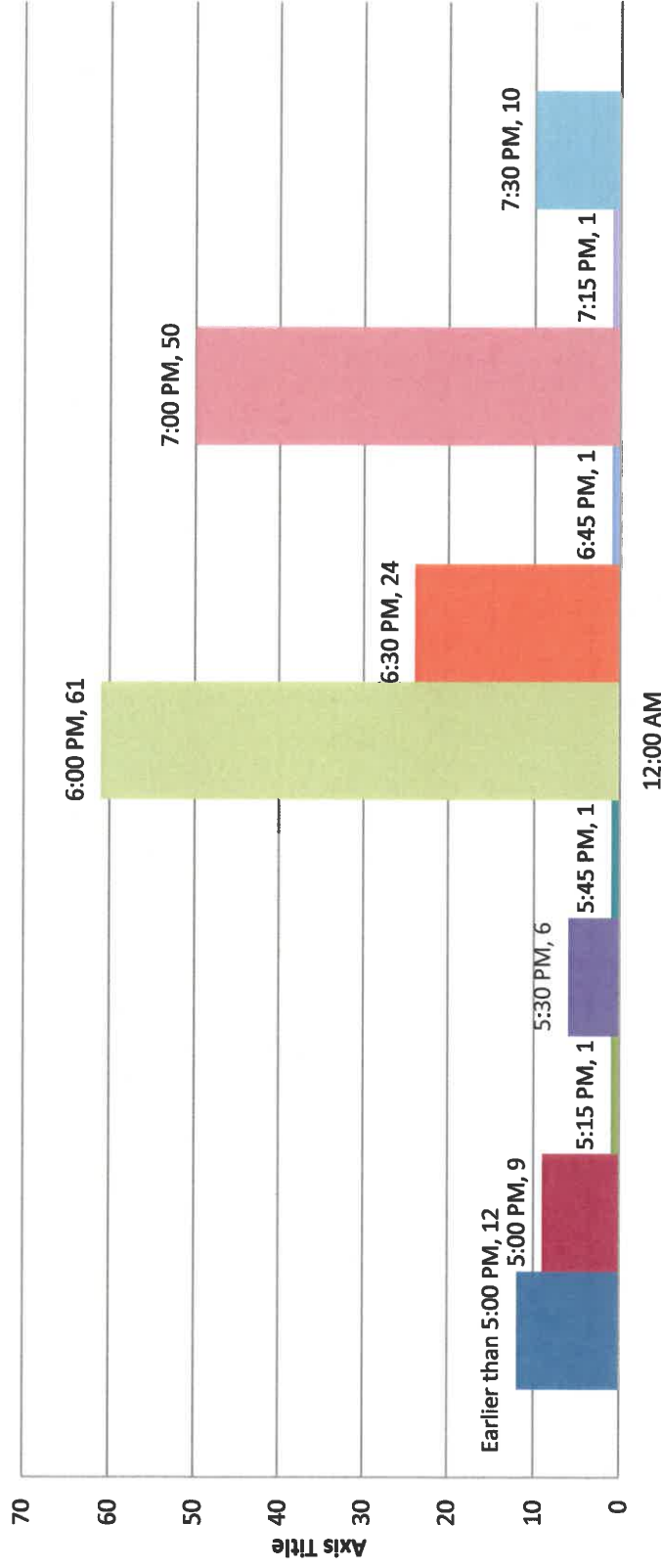
ATTACHMENTS:

Description

[Bar Graph of Surveyed Cities](#)

[Spreadsheet of Surveyed Cities and City Council Meeting Start Times](#)

A SAMPLE OF MUNICIPAL CITY COUNCIL MEETING START TIMES



Earlier than 5:00 PM	5:00 PM	5:15 PM	5:30 PM	5:45 PM	6:00 PM
Inglewood	San Juan Capistrano	Bakersfield	Santa Maria	Costa Mesa	29 Palms
Rancho Mirage	Camarillo		South Lake Tahoe		Berkeley
South Lake Tahoe	Chula Vista	1	Santa Maria	1	Calistoga
Santa Rosa	Lancaster		Pismo Beach		Coachella
Valley Water	Sacramento		Compton		Colton
Monterey	Buena Park		Carpinteria		Commerce
Irvine	La Quinta				Farfield
Sacramento	Oceanside		6		Fort Bragg
Port of San Diego	Long Beach				Fountain Valley
Santa Cruz					Galt
Fresno	9				Grand Terrace
Del Mar					Healdsburg
12					Highland
					La Canada Flintridge
					La Mesa
					Laguna Beach
					Lincoln
					Lindsay
					Lomita
					Manhattan Beach
					Mendota
					Merced
					Mission Viejo
					Murrieta
					National City
					Norwalk
					Orange
					Pacific Grove
					Palm Springs
					Palo Alto
					Paradise
					Pico Rivera
					Redlands

6:00 PM Continued	6:30 PM	6:45 PM	7:00 PM	7:00 PM Continued	7:15 PM	7:30 PM
Redondo Beach	Fullerton	Cupertino	Aliso Viejo	San Rafael	Emeryville	Campbell
Rio Vista	Lompoc		Antioch	Santa Cruz		Newark
San Fernando	Santa Monica	1	Belmont	Saratoga	1	Azusa
San Marino	Oakley		Beverly Hills	Signal Hill		Covina
Santa Fe Springs	Irwindale		Calabasas	Upland		Monrovia
Scotts Valley	San Gabriel		Chino Hills	West Covina		Albany
Sonoma	Claremont		Chowchilla	Willows		Gardena
Taft	Solvang		Colfax	Poway		Lemoore
Thousand Oaks	Stanton		Duarte	Clayton		Tiburon
Truckee	La Habra		Escalon	San Rafael		Piedmont
Turlock	Diamond Bar		Fremont	Pacifica		
Vacaville	Gustine		Glendora	San Carlos		10
Valley Water	Belvedere		Grass Valley	Brentwood		
Ventura	Westlake Village		Half Moon Bay	Livermore		
Whittier	Corning		Hanford	San Dimas		
Windsor	La Habra Heights		Hercules	Menlo Park		
National City	Eastvale		HMB City	Montclair		
Paradise	Rio Dell		Laguna Hills			
Redondo Beach	Wildomar		Lake Elsinore	50		
Sonoma	Sierra Madre		Lodi			
Windsor	Corona		Loma Linda			
San Pablo	Wheatland		Manteca			
La Verne	Mountain View		Millbrae			
Placerville	Fillmore		Milpitas			
St. Helena			Monterey Park			
San Juan Bautista	24		Morgan Hill			
Pacific Grove			Oakdale			
Kingsburg			Pittsburg			
			Pleasant Hill			
			Pleasanton			
			Rolling Hills Estates			
			Roseville			
			San Leandro			



TRANSPORTATION COMMISSION COMMUNICATION

Title: City of Roseville Title VI Program, Public Participation Plan and Language Assistance Plan

Contact: Eileen Bruggeman, ebruggeman@Roseville.ca.us (916) 774-5449

Meeting Date: 6/18/2019

Item #: 6.2.

RECOMMENDATION

Staff recommends that the Transportation Commission open the public hearing, accept public comment, close the public hearing and make a recommendation to the City Council to adopt the City of Roseville Title VI Program, Public Participation Plan (PPP), and Language Assistance Plan (LAP).

BACKGROUND

The Federal Transit Administration (FTA) is responsible for ensuring that its funding recipients fully comply with Title VI of the Civil Rights Act of 1964. The City of Roseville, which operates Roseville Transit, is a recipient through FTA of federal funds. As a recipient of federal funds, Roseville Transit is required to prepare a Title VI Program in accordance with the current FTA Circular (Circular 4702.1B).

Title VI of the Civil Rights Act of 1964 states the following:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The Title VI Program is required by FTA to be reviewed and approved by the City Council and submitted to FTA every three years. In order to adopt a document that meets the objectives of the Title VI program, agencies also prepare Public Participation and Language Assistance Plans. Although these are separate plans, they are often included in the Title VI Program document.

Roseville Transit's current Title VI Program was adopted in 2016, and based on FTA reviewer comments was updated in 2018. The program currently proposed for adoption incorporates the most recent census data, updated language assistance data, and updated performance standards as provided in the Roseville Transit Short Range Transit Plan (adopted earlier this year by City Council, following Transportation Commission review and recommendation for adoption).

The Title VI program provides that Roseville Transit grants all citizens equal access to its programs, projects and activities. Roseville Transit is also committed to ensuring that no person is excluded from participation in or denied the benefits of its programs, projects and activities on the basis of race, color or national origin. Furthermore, Roseville Transit shall continuously strive to ensure that equal opportunities are afforded to all individuals in its service area.

The objectives of the City of Roseville Title VI Program are:

- Ensure that the level and quality of public transportation service is provided in a non-discriminatory manner;
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin; and
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

City staff has updated the Title VI Program in compliance with current FTA requirements. Key updates provided in the attached redline/strikeout version of the revised Title VI Program include:

- Descriptions of the two (2) customer service issues addressed between 2016 and present are provided; there are no ongoing Title VI complaints or lawsuits.
- Updates to reflect that since 2016, there has been a decrease from 5.7% to 4.9% in population that speaks English less than very well in Roseville (language spoken very well reported as Spanish).
- In 2016 Tagalog was the language group with the second highest population not speaking English very well in Roseville (820 people); that number has subsequently decreased to 637 people over the age of five (5) years in Roseville that speak Tagalog very well and report speaking English less than very well. The Safe Harbor Provision strongly recommends written translation of vital documents for language groups meeting the 5% or 1,000 persons thresholds. If this language group achieves the 1,000 persons threshold then the Title VI complaint form and service guides will need to be translated to Tagalog. Staff will continue to monitor the data and take steps to provide that service, provided the threshold is met.
- The Sierra Gardens Transfer Point (SGTP) Improvement Project was deleted as a planned transit facility construction project due to availability of local funds in place of FTA funds for the project.

Notification of this public hearing was provided as follows:

- Publication of the public hearing notice in the Roseville Press-Tribune (English and Spanish)
- Posting of the public hearing notice at the three libraries and Alternative Transportation offices (English and Spanish)
- City of Roseville website
- Roseville Transit E-notify
- City of Roseville Social media

Public comments received in writing as well as provided at the Transportation Commission public hearing will be included in Appendix G and forwarded to the City Council as part of their approval of the Title VI Program, Public Participation Plan, and Language Assistance Plan. Once approved, the attached Title VI Program will remain in effect through 2022.

Respectfully Submitted,

Mike Dour, Alternative Transportation Manager

Jason Shykowski, Acting Public Works Director

ATTACHMENTS:

Description

Redlined/Strikeout Title VI Program 2019

CITY OF ROSEVILLE

TITLE VI PROGRAM

2019 - 2022

Adopted: December 14, 2016, Updated: June 3, 2019~~**Adopted: December 14, 2016,**~~
~~**Revised December 12, 2018**~~

Prepared by:

City of Roseville

~~**401 Vernon Street**~~**316 Vernon Street, Suite 150**

Roseville, CA 95678

~~**www.roseville.ca.us/transit**~~

*Please direct comments/questions to:
City of Roseville Alternative Transportation Division
at (916) 774-5293 or transportation@roseville.ca.us*

City of Roseville Roseville Transit

The following information is being submitted as part of the City of Roseville, which operates Roseville Transit in compliance with the Title VI of the 1964 Civil Rights Act per FTA Circular 4702.1B, dated October 1, 2012.

General Reporting Requirements:

1. City of Roseville has electronically attested to the required FTA certifications and assurances.
2. City of Roseville has developed Title VI Complaint Procedures and Complaint Form that is available at the City of Roseville Alternative Transportation Division office, located on all of the Roseville Transit buses and is posted on the City of Roseville website at www.roseville.ca.us/titlevi. Title VI Complaint Procedures can also be found in the [Fixed Route](#) [Local](#) and Commuter Services Guides.
3. City of Roseville maintains a Complaint log for Title VI Investigations, Complaints and Lawsuits. To date, there are no Title VI complaints that the City of Roseville is aware of.
4. City of Roseville has developed a Language Assistance Plan (LAP) which is available on the City of Roseville website at www.roseville.ca.us/LEP.
5. City of Roseville has developed a Public Participation Plan.
6. City of Roseville will continue to make information available regarding Title VI obligations and apprise members of the public of the protections afforded to them.
7. City of Roseville has attached the required documents and is submitting the Title VI Program.
8. City of Roseville will provide any information that is requested by FTA.

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I. Overview

The Federal Transit Administration (FTA) is responsible for ensuring that its funding recipients fully comply with Title VI of the Civil Rights Act of 1964. The City of Roseville which operates Roseville Transit (hereafter referred to as Roseville Transit), is a recipient of federal funds. As a recipient of federal funds, Roseville Transit has prepared an update to its Title VI Program in accordance with FTA Circular 4702.1B, dated October 1, 2012. The City of Roseville Title VI Program is adopted by the Roseville City Council (see Appendix A).

Section 601 of Title VI of the Civil Rights Act of 1964 states the following:

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Roseville Transit grants all citizens equal access to its transportation services and is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin. Furthermore, Roseville Transit shall continuously strive to ensure that equal opportunities are afforded to all individuals in its service area.

~~As of January 1, 2016, the City of Roseville population was 134,073. Roseville's population as of January 1, 2019 was 139,643.~~ Roseville Transit operates three services, local fixed route, commuter service, Game Day Express, ADA Paratransit, and general public dial-a-ride with a total fleet of ~~36~~ 38 buses.

II. Notice to the Public

To ensure Roseville Transit riders are aware of its commitment to Title VI compliance, and of their right to file a civil rights complaint, Roseville Transit posts the following notification, in both English and Spanish, at the City of Roseville Alternative Transportation Division office, on the buses, in the Bus Service Guides and on the City's website: www.roseville.ca.us/titlevi. A sample of Title VI notice is in Appendix B.

III. Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Roseville Transit may file a Title VI complaint by completing and submitting Roseville Transit's Title VI Complaint Form with the Roseville Transit, Civil Rights Officer or with the Federal Transit Administration (FTA).

The Title VI complaint form is available in both English and Spanish and is available in the City of Roseville Alternative Transportation Division office, and on the City's website: www.roseville.ca.us/titlevi. The Title VI complaint procedures are also included in the Bus Service Guides. See Appendix B for a sample of the Title VI notice to the public and complaint procedures posted on Roseville Transit's website. The information posted on the City's website may be viewed online in multiple languages. A sample Title VI complaint form is in Appendix C.

A person may also file a complaint directly with the Federal Transit Administration, at:

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590

The complaint form may be downloaded from FTA's website, go to: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/fta-civil-rights-complaint-form> for more information.

A. Internal Review Process

Roseville Transit investigates complaints received no more than 180 days after the alleged incident. Roseville Transit will process complaints that are complete. Once the complaint is received, Roseville Transit Civil Rights Officer will review the complaint to determine if Roseville Transit has jurisdiction and will send the complainant an acknowledgment letter informing her/him whether the complaint will be investigated by Roseville Transit.

Roseville Transit has up to sixty (60) calendar days to investigate the complaint. If more information is needed to resolve the case, Roseville Transit may contact the complainant. The complainant has thirty (30) calendar days from the date of the letter to send requested information to the investigator assigned to the case; if within thirty (30) calendar days from the date of the letter the investigator is not contacted by the

complainant and the investigator does not receive the additional information requested in the letter, Roseville Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, Roseville Transit 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. If the complainant wishes to appeal the decision, she/he has ten (10) business days after the date of the letter or the LOF to file an appeal with the City of Roseville Public Works Director.

B. Documentation

Roseville Transit maintains a list of active investigations conducted by FTA and entities other than FTA, including lawsuits and complaints naming Roseville Transit that allege discrimination on the basis of race, color or national origin. This list includes the date that the transit-related Title VI investigation, lawsuit or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit or complaint; and actions taken by Roseville Transit in response, or final findings related to the investigation, lawsuit, or complaint.

IV. Investigations, Complaints or Inquiries

Currently, Roseville Transit does not have any ongoing Title VI complaints or lawsuits. While the following complaints were not determined to be Title VI complaints, Roseville Transit addressed the following customer service inquiries ~~since January 2013~~since the date of the last Title VI Program update in 2016.

File #	Incident Date	Summary of Complaint	Status	Action(s) Taken
13-01	11/11/2013	Passenger boarded at Louis-Orlando Transfer Point and showed driver a Student Access card and said the driver responded in a rude manner and screaming	Closed. Attempt was made on 11/12/13 to contact the passenger to provide acknowledgement,	It was found the driver, while not racist, could have handled the situation with better customer service. Transit operator to provide coaching to provide better customer service. On-board video and radio

		at her. Passenger said she told driver she would pay, but felt driver was being rude and racist to her.	unable to provide further communication. No further contact from passenger as of 5/10/2014.	recordings reviewed and retained. Recordings showed passenger attempted to board with an invalid pass, argued with driver, and refused to pay fare. Eventually passenger paid fare and continued on route.
14-01	8-24-2014	Passenger used dial-a-ride to schedule a pick-up to take her from home to mass at 9:00 AM on Sunday morning, but did not arrive until 9:20 AM because the driver picked up and dropped off other riders. She had a return ride home at 10:15 AM, called to change her time and was told she would have to pay \$7.50. The passenger wrote "I feel I was discriminated because she [the driver] drop off the white lady who was an American and the one on the phone was very rude."	Closed. Acknowledgment call to passenger on 8/29/14. Follow-up customer service call on 9/22/14.	No reasonable cause. A check of Trapeze and Zonar indicated route and ride length were appropriate for ride share service. Policies explained to passenger.
16-01	1/14/2016	Citizen felt her son was discriminated against by bus driver. The driver refused her son's request that the driver call another bus driver to hold a bus. Mother felt it was because of how her son looks.	Closed. Acknowledgment call to citizen on 1/14/16. Response call on 2/2/16 to inform citizen of Title VI complaint process and complaint form mailed. Form not received as of 3/3/16.	No reasonable cause. Operations manager reviewed the video of the approach and stop in question. One request was made of the driver for a transfer, and the driver explains transfers no longer provided.
17-01	4/24/2017	Passenger called the Call Center to complain the driver of B2 failed to pick him up at the bus stop #7, Cirby at Riverside. He stated that he was passed up because he is African American.	Closed. M. Pendergraft called Mr. Gordon on 4/26/17 to discuss his findings. Mr. Gordon's phone was not accepting calls. Mike tried to make contact with Mr. Gordon a few more times and	Mike Pendergraft reviewed the on-board video clip to verify the circumstance surrounding the complaint. Mr. Gordon was not at the designed bus stop as claimed. M. Pendergraft spoke to the bus driver (Alan Graham) as well as another operator who observed the incident. Other driver confirmed A. Graham account as she had witnessed Mr. Gordon running across the

			updated the Passenger Call log. Video clip of the event was retained and saved in the Apollo folder in the City shared drive.	street,vs. being at the stop at the time the B2 bus passed.
17-2	6/6/2017	Complaint re: B2 driver being rude, didn't care, & prejudiced against her because he would not stop where she wanted him to. She described driver as dark skinned Mexican male with a mustache.	Closed. 6/12/17 Mike Pendergraft left results via phone message; asked for return call, none received as of 6/24/17	Ops Mgr M. Pendergraft reviewed video. Tried to contact passenger on 6/7/17, she asked him to call back later, 6/7 later in day, LM, 6/8 LM, 6/12 LM that review of video found no evidence to support her complaint. Encouraged her to call back, no return as of 6/24/17. Video shows her asking driver to take her to stop at Jack in the Box (that is a SacRT stop, not Roseville), driver explains not authorized and explains Roseville stop is at Auburn Oaks Ct. past the Jack in the Box. Did not show signs of rudeness or being prejudiced.

V. Public Participation Plan

As a recipient of federal transportation funding from the Federal Transit Administration (FTA), the City of Roseville (COR) is required to develop a Public Participation Plan (PPP) that implements the goals and objectives of Title VI of the Civil Rights Act of 1964. The PPP is intended to provide guidance for public involvement activities to be conducted by COR in the expenditure of FTA funds in compliance with Title VI of the Civil Rights Act of 1964 and FTA Circular 4702.1B ("Title VI Requirements and Guidelines for Federal Transit Administration Recipients"). The PPP is provided as Appendix D.

A Public Involvement Plan was prepared for the review and adoption of the Title VI Plan, including the Public Participation Plan and the Language Assistance Plan. A copy of the Public Involvement Plan is provided as Appendix H and a copy of comments received during the public outreach process is provided as Appendix I.

A. Public Participation Activities

The City of Roseville utilizes a range of public engagement strategies. These strategies are tailored to specific activities and include, but are not limited to, the following:

- Printed collateral – available onboard, in the transit administration office and/or at community facilities.
- Signage- onboard and at bus stops or transfer stations
- Website announcements
- Email and text message notifications
- Social media posts
- Public hearing notices
- Connecting with community groups
- Participation at special events
- Presentations at public meetings
- Transit Ambassadors and Mobility Trainers
- Information on board buses and at public counters
- Direct mailings
- Paid advertising

In addition to ongoing public outreach efforts, the following table shows activities undertaken in the last three years with major public engagement efforts.

Activity	Summary of Public Engagement Strategies
<u>Louis Orlando Transit Center</u> <u>construction</u> <u>Modifications to Routes D, I and M, and expansion of Route S</u>	<u>Signage for passengers, rack cards on board buses and at public facilities, posters on board buses, email/text message updates, website updates, direct mailings to nearby businesses and residents, coordinated messages with Placer County Transit and Sacramento Regional Transit, local news media, and social media</u> <u>public workshop; brochures in Spanish and English on buses, signage at bus stops, outreach to community groups, and mailers to residents within the Heritage Oaks Apartments located adjacent to the Junction Transfer Point; public hearing notice; public hearing; information posted on the City's website, accessible in multiple languages; and emails and text messages to transit passengers, and on social media.</u>
DBE Goal for Federal Fiscal Year <u>2015-2017</u> through <u>2017-2019</u>	<u>L</u> etters mailed to list of interested parties, DBEs and community groups; public hearing notice; public hearing; and information posted on the City's website, accessible in multiple languages.

Revision to Roseville Transit Service Policies for ADA Reasonable Modification	P public hearing notice; public hearing; and information posted on the City's website, accessible in multiple languages.
New Game Day Express Service	prospective customer survey; public hearing notice; public hearing; information posted on the City's website, accessible in multiple languages, and on social media; signage at bus stops; brochures; email and text messages; and collateral on buses and at public facilities; and paid advertising.

VI. Language Assistance Plan

In order to ensure meaningful access to transit programs, services, information and activities for people with Limited English Proficiency (LEP), Roseville Transit uses the information obtained in a Four Factor Analysis to determine the specific language services that are appropriate. This analysis helps Roseville Transit to determine if it communicates effectively with LEP persons and informs language access planning.

The complete Four Factor Analysis used to develop the Language Assistance Plan (LAP) is provided in Appendix E. The LAP includes the results of the Four Factor Analysis which is a local assessment and consideration of the following:

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

The results of conducting the Four Factor Analysis ~~using~~ using the latest data from the U.S. Census Bureau ~~2010-2014~~ American Community Survey (ACS) relating to use of Roseville Transit services and programs indicate the highest percentage of speaking population which reports speaking English less than well is Spanish (~~2.21.7~~ 2.21.7%). While there are other languages spoken in the city by people who report speaking English less than well it is 3.61% combined for all other languages (~~1.71.1~~ 1.71.1% for other Indo-European Languages, 1.89% for Asian and Pacific Island languages, and 0.1% for other

languages). A detailed table [from the 2011-2015 ACS](#) of languages spoken at home by Roseville residents is available in Appendix F: Demographic Data.

Roseville Languages Spoken at Home & Limited English Proficiency

Language Spoken at Home	Estimate	Percent
Population 5 years and over	<u>122,534</u> <u>116,480</u>	100%
English only	<u>101,639</u> <u>96,152</u>	<u>82.9%</u> <u>82.5%</u>
Language other than English	<u>20,895</u> <u>20,328</u>	<u>17.1%</u> <u>17.5%</u>
Speak English less than "very well"	<u>5,956</u> <u>6,679</u>	<u>4.9%</u> <u>5.7%</u>
Spanish	<u>7,353</u> <u>7,566</u>	<u>6.0%</u> <u>6.5%</u>
Speak English less than "very well"	<u>2,058</u> <u>2,505</u>	<u>1.7%</u> <u>2.2%</u>
Other Indo-European languages	<u>6,181</u> <u>6,814</u>	<u>5.0%</u> <u>5.8%</u>
Speak English less than "very well"	<u>1,333</u> <u>1,952</u>	<u>1.1%</u> <u>1.7%</u>
Asian and Pacific Islander languages	<u>6,372</u> <u>5,430</u>	<u>5.2%</u> <u>4.7%</u>
Speak English less than "very well"	<u>2,387</u> <u>2,108</u>	<u>1.9%</u> <u>1.8%</u>
Other languages	<u>989</u> <u>518</u>	<u>0.8%</u> <u>0.4%</u>
Speak English less than "very well"	<u>178</u> <u>114</u>	<u>0.1%</u> <u>0.1%</u>

Source: 20130-20174 American Community Survey 5-Year Estimates

Moreover, employees of the City of Roseville and MV Transportation who come into contact with the general public and passengers of Roseville Transit have not reported that English is a barrier to understanding the programs and services offered by Roseville Transit, other than Spanish speaking individuals. This information is also confirmed by review of the Language Line Translation requests and a log kept at the Alternative Transportation Division office documenting the number of customers at the front counter requiring language assistance.

To minimize language barriers and to better communicate information important to using Roseville Transit services and programs a number of steps were identified that Roseville Transit has implemented. The following resources provided by Roseville Transit to all persons who speak other languages include:

- Language Card – Bus Drivers equipped with language card to assist passenger ability to indicate language needs
- Language Translation Line –Telephone service to assist in translation for employees to assist customers
- Online ~~translation~~[translation](#) on the City's website – service to assist customers in translating written information

In addition, the following materials are provided in Spanish, since Spanish is the highest percentage of speaking population which reports speaking English less than well in Roseville. Employees are trained in how to make use of tools provided to assist in communicating transit services. Available resources provided by Roseville Transit include:

- Civil Rights Complaint Form – translated into Spanish and provided on board buses, on website, and in administrative office lobby
- ADA Eligibility Application – translated into Spanish
- Spanish Speaking Customer Service Representatives – provided both in the administrative office and in the operations office for Dispatch and Demand Response phone calls and emails
- ADA Service Information – translated into Spanish and provided in the Service Guide(s) and on website
- Notices placed on-board buses – translated into Spanish
- Local Transit Service Information – translated into Spanish and provided in the Service Guide(s) and on website
- Spanish phrase book – provided to all bus drivers to assist in providing on board information to Spanish speaking passengers

VII. Decision Making Committees and Councils

The City of Roseville is committed to providing an open and visible decision-making process to which the public has equal access. The City Council makes the decisions regarding policy, service changes, fares, capital programming and facility locations for Roseville Transit. The City Council members are elected officials, and therefore, are not subject to Title VI requirement.

The City of Roseville has established 13 boards and commissions for the specific purpose of soliciting and involving public input as part of any decision-making process. Of these, the City of Roseville Transportation Commission reviews and makes recommendations to the City Council regarding transportation items that receive Federal funding. The Transportation Commission is composed of seven members who are residents of the City of Roseville. Appointments are made by the City Council for overlapping four year terms. No member of the Transportation Commission shall serve more than two consecutive terms. In addition, the City Council may annually appoint a high school student that is a resident of Roseville to serve as an 8th voting member of the Transportation Commission.

To encourage a diverse range of public participation, the City of Roseville sends notices of commission vacancies to the Chamber of Commerce, the Roseville Coalition of Neighborhoods Association (RCONA), and publishes advertisements in the Roseville Press Tribune and on the City website.

A. Commission Racial Breakdown

The City of Roseville current Transportation Commission is comprised of the following members representing the following races.

<u>Transportation Commission</u>	<u>White</u>	<u>Black or African American</u>	<u>American Indian and Alaska Native</u>	<u>Asian</u>	<u>Native Hawaiian and Other Pacific Islander</u>	<u>Other</u>	<u>Two or more races</u>	<u>Did not Respond</u>
<u>Commissioners</u>	<u>42.8%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>28.6%</u>	<u>28.6%</u>

<u>Commission</u>	<u>Caucasian</u>	<u>Latino</u>	<u>African American</u>	<u>Asian American</u>	<u>Native American</u>	<u>Did not respond</u>
<u>Transportation</u>	<u>42.5%</u>	<u>0</u>	<u>0</u>	<u>12.5%</u>	<u>25%</u>	<u>50%</u>

VIII. Subrecipient Compliance

As a primary recipient of FTA funds with subrecipients Roseville Transit shall undertake the following activities:

- Document the process for ensuring that all subrecipients are complying with the general reporting requirement, as well as other requirements that apply to the subrecipient based on the type of entity and the number of fixed route vehicles it operates in peak service.
- Collect Title VI Programs from subrecipients and review programs for compliance.

On behalf of the City of Lincoln we secured Section 5309 for their construction of a bus barn via FTA grant CA 03-0772 (closed 9/23/13). Construction of the bus barn was completed in 2010, with final FTA disbursement in 2011. The City of Lincoln partners with Placer County Transit to operate three (3) local fixed routes one dial-a-ride paratransit service within its jurisdictional boundaries. The City of Lincoln and Roseville Transit are both members of the Placer County Transportation Planning Agency (PCTPA). As a member of the PCTPA Transit Operators Working Group (TOWG), the City of Lincoln, along with other transit operators, receives updates and participates in discussions of revised Title VI obligations. City of Roseville staff:

City of Roseville staff visit the bus barn at least once every 3 years to confirm condition and continued use of structure for transit purposes. Last visit was Sept. 25, 2018.

The Sacramento Regional Transit (SacRT) and the City of Lincoln, Lincoln Transit are currently subrecipients of Roseville Transit. Lincoln Transit is a sub-recipient to the City of Roseville for FTA Grant #CA 03-0772 (Lincoln Bus Barn), and SacRT is a sub-recipient to the City of Roseville for FTA Grant #CA 90-Y492 (Louis Orlando Transfer Point).

SacRT operates approximately 60 bus routes and 42.0 miles of light rail covering a 418 square-mile service area. SacRT is a direct recipient of Federal Transportation Agency (FTA) funds. Compliance with Title VI and other federal requirements by SacRT is monitored by the FTA.

The City of Lincoln partners with Placer County Transit to operate three (3) local fixed routes one dial-a-ride paratransit service within its jurisdictional boundaries. The City of Lincoln and Roseville Transit are both members of the Placer County Transportation Planning Agency (PCTPA). As a member of the PCTPA Transit Operators Working Group (TOWG), the City of Lincoln, along with other transit operators, receives updates and participates in discussions of revised Title VI obligations. City of Roseville staff:

- Conducts periodic desk review of materials and Lincoln's website;
- Receives updates of Lincoln program modifications through TOWG meetings; and,
- Conducts a triennial site visit to discuss Title VI and other obligations required of sub-recipients of federal funding and to confirm and document the City of Lincoln's compliance with applicable obligations.

Material collected includes Lincoln Transit's statement of their commitment to "ensuring no person is excluded from participation in, or denied the benefits of its transit services or programs on the basis of race color or national origin as afforded under Title VI of the

Civil Rights Act of 1964.” The statement of commitment is included as part of the Lincoln Transit service guide distributed to passengers on board buses and is also available online. Instructions are also included for any person(s) who feels they have been discriminated against on how they may file a complaint with Placer County Department of Public Works or with the Federal Transportation Administration. Copies of both notifications are provided in Appendix G.

IX. Construction Equity Analysis

When Roseville Transit plans to construct or expand a facility, such as a vehicle storage facility, maintenance facility, transit hub or operation center, Roseville Transit will include a copy of the Title VI Equity Analysis conducted during the planning stage with regard to the location of the facility. The following principles will be applied in the analysis:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Roseville Transit will follow federal guidance provided in FTA Circular 4703.1 (August 2012).

During the past three years, Roseville Transit has not constructed a vehicle storage, operations center or maintenance facility.

Roseville Transit did use FTA funds to construct improvements and an adjacent parking lot at the existing Louis Orlando transfer point. has received City Council Approval of engineering, environmental and right of way acquisition for the following improvement projects.

Louis/Orlando Transfer Point

The Louis/Orlando Transfer Point is an existing transfer point located on Louis Lane between Orlando Avenue and Whyte Avenue in Roseville. The planned additional facilities and amenities will serve an existing regional transit center where passengers transfer between Roseville Transit, Placer County Transit and Sacramento Regional

~~Transit. Construction costs are estimated to be approximately \$3.8 million. The project includes:~~

- ~~4.1. Larger passenger boarding areas to accommodate more buses~~
- ~~5.2. New passenger shelters to replace two existing shelters~~
- ~~6.3. Improved ADA (Americans with Disabilities Act) access~~
- ~~7.4. Bus arrival/departure signs~~
- ~~8.5. Electronic fare ticketing machines~~
- ~~9.6. Lights and security cameras~~
- ~~10.7. Bicycle lockers~~
- ~~11.8. New landscaped Park & Ride facility~~

~~The Louis/Orlando Transfer Point was approved with a categorical exclusion (CE) under NEPA. Following right of way acquisition, the City will pursue full funding for the construction of the project. Adjacent right of way was purchased in 2014 using State funds (STIP), for \$450,000. Construction was completed and the improved transit facility opened to the public October, 2017.~~

Sierra Gardens Transfer Point

~~The Sierra Gardens Transfer Point (SGTP) Improvement Project is located in the City of Roseville on Sierra Gardens Drive at its intersection with Santa Clara Drive. This site is in close proximity to two of the City's major arterial roadways, Douglas Boulevard and Sunrise Avenue, and within ½ mile of Interstate-80 and the Douglas/Sunrise Interchange.~~

~~The SGTP Improvement Project consists of facilities and amenities to support operations for improved public bus services for Roseville Transit. The project will include bulb-outs at the intersection of Sierra Gardens Drive and Santa Clara Drive. These roadway improvements include curb transitions, curb ramps, street modifications, enhanced pedestrian crosswalk, and traffic calming improvements. Construction costs are estimated to be approximately \$1.4 million.~~

~~Improvements for each bus bay shall include:~~

- ~~12. Passenger shelters;~~
- ~~13. Bicycle facilities;~~
- ~~14. Passenger wayfinding signage;~~
- ~~15. An automated fare kiosk (i.e., the Connect Card Fare Dispenser), and~~
- ~~16. Information kiosks.~~

~~The design of both bus bays will consider installing improvements for the digital reader boards for displaying rider information. Also included in the improvements is the rehabilitation of the existing pavement on Sierra Gardens Drive between Sunrise Avenue and Santa Clara Drive.~~

~~It is anticipated no additional right of way will be required for acquisition. The SGTP Improvement Project will be a categorical exclusion (CE) under CEQA. The City will pursue full funding for the construction of the project following completion of the engineering and design.~~

X. Service Standards and Policies

Roseville Transit has developed a set of quantifiable service standards and policies. These service standards were developed through an inclusive public participation process that included development of a [Short Range Transit Plan](#) accepted by the Roseville City Council. This process includes steps to ensure that all persons wishing to participate in its services are given an equal and equitable opportunity to participate.

The Short Range Transit Plan includes a demographic analysis that informed public engagement strategies designed to engage a diverse community (see Appendix F for demographic data). Public participation included an onboard rider survey, a community survey, public workshops, public notices, and a minimum of one public hearing. Additionally, each year, Placer County Transportation Planning Agency (PCTPA) works with transit providers, including the City of Roseville, and the public to identify any transit needs that are not currently being met and makes a determination as to what needs are reasonable to meet. PCTPA solicits testimony through an inclusive public outreach process that includes, but is not limited to, the following: advertisements in the local newspapers, press releases and public service announcements, flyers in buses, and notices to social service agencies.

The City of Roseville Transportation Commission reviews the quarterly reports and an annual year-end report that documents how well Roseville Transit meets the standards. Service standards are used as key performance indicators to help gauge different areas of performance for the entire Roseville Transit system. As such, these standards are used to identify trends and/or issues which should be addressed to improve overall system performance and to measurably identify successes. These service standards and policies include, but are not limited to those presented below.

A. Vehicle Loads and Passengers Per Hour Standards

Vehicle load is expressed as the ratio of passengers to the total number of seats on a vehicle at any moment. Vehicle load will also vary by route, time of day, and by season.

Vehicle Type	Seated Capacity	Standing Capacity	Total Capacity	Preferred Capacity	Average Load	Maximum Load
Gillig Phantom - 30-ft	28	14	42	1	.28	2
Gillig Phantom- 40-ft	45	14	60	1	.51	2
Gillig LF-29-ft	28	15	42	1	.28	2
Gillig LF-35-ft	28	15	42	1	.28	2
Gillig LF-35-ft	28	15	42	1	.28	2
Gillig BRT LF - 40-ft	39	15	55	1	.58	2
ARBOC LF	17	6	23	1	NA	NA

For passenger safety and comfort, vehicles should be sized and the transit service operated to limit typical peak loads to the seating capacity. Local fixed route and commuter services should generally limit standing loads to a maximum of 20 percent of daily runs on a single route.

Passengers per revenue hour is also a useful measure of vehicle use over the course of each hour of service. Below are general standards which are used to help gauge the average use of each service.

Local Services - The average number of passengers per revenue hour should be greater than or equal to 78 passengers per vehicle revenue hour.

Commuter Services - The average number of passengers per revenue hour should be greater than or equal to 2044 passengers per vehicle revenue hour.

Dial-A-Ride Services - The average number of passengers per revenue hour should be greater than or equal to 2.53 passengers per vehicle revenue hour.

These standards are considered targets. In general, the number of passengers per revenue hours will exceed the average in peak travel periods and will be less than the average during the first and last hour of service. Also, mid-week days tend to show higher averages than other days. The average number of passengers per revenue hour

tends to be below the system average during the first year of any new route, but generally improves to meet or exceed the system average within a few years.

B. Vehicle Headway (Frequency) Standards

Local Services - Vehicle headway for local fixed route service is generally provided in 30 or 60 minute increments, and may vary depending upon demand.

Commuter Services - Vehicle headway for commuter services range from 0-40 minutes, depending upon demand and the specific routing of each commuter bus during peak hours.

C. Service Span Standards

Local and Dial-A-Ride Services - Generally, the span of service each weekday is 5:45 a.m. to 6 p.m. for all local routes, and reduced service levels continue until 10 p.m. The span of service on Saturdays is from 8 a.m. to 5 p.m., and no local route service exists on Sundays. General public Dial-A-Ride (DAR) services are also available by reservation during these times. General public DAR services are also generally available on Sundays from 8 a.m. to 5 p.m.

The hours and days of Local and DAR services are continuously adjusted to reflect demands while striving to attain other performance standards.

Commuter Services - The general service span for Commuter service is weekdays during peak travel times.

While the hours of peak travel do not vary greatly, the frequency of Commuter services from Roseville to Downtown Sacramento or other job centers will generally be determined by demand and an ability to meet other performance standards.

D. On-time Performance Standards

The standard for average on-time performance for all services is greater than or equal to 95%.

E. Fare Recovery and Average Subsidy Per Trip Standards

Fare Recovery - The standard for average fare recovery for all services is greater than or equal to 15% of all transit operating expenses. The average subsidy per trip by type

of service and by route is measured quarterly and/or annually to help evaluate the cost of services.

Fare Recovery for New Services - These standards should not be strictly applied to new routes for the first two years of service. A 60 percent fare recovery of standard could be considered successful after one year, but a favorable trend thereafter should be maintained. Conversely, Roseville Transit should not simply keep a service if revenues cannot support the continued operation of a route, or if a different and more successful route could replace the less successful route.

F. Bus Stops and Passenger Amenity Standards

Bus Stop Location and Spacing - Bus stops are generally encouraged to be spaced a maximum of ½ mile apart along both arterial and collector streets in both directions, and/or at each leg of an intersection between arterial/arterial and arterial/collector streets, depending upon road patterns, adjacent land uses and densities and other factors which may influence the accessibility and use of a stop.

Shelters and Seats - Shelters should be provided at all bus stops expected to serve 15 or more passengers per day, and passenger seating should be provided at all bus stops expected to serve five or more passengers per day. Further refinement of stops, passenger amenities and timed stop designations will occur after a route has begun service.

Amenity Removal - When the annual maintenance or repair cost of an amenity is excessive or greater than the value of the structure or amenity, or presents a safety risk, then Roseville Transit reserves the right to remove the amenity.

Route Travel Time - Bus routes are generally designed so that the travel time will not exceed 3 times the equivalent automobile trip during peak travel hours, and should be designed to function as efficiently as possible.

G. Service Availability and Connectivity Standards

Service Routes - Generally, Roseville Transit provides general public Dial-A-Ride services within its entire corporate boundaries. Also, Roseville Transit attempts to provide fixed route services within ½ mile walking distance of 90% of the daytime population within City boundaries. As new development is added, new local fixed route and commuter services will be added based upon demand and as funding permits.

Connecting Adjacent Land Uses - Adjacent uses should provide direct pedestrian access to planned and existing bus stop locations to facilitate use of public transit. New projects that would generate DAR trips, such as medical office buildings, should also

consider site designs that would accommodate the DAR bus picking up and dropping off ADA passengers at or near front door locations with ADA accessibility to the front door.

Reciprocal Transfer Agreements and Regional Fare Cards -- Reciprocal transfer arrangements should continue to be implemented between all connecting service providers. Regional fare cards, such as Connect Card, should continue to be implemented by Roseville Transit to improve regional connectivity and passenger mobility.

Regional Transfer Points - Local service should be provided within one block of all regional transit transfer locations and intercity bus/rail stops. Also, passenger facilities at regional transit transfer locations should be improved to enhance regional public transportation connections.

H. Safety, Maintenance and Replacement Standards

Accident Rates – The average preventable accident rate standard for all services is less than or equal to 1 preventable accident for every 50,000 service miles travelled. The average accident rate standard for all accidents for all services is less than or equal to 1 accident (preventable and non-preventable) for 25,000 service miles travelled.

Road Calls – The average road call standard is less or equal to 1 road call for every 10,000 service miles travelled.

Programmed Vehicle Maintenance – The standard for vehicle maintenance is for 90% percent of all programmed maintenance to occur within scheduled parameters.

Vehicle Replacement – Vehicles should be replaced at the end of their useful lives according to FTA guidelines and industry accepted practices for public fleet operators. The average fleet age should not exceed six (6) years.

I. Customer Service Standards

Employee Training – All employees should receive annual customer service training to ensure courteous, safe and respectful behavior, and that employees are sensitive to the needs of passengers.

Local and Commuter Services – The standard for the average number of passenger complaints for Local and Commuter services is less than or equal to 1 validated complaint for every 5,000 passenger trips.

Dial-A-Ride (DAR) – The standard for the average number of passenger complaints for DAR services is less than or equal to 1 validated complaint for every 3,000 passenger trips.

XI. Requirements for Fixed Route Transit Providers

Chapter 4 of FTA Circular 4702.1B discusses the additional reporting requirements for recipients of FTA funding (including their sub-recipients) that operate fixed route transit services, in order to ensure that the agency complies with DOT Title VI regulations. The requirements only apply to fixed route service, not demand response service. Per Circular 4702.1B definitions, "Fixed route refers to public transportation service provided in vehicles operated along pre-determined routes according to a fixed schedule". As of January 1, 2016, Roseville Transit has a fixed-route fleet of 368 buses. Therefore, Roseville Transit qualifies for a reduced level of Chapter 4 reporting and is only required to set system-wide standards and policies (see Section X).

Appendix A: City Council Approval

[Insert Resolution]

Appendix B: Title VI Notice to the Public

Title VI Notice to the Public (English and Spanish)

Notifying the Public of Rights Under Title VI of the Civil Rights Act of 1964 Roseville Transit

Roseville Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Roseville Transit.

For more information on Roseville Transit's civil rights program, and the procedures to file a complaint with either Roseville Transit or the Federal Transit Administration, contact 916-774-5293, (TTY: 916-774-5220), (Fax: 916-746-1333), email: transportation@roseville.ca.us, ask at the City of Roseville Alternative Transportation Division office, at 401 Vernon Street, Roseville CA 95628 or visit our website at: www.roseville.ca.us/titlevi

Notificando al público de Derechos Bajo Título VI del Acta de Derechos Civiles de 1964 Tránsito de Roseville

El Tránsito de Roseville opera sus programas y servicios sin considerar la raza, color, y origen nacional en conformidad con el Título VI del Acta de Derechos Civiles de 1964. Cualquier persona quien cree ella/él ha sido ofendido por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con el Tránsito de Roseville.

*Para más información del programa de derechos civiles del Tránsito de Roseville, y los procedimientos de presentar una queja con ya sea el Tránsito de Roseville o la Administración de Tránsito Federal, comuníquese al 916-774-5293, (TTY: 916-774-5220), (Fax: 916-746-1333), e-mail: transportation@roseville.ca.us, **pregunte en la oficina de Transportación Alternativa de la Ciudad de Roseville, al 401 Calle Vernon, Roseville CA 95678** o visite nuestro sitio de Internét al: www.roseville.ca.us/titlevi.*



≡ Title VI of the Civil Rights Act

Roseville Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Roseville Transit.

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."
(42 U.S.C. Section 2000d)

Contact Us



Title VI Plan (Revised 2016)

Title VI Plan

- **Title VI complaint Process**
- **Public Participation Plan** provides guidance for public involvement activities to be conducted by the City of Roseville in compliance with Title VI.
- **Limited English Proficiency Language Plan** addresses the need to involve individuals who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

What is a Title VI complaint?

Roseville Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Roseville Transit.

Federal law requires Title VI complaints be filed within 180 calendar days of the last alleged incident.

How do I file a complaint?

1. **Complete the form** and return it to the City of Roseville Alternative Transportation office.

or

2. File a complaint with the Federal Transit Administration (FTA). Visit transit.dot.gov for more information.

Submit a signed written statement to the FTA that contains the following information:

- a. Complainant's name, address, and telephone number.
- b. If you are filing on behalf of another person, include their name, address, telephone number, your relationship to the person, and if you have their permission to file the complaint.
- c. Name of the public transit provider the complaint is against.
- d. Describe the complaint. Include specific details such as names, dates, times, route numbers/letters, witnesses, and any other information that would assist in the investigation of your allegation.

Where do I submit a complaint?

City of Roseville

Alternative Transportation
Civil Rights Officer
316 Vernon Street, Suite 150
Roseville, CA 95678
Phone: (916) 774-5293
TDD: (916) 774-5220

Federal Transit Administration

Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590
Phone: 1-446-4511

Federal Transit Administration Region IX

Civil Rights Officer
90 7th Street, Suite 15-300
San Francisco, CA 94103
Phone: (415) 734-9490

Visit transit.dot.gov for additional information regarding Title VI obligations of public transit providers.

El Tránsito de Roseville opera sus programas y servicios sin considerar la raza, color, y origen nacional en conformidad con el Título VI del Acta de Derechos Civiles. Cualquier persona quien cree ella/él ha sido ofendido por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con el Tránsito de Roseville.

El Tránsito de Roseville cumple con el Acta de los Derechos Civiles de 1964 que declara, "Ninguna persona en los Estados Unidos será, por motivos de raza, color, u origen nacional, excluido de participación en, ser negado los beneficios de, o ser sujetado a discriminación bajo cualquier programa o actividad recibiendo asistencia financiera Federal."
(42 U.S.C. Sección 2000d)

¿Qué es una queja de Título VI?

El Tránsito de Roseville opera sus programas y servicios sin considerar la raza, color, y origen nacional en conformidad con el Título VI del Acta de Derechos Civiles. Cualquier persona quien cree ella/él ha sido ofendido por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con el Tránsito de Roseville.

La ley Federal requiere que quejas de Título VI sean sometidas dentro de 180 días de calendario del último supuesto incidente.

¿Cómo presento una queja?

1. **Complete la forma** y regrésela a la Oficina de Transportación Alternativa de la Ciudad de Roseville.

o

2. Presente una queja con la Administración Federal de Tránsito (FTA). Visite **transit.dot.gov** para más información.

Someta una declaración firmada por escrito a la FTA que contiene la siguiente información:

- Nombre del reclamante, domicilio, y número de teléfono.
- Si está presentando por medio de otra persona, incluya el nombre, domicilio, número de teléfono, su parentesco a la persona, y si tiene su permiso de presentar la queja.
- Nombre del proveedor de tránsito public del cual la queja es en contra.
- Describa la queja. Incluya detalles específicos tal cómo nombres, fechas, horas, números/letras de ruta, testigos, y cualquier otra información que nos pudiera asistir en la Investigación de su alegación.

¿Dónde presento una queja?

Ciudad de Roseville

Transportación Alternativa
Oficial de Derechos Civiles
316 Vernon St., Suite 150
Roseville, CA 95678
Teléfono: (916) 774-5293
TDD: (916) 774-5220

Administración Federal de Tránsito

Oficina de Derechos Civiles
Cordinador del Programa de Título VI
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590
Teléfono: 1-866-446-4511

Administración Federal de Tránsito Región IX

Oficial de Derechos Civiles
90 7th Street, Suite 15-300
San Francisco, CA 94103
Teléfono: (415) 734-9490

Visite transit.dot.gov para información adicional acerca de obligaciones de Título VI de proveedores de tránsito público.

Appendix C: Title VI Complaint Forms (English and Spanish)

[insert Title XI Brochure - English, page 1]

What is a Title VI complaint?

Roseville Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Roseville Transit.

Federal law requires Title VI complaints be filed within 180 calendar days of the last alleged incident.

How do I file a complaint?

1. Complete the form on the reverse side and return it to the City of Roseville Alternative Transportation office.

or

2. File a complaint with the Federal Transit Administration (FTA). Visit [transit.dot.gov](https://www.fta.gov) or call **1-888-446-44511** for more information.

Submit a signed written statement to the FTA that contains the following information:

- a. Complainant's name, address, and telephone number.
- b. If you are filing on behalf of another person, include their name, address, telephone number, your relationship to the person, and if you have their permission to file the complaint.
- c. Name of the public transit provider the complaint is against.
- d. Describe the complaint. Include specific details such as names, dates, times, route numbers/letters, witnesses, and any other information that would assist in the investigation of your allegation.

Where do I submit a complaint?

City of Roseville

Alternative Transportation
Civil Rights Officer
316 Vernon Street, Suite 150
Roseville, CA 95678
(916) 774-5293
TDD: (916) 774-5220

Federal Transit Administration

Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590
1-888-446-4511

Federal Transit Administration Region IX

Civil Rights Officer
90 7th Street, Suite 15-300
San Francisco, CA 94103
(415) 734-9490

Visit [transit.dot.gov](https://www.transit.dot.gov) for a fillable form, and for additional information regarding Title VI obligations of public transit providers.

Title VI of the Civil Rights Act of 1964 Notification & Complaint Form

Roseville Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Roseville Transit.

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."
(42 U.S.C. Section 2000d)



Roseville Transit

Public Works – Alternative Transportation
316 Vernon Street, Suite 150
Roseville, CA 95678
(916) 774-5293
[roseville.ca.us/transit](https://www.roseville.ca.us/transit)

Roseville Transit Title VI Complaint Form



Please complete this form and mail, fax, e-mail, or deliver in person to the Roseville Transit Civil Rights Officer, Alternative Transportation office at 316 Vernon Street, Suite 150, Roseville, CA 95678.

Section 1

Name (Complainant):		Mr. ☐	Mrs. ☐	Ms. ☐	Miss ☐
Mailing Address:				Apt.:	
City:		State:		Zip:	
Phone:		E-mail:			

Section 2

Are you filing out this form on your own behalf? Yes ☐ No ☐	
If you answered "No", please supply your name and relationship to the person listed in Section 1.	Name: _____ Relationship: _____
Please explain why you are filing an incident form on their behalf.	
Have you obtained permission to file this form on their behalf? Yes ☐ No ☐	

Section 3

Basis of alleged discrimination: Race ☐ Color ☐ National Origin ☐

Section 4

Type of service:	
Commuter ☐	Dial-A-Ride ☐ Local ☐ Phone ☐ Other ☐ _____
Date of alleged discrimination (month/day/year):	Time:
Staff:	Route: Bus #:
Boarding location:	Destination location:
Describe the situation you would like to report. Use additional paper if necessary.	

Please list any person(s) we may contact for additional information:

Name:	Address:	Phone:

Section 5

Have you previously filed a Title VI complaint with Roseville Transit? Yes ☐ No ☐	
Did you file this complaint with another federal, state or local agency; or with a federal or state court? Yes ☐ No ☐	
Which agency: _____	Date filed: _____

Section 6

I declare under penalty of perjury under the laws of the State of California that the information I have provided is true and correct to the best of my knowledge.

Signature _____

Date of filing _____

¿Qué es una queja de Título VI?

El Tránsito de Roseville opera sus programas y servicios sin considerar la raza, color, y origen nacional en conformidad con el Título VI del Acta de Derechos Civiles. Cualquiera persona quien cree ella/él ha sido ofendido por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con el Tránsito de Roseville.

La ley Federal requiere que quejas de Título VI sean sometidas dentro de 180 días de calendario del último supuesto incidente.

¿Cómo presento una queja?

1. Complete la forma al lado reverso y regrésela a la Oficina de Transportación Alternativa de la Ciudad de Roseville.

o

2. Presente una queja con la Administración Federal de Tránsito (FTA). Visite transit.dot.gov para más información.

Someta una declaración firmada por escrito a la FTA que contiene la siguiente información:

- a. Nombre del reclamante, domicilio, y número de teléfono.
- b. Si está presentando por medio de otra persona, incluya el nombre, domicilio, número de teléfono, su parentesco a la persona, y si tiene su permiso de presentar la queja.
- c. Nombre del proveedor de tránsito public del cual la queja es en contra.
- d. Describa la queja. Incluya detalles específicos tal como nombres, fechas, horas, números/letras de ruta, testigos, y cualquier otra información que nos pudiera asistir en la investigación de su alegación.

¿Dónde presento una queja?

Ciudad de Roseville

Transportación Alternativa
Oficial de Derechos Civiles
316 Vernon Street, Suite 150
Roseville, CA 95678
(916) 774-5293
TDD: (916) 774-5220

Administración Federal de Tránsito

Oficina de Derechos Civiles
Cordinador del Programa de Título VI
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590
1-888-446-4511

Administración Federal de Tránsito Región IX

Oficial de Derechos Civiles
90 7th Street, #15-300
San Francisco, CA 94103
(415) 734-9490

Visite transit.dot.gov para información adicional acerca de obligaciones de Título VI de proveedores de tránsito público.

Título VI del Acta de Derechos Civiles de 1964 Notificación y Forma de Queja

El Tránsito de Roseville opera sus programas y servicios sin considerar la raza, color, y origen nacional en conformidad con el Título VI del Acta de Derechos Civiles. Cualquiera persona quien cree ella/él ha sido ofendido por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con el Tránsito de Roseville.

El Tránsito de Roseville cumple con el Acta de los Derechos Civiles de 1964 que declara, "Ninguna persona en los Estados Unidos será, por motivos de raza, color, u origen nacional, excluido de participación en, ser negado los beneficios de, o ser sometido a discriminación bajo cualquier programa o actividad recibiendo asistencia financiera Federal." (42 U.S.C. Sección 2000d)



Tránsito de Roseville

Transportación Alternativa
316 Vernon Street, Suite 150
Roseville, CA 95678
(916) 774-5293
roseville.ca.us/transit

Tránsito de Roseville Título VI Forma de Queja



Por favor complete esta forma y mándela por correo, e-mail, fax o la puede regresar en persona al Oficial de Derechos Civiles de Tránsito de Roseville, 316 Vernon Street, Suite 150, Roseville, CA 95678.

Sección 1

Nombre (Reclamante):	Sr. ☐	Sra. ☐	Srta. ☐
Domicilio:	Apto.:		
Ciudad:	Estado:	Zona Postal:	
Teléfono:	E-mail:		

Sección 2

¿Esta presentando esta forma por su propio medio? Sí ☐ No ☐	
Si contestó "No", por favor dé su nombre y parentesco a la persona alistada en la Sección 1.	Nombre: _____ Parentesco: _____
Por favor explique por qué está presentando una forma de incidente por medio de ellos.	
¿Ha obtenido permiso para entregar esta forma por medio de ellos? Sí ☐ No ☐	

Sección 3

Motivo de supuesta discriminación: Raza ☐ Color ☐ Origen Nacional ☐
--

Sección 4

Tipo de servicio:	
Conmutor ☐ Dial-A-Ride ☐ Local ☐ Teléfono ☐ Otro ☐ _____	
Fecha de último supuesto incidente:	Hora:
Personal:	Ruta: # de Autobús:
Ubicación de Abordar:	Destinación/Parada de Autobús:
Describa la situación que quiere reportar. Use papel adicional si es necesario. _____ _____ _____ _____	

Por favor aliste cualquier persona(s) con quienes nos podemos poner en contacto para información adicional:

Nombre:	Domicilio:	Teléfono:

Sección 5

¿Alguna vez ha presentado una queja del Título VI de Tránsito de Roseville? Sí ☐ No ☐	
¿Presentó esta queja con otra agencia federal, estatal o local; o con una corte federal o estatal? Sí ☐ No ☐	
Agencia: _____	Fecha sometida: _____

Sección 6

Yo declaro bajo pena de perjurio bajo las leyes del Estado de California que la información que he proveído es verdadera y correcta según mi mejor conocimiento.

Firma _____	Fecha de sumisión _____	Rev. 1/2018
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Appendix D: Public Participation Plan

CITY OF ROSEVILLE

PUBLIC PARTICIPATION PLAN

Adopted: ~~December 14, 2016~~, Revised: December 14, 2018, Updated: June 3, 2019

Prepared by:
City of Roseville
~~401 Vernon Street~~ 316 Vernon Street, Suite 150
Roseville, CA 95678
~~www.roseville.ca.us/transit~~ www.roseville.ca.us/transit

*Please direct comments/questions to:
City of Roseville Alternative Transportation Division at
(916) 774-5293 or transportation@roseville.ca.us*

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I. Purpose & Goals

Purpose

As a recipient of federal transportation funding from the Federal Transit Administration (FTA), the City of Roseville (COR) is required to develop a Public Participation Plan (PPP) that implements the goals and objectives of Title VI of the Civil Rights Act of 1964, which states:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

This PPP is intended to provide guidance for public involvement activities to be conducted by COR in the expenditure of FTA funds in compliance with Title VI of the Civil Rights Act of 1964 and FTA Circular 4702.1B ("Title VI Requirements and Guidelines for Federal Transit Administration Recipients").

Goals

The procedures, strategies and techniques contained in this PPP support the purpose stated above and the following goals:

- Provide an open and visible decision-making process to which all members of the public have equal access;
- Seek out and consider the viewpoints of minorities, low income persons, persons with limited English proficiency, and other community groups;
- Offer early and continuous opportunities for the public to be involved in the identification of social, economic, physical and environmental impacts of proposed decisions; and,
- Raise the level of community participation by citizens for the purpose of improving and maintaining the quality of life within the City of Roseville.

II. Background

Public Participation in Roseville

The City of Roseville has a long-standing commitment to providing open and visible decision-making processes that provide equal access to all. Two [of the primary in-person](#) methods Roseville uses to promote public involvement are:

1. **Boards and Commissions** – The City of Roseville has established 13 boards and commissions for the specific purpose of soliciting and involving public input

as part of any decision-making process. Of these, the Transportation Commission typically has responsibility for oversight of FTA-funded transportation projects, plans and services.

2. **Roseville Coalition of Neighborhood Associations** - The City of Roseville established the Roseville Coalition of Neighborhoods Association (RCONA) in 1993. RCONA is a not-for-profit, non-partisan umbrella organization comprised of representatives of Roseville's individual "Neighborhood Associations". There are currently 39 Neighborhood Associations, each of which geographically represents a defined area of the City's entire corporate boundaries, as shown at the RCONA web site: <http://www.rcona.org>. Two clearly stated purposes of the mission of the RCONA are:

- To raise the level of community participation by citizens for the purpose of improving and maintaining the quality of life within the City of Roseville; and,
- To work with neighborhood associations in resolving social, physical and economic problems within neighborhood, and deal with other important neighborhood issues

The City of Roseville will incorporate the use of these existing ~~community outreach and public involvement~~engagement resources into this PPP. This PPP will also consider other measures to solicit the involvement of citizens in the public decision-making process.

Public Participation for the Metropolitan Transportation Plan - Any transportation project in the six-county region using federal and state funding must be incorporated into the Sacramento Area Council of Governments (SACOG) Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). The MTP/SCS is updated once every four years. For each update, SACOG develops a Public Participation Plan to assist SACOG staff in implementing an effective public review process of the MTP and the projects contained therein. This is another opportunity for the public to participate in transportation planning efforts in Roseville and the six-county region. For more information on the MTP/SCS and the SACOG Public Participation Plan, see this website: <http://www.sacog.org/2035/>.

III. **Public Involvement Plan**

The primary means of implementing the goals of the PPP shall be the development and execution of a Public Involvement Plan (PIP) for applicable transit plans, projects or activities. The PIP shall be developed at the outset of the project planning process and shall be modified as needed during the planning process. The PIP shall be designed in accordance with the following principles:

1. The PIP shall be tailored to the scope of the proposed plan, project or activity, the population of the planning or project impact area, and the resources available for outreach.
2. The PIP will be designed to eliminate barriers to active participation and shall seek out the viewpoints of minority, low-income, LEP and other populations consistent with Title VI Program Executive Order 13166 and U.S. Department of Transportation (DOT) LEP Guidance.
3. The PIP will be developed at the beginning of each planning process to provide early opportunities for public involvement in the identification of project, plan and activity goals and community needs, benefits and impacts.
4. Public notification will be provided throughout the planning process, including at key decision points and for public meetings.

The PIP for each transit plan, project and activity shall including public involvement strategies tailored to the scope of the proposed plan, project or activity and methods of public notification appropriate to the particular plan, project or activity.

A. Applicability of Public Involvement Plans

A PIP shall be prepared for the following activities undertaken by the COR:

1. Adoption or substantial modification of transit plans
2. Approval of FTA-funded capital improvement projects
3. Fare changes
4. Major service changes as defined below:
 - The elimination or addition of a transit line or service
 - A route change that impacts 25% or more of a route's miles or bus stops
 - A reduction or increase of service or frequency of service that affects 25% or more of the total transit system revenue miles
 - Proposed changes that are reasonably anticipated to be controversial with or substantially affect an identified stakeholder, neighborhood or community group or population

Service changes not falling under the definition of a major service change are considered minor changes that may be approved by the Alternative Transportation Manager without the implementation of a PIP.

B. Public Involvement Strategies

During development of the PIP, the following **public involvement strategies** may be used as appropriate to the activity being undertaken to identify public needs, concerns and comments:

- Project Newsletters
- Email/text message notifications
- Social media
- Website
- News media
- Collateral materials
- Signage
- Advertisements
- Informal Meetings with community groups
- Formal presentations to community groups
- Interactive Public Workshops (Visioning, Scenario Planning, etc.)
- Project Open Houses
- Special Advisory Committees
- Focus Groups
- Media Strategies
- Public Surveys
- Public Hearings

The above list is considered a menu of strategies to obtain public input. The PIP for each particular activity subject to this PPP will be tailored to use the most appropriate strategies for achieving public involvement for the given activity. The PIP for a particular activity may incorporate some or all of the above strategies.

As appropriate to the particular activity, the PIP may incorporate **supplemental outreach strategies** to seek out the viewpoints of minority, low-income, and Limited English Proficient (LEP) populations;

Partner with community organizations to engage members of the public who are less likely to attend traditional public meetings (including LEP populations) through means such as surveys and focus groups.

Attend community events.

Attend meetings and activities organized by faith-based organizations, advocacy groups, or other community partners that will help solicit feedback from diverse members of the public.

Develop and maintain a "Community Partner List", which identifies community partners and organizations that may be targeted for public outreach based upon the scope of the particular project, plan or activity. The community partner list may include the following types of groups and organizations:

- Lower Income Individuals/Households
- Minorities
- Limited English Proficient Individuals/Groups
- Persons with Disabilities and Limited Mobility
- Native American Organizations and Tribal Councils
- Senior Citizens
- RCONA and Neighborhood Associations
- Community Service Organizations
- Faith-based Organizations
- Affordable Housing Advocates
- Environmental Advocates
- Home Builder Organizations
- Business Organizations
- Commercial Property Interests
- Landowners
- Other Public Agencies

C. Public Hearings

A minimum of one (1) public hearing shall be required for fare changes and major service changes and may be required for other plans, projects and activities as required by local, state and federal law, such as the California Environmental Quality Act.

Public hearings will be scheduled as part of a regular Transportation Commission or City Council meeting. Notification of public hearings shall, at a minimum, be as required by the applicable local, state or federal law. In addition, public hearings should be more broadly through other means as identified in the PIP.

D. Logistics for Public Meetings

The following should be considered when planning public workshops and meetings:

- Public meetings, workshops and hearings should be held at convenient and accessible locations, with consideration of access to transit and ease of access for target audience. When local transit does not provide service due to the meeting location or time, the City of Roseville advertises the availability of free Dial-A-Ride service to the meeting.
- Meeting rooms should be large enough for the anticipated audience
- Meeting locations should be accessible to persons with disabilities
- Meeting times should consider the work schedules, school schedules, rush hours, meal hours, religious worship hours and other characteristics of target audience

- If needed, a specific employee shall be designated to accommodate the needs of persons who are linguistically or culturally isolated, as well as persons with disabilities

E. Documentation of Public Comments

Public comments received during the public outreach and involvement process will be compiled in writing in either meeting notes, minutes or as otherwise appropriate. The comments will be forwarded to the applicable advisory committee, commission or City Council for review and consideration in the decision-making process. A summary of the public comments received will be provided as part of a staff report submitted to the Transportation Commission and/or City Council. Per FTA Circular 4702.1B (IV-10); the staff report to the Transportation Commission and/or City Council shall include an evaluation of whether or not the proposed fare change or major service change will have a discriminatory impact based on race, color, or national origin.

F. Public Notification

The PIP shall identify the appropriate methods of public notification for transit plans, projects and activities covered by this PPP. In all instances, information materials shall be made available and distributed in English and Spanish.

For all projects, notifications methods may include as appropriate to the project:

~~COR City Website website~~

~~—Emails to Specific Groups or Individuals~~

~~E-notify Email and text message notifications to subscriber lists and/or groups/individuals~~

~~Social Media media~~

~~Press release and tip sheet Local news media (including ethnic media, as appropriate)~~

~~Advertisement(s) in local media (Roseville Press Tribune, Sacramento Bee and/or (including ethnic media, as appropriate)~~

~~Legal Notice(s) as required by local, state and federal agencies~~

~~Direct Mail mail~~

~~Post Meeting meeting Agendas agendas for Advisory advisory Committee committee(s), Transportation Commission, City Council~~

~~Post flyers fliers/signage and notices at community facilities (libraries, senior centers, human service organizations, schools, etc.) and transit facilities (e.g. transit transfer points centers, bus shelters, on board buses, and Roseville Transit offices)~~

All ~~flyers fliers and other collateral, handouts and other public notification~~ materials shall specify that any interested individual is invited to make comments. The ~~flyers, handouts~~

~~and other~~ public notification shall also specify the methods for submittal of comments, with appropriate contact information included. Typically, public comments may be submitted in the following manners:

- Email
- Direct mail
- In person at locations specified in the notice/[flyer/flier](#)
- At public hearings, informational meetings, open houses and workshops
- By telephone to City representatives

V. Periodic Review of Public Participation Plan

Every 3 years or more frequently as determined necessary by the COR, the COR will review the effectiveness of the public engagement process and the procedures and strategies contained in this PPP. The goal of this review will be to ensure a full and open participation process. The PPP will be revised as appropriate based upon this periodic review.

Appendix E: Language Assistance Plan

Roseville Transit Language Assistance Plan – ~~September 2016~~June 2019

Background

This Language Assistance Plan (LAP) is provided to address the City of Roseville Alternative Transportation Division's obligation as a recipient of Federal funds to meet the needs of individuals that have been identified as Limited English Proficient (LEP) within the City of Roseville's boundaries. This plan includes responsibilities of the Alternative Transportation staff and Roseville Transit staff. The City of Roseville contracts with MV Transportation (MV) to oversee the operation of Roseville Transit.

Limited English Proficiency Defined

A Limited English Proficiency (LEP) person as defined by the FTA is as a person for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

Four Factor Analyses

Factor 1: The number or proportion of LEP persons in the service area who may be served or are likely to encounter an Alternative Transportation or Roseville Transit program, activity or service.

Alternative Transportation staff reviewed the ~~most recent~~ U.S. Census ~~2010-2014~~ American Community Survey to identify LEP language groups that constitute 5% of the population or 1,000 (whichever is less) of the persons eligible to be served or likely to be affected or encountered in the Roseville Transit service area. Data shows that Spanish speaking persons constitute the only language group that numbers 5% of the population or 1,000 (whichever is less) of the persons eligible to be served or likely to be affected or encountered in the Roseville Transit service area. Of the population in the City of Roseville 5 years of age and over, there are approximately ~~2,058~~ ~~2,505~~ people who speak Spanish and English not very well as reported in the ~~2010~~~~2013-2014~~~~2017~~ American Communities Survey.

Language services that are needed by current programs and services primarily involve Spanish speaking individuals.

Factor 2: The frequency with which LEP person come in contact with an Alternative Transportation or Roseville Transit program, activity or service.

In ~~September of 2016~~May of 2019, Alternative Transportation staff conducted an informal survey showing the following figures:

Alternative Transportation staff comes into contact with approximately ~~2-one~~ (1) individual ~~or less~~ ~~s~~ per month that requires an interpreter.

Roseville Transit reservationist/dispatchers come into contact with approximately ~~40~~ four (4) callers per month that require an interpreter.

Roseville Transit drivers come into contact with approximately fifty (50) customers per month that require an interpreter.

Factor 3: The nature and importance of transit programs, activities or services provided by Alternative Transportation and Roseville Transit to the LEP populations.

Alternative Transportation front counter staff may assist LEP customers with trip planning, pass sales, discount photo identification cards, ADA inquiries, and general information about Roseville Transit.

Roseville Transit dispatchers may assist LEP customers with Dial-A-Ride reservations and trip planning.

Roseville Transit drivers may assist LEP passengers with fare questions and trip planning.

Factor 4: The resources available to Alternative Transportation and Roseville Transit and overall costs to provided LEP assistance.

The Alternative Transportation staff has access to City employees that are approved translators in Spanish, American Sign Language, Romanian, Tagalog, and Punjabi. Translators are available in various departments throughout the City.

The City of Roseville employees also have access to an AT & T Language Line. The language line allows employees and customers to speak to each other through an interpreter by speaker phone. The Language Line offers translation in many languages. Alternative Transportation staff uses this service as necessary.

The City of Roseville website has an option to select written translation into many languages. Both the customer and Alternative Transportation staff can use this service as necessary.

MV Transit employs Spanish speaking dispatchers and drivers. In addition to employing Spanish speaking drivers, MV Transit currently employs a ~~drivers~~ that speaks Hmong-Mien, ~~Persian, and Samoan~~.

Spanish Materials and Services Currently Offered

Alternative Transportation offers many of its materials in Spanish (initial year provided in Spanish):

- Roseville Transit Local, Dial-A-Ride, and Commuter Bus Services Guides (2000)
- ADA complementary Paratransit Services Guide (2016)

- On-board information notifying passengers of promotions and service notices (2008)
- Bus stop closures notices (2009)
- ADA application and letters (2002)
- Civil Rights and Compliant Procedure (2010)

Alternative Transportation staff will continue to produce transit materials in Spanish as the need arises.

The City of Roseville website offers optional online translation. By a push of a button any website page is translated into the desired language. (2008)

Alternative Transportation front counter staff and Roseville Transit dispatchers and drivers received the training booklet *"Basic Spanish for Transit Employees"*. This booklet contains basic Spanish words and phrases. (2005)

The Roseville Transit customer service line (916-or 530 745-7560) offers callers the option to hear menus in Spanish.

A Spanish speaking dispatchers ~~is~~are available Monday – Friday in the morning ~~and Thursday – Sunday in the afternoon~~. If an interpreter is not available, callers are instructed to call back during the above listed times. Regular customers are aware of the days and hours a translator is available. A majority of Spanish speaking callers make their Dial-A-Ride reservations during this time.

Roseville Transit contracts driver/operator services; some contracted employees (i.e. drivers) are fluent in Spanish. The City's contractor makes efforts to assign these drivers to routes that predominantly encounter the Spanish speaking population. If a driver is not Spanish speaking and the passenger requires an interpreter, the driver will either contact dispatch or another Spanish speaking driver for assistance.

Alternative Transportation Training

- Staff has been trained of the formalized LAP
- Staff are reminded of the available translator services
- Staff are instructed to document language assistance requests

Roseville Transit Training

- MV Management staff are informed of the LAP
- MV Management staff are instructed to document language assistance requests
- Alternative Transportation staff provides MV Transit with the form(s) to track requests

Monitoring and Updating the LAP

Staff will continue to monitor usage of services and use of translated documents to review the data and update the plan as necessary.

Alternative Transportation staff will periodically perform an informal survey of Roseville transit drivers and dispatchers to see if additional language services are necessary. Staff will also review the language assistance requests provided by Alternative Transportation and Roseville Transit staff.

Appendix F: Demographic Data

[insert Demographic Data page 1]

**LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE
POPULATION 5 YEARS AND OVER - Universe: Population 5 years and over**

	Roseville city, California	
	Estimate	Percentage
Total:	118,379	100.0%
Speak only English	97,593	82.4%
Spanish or Spanish Creole:	8,077	6.8%
Speak English "very well"	5,486	4.6%
Speak English less than "very well"	2,591	2.2%
French (incl. Patois, Cajun):	371	0.3%
Speak English "very well"	361	0.3%
Speak English less than "very well"	10	0.0%
French Creole:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Italian:	195	0.2%
Speak English "very well"	159	0.1%
Speak English less than "very well"	36	0.0%
Portuguese or Portuguese Creole:	220	0.2%
Speak English "very well"	161	0.1%
Speak English less than "very well"	59	0.0%
German:	572	0.5%
Speak English "very well"	509	0.4%
Speak English less than "very well"	63	0.1%
Yiddish:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Other West Germanic languages:	68	0.1%
Speak English "very well"	40	0.0%
Speak English less than "very well"	28	0.0%
Scandinavian languages:	114	0.1%
Speak English "very well"	103	0.1%
Speak English less than "very well"	11	0.0%
Greek:	50	0.0%
Speak English "very well"	50	0.0%
Speak English less than "very well"	0	0.0%
Russian:	1,453	1.2%
Speak English "very well"	999	0.8%
Speak English less than "very well"	454	0.4%
Polish:	30	0.0%
Speak English "very well"	30	0.0%
Speak English less than "very well"	0	0.0%
Serbo-Croatian:	70	0.1%
Speak English "very well"	48	0.0%
Speak English less than "very well"	22	0.0%
Other Slavic languages:	175	0.1%
Speak English "very well"	102	0.1%
Speak English less than "very well"	73	0.1%
Armenian:	29	0.0%
Speak English "very well"	15	0.0%
Speak English less than "very well"	14	0.0%
Persian:	710	0.6%
Speak English "very well"	542	0.5%
Speak English less than "very well"	168	0.1%
Gujarati:	82	0.1%
Speak English "very well"	55	0.0%
Speak English less than "very well"	27	0.0%
Hindi:	361	0.3%

Speak English "very well"	311	0.3%
Speak English less than "very well"	50	0.0%
Urdu:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Other Indic languages:	1,079	0.9%
Speak English "very well"	699	0.6%
Speak English less than "very well"	380	0.3%
Other Indo-European languages:	320	0.3%
Speak English "very well"	134	0.1%
Speak English less than "very well"	186	0.2%
Chinese:	1,073	0.9%
Speak English "very well"	567	0.5%
Speak English less than "very well"	506	0.4%
Japanese:	245	0.2%
Speak English "very well"	156	0.1%
Speak English less than "very well"	89	0.1%
Korean:	628	0.5%
Speak English "very well"	193	0.2%
Speak English less than "very well"	435	0.4%
Mon-Khmer, Cambodian:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Hmong:	74	0.1%
Speak English "very well"	45	0.0%
Speak English less than "very well"	29	0.0%
Thai:	95	0.1%
Speak English "very well"	17	0.0%
Speak English less than "very well"	78	0.1%
Laotian:	29	0.0%
Speak English "very well"	23	0.0%
Speak English less than "very well"	6	0.0%
Vietnamese:	546	0.5%
Speak English "very well"	238	0.2%
Speak English less than "very well"	308	0.3%
Other Asian languages:	583	0.5%
Speak English "very well"	364	0.3%
Speak English less than "very well"	219	0.2%
Tagalog:	2,352	2.0%
Speak English "very well"	1,715	1.4%
Speak English less than "very well"	637	0.5%
Other Pacific Island languages:	360	0.3%
Speak English "very well"	142	0.1%
Speak English less than "very well"	218	0.2%
Navajo:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Other Native North American languages:	7	0.0%
Speak English "very well"	7	0.0%
Speak English less than "very well"	0	0.0%
Hungarian:	75	0.1%
Speak English "very well"	75	0.1%
Speak English less than "very well"	0	0.0%
Arabic:	552	0.5%
Speak English "very well"	362	0.3%
Speak English less than "very well"	190	0.2%
Hebrew:	37	0.0%
Speak English "very well"	29	0.0%

Speak English less than "very well"	8	0.0%
African languages:	98	0.1%
Speak English "very well"	98	0.1%
Speak English less than "very well"	0	0.0%
Other and unspecified languages:	56	0.0%
Speak English "very well"	44	0.0%
Speak English less than "very well"	12	0.0%
<i>Source: US Census 2011-2015 American Community Survey 5-Year Estimates</i>		



Figure 7
Senior Population Density in the Roseville Area

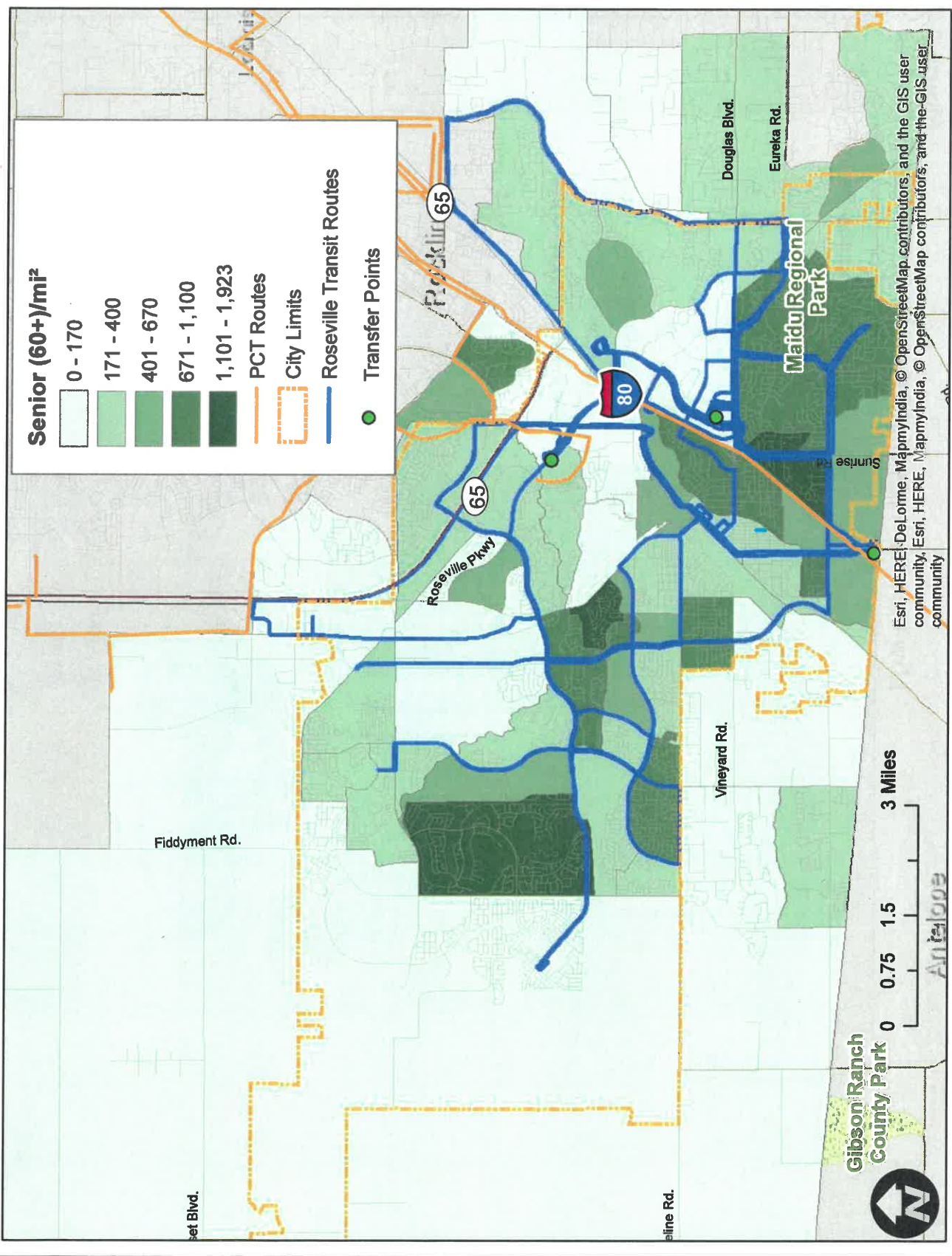


Figure 9
Low Income Household Density in the Roseville Area

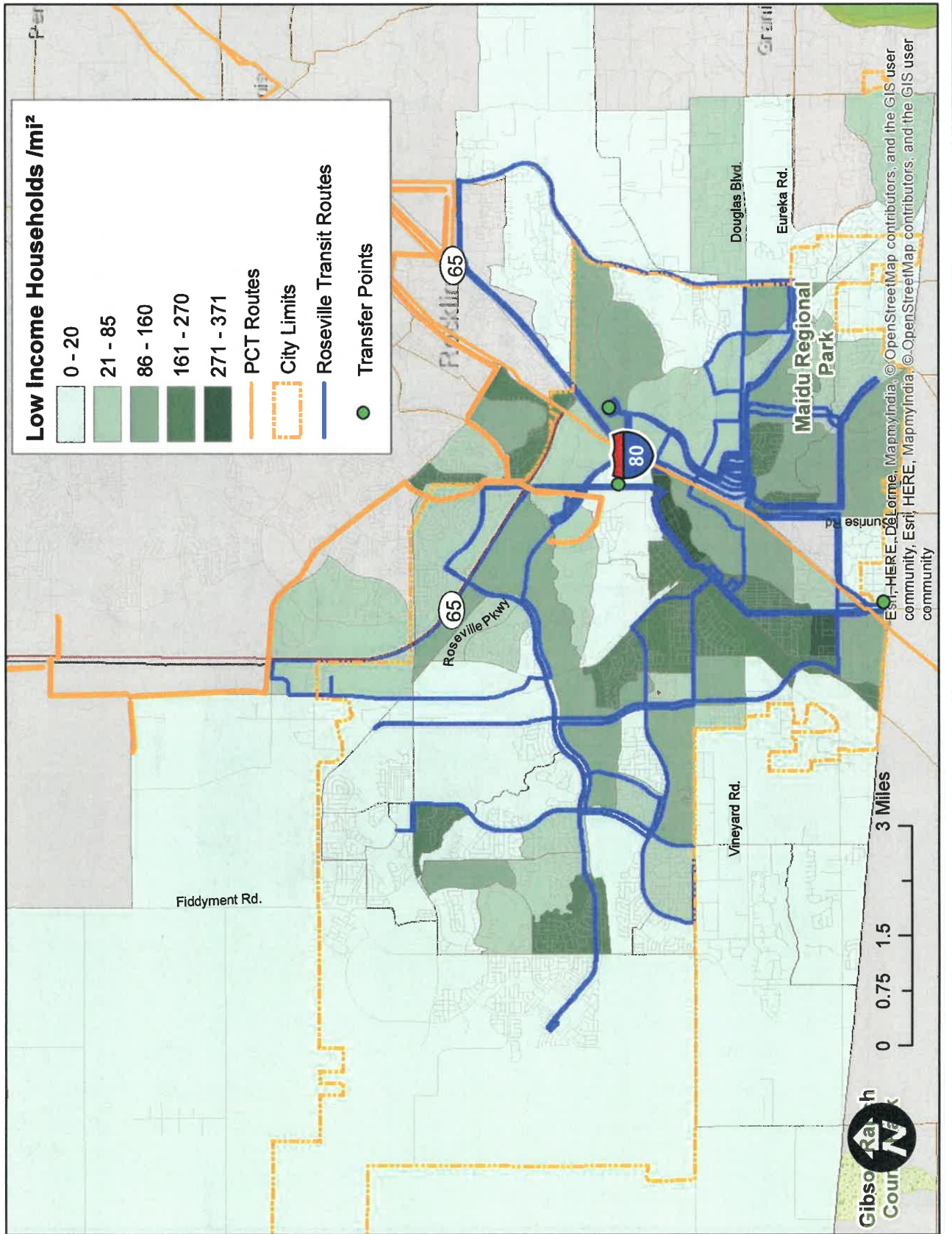


Figure 11
Population with a Disability Density in the Roseville Area

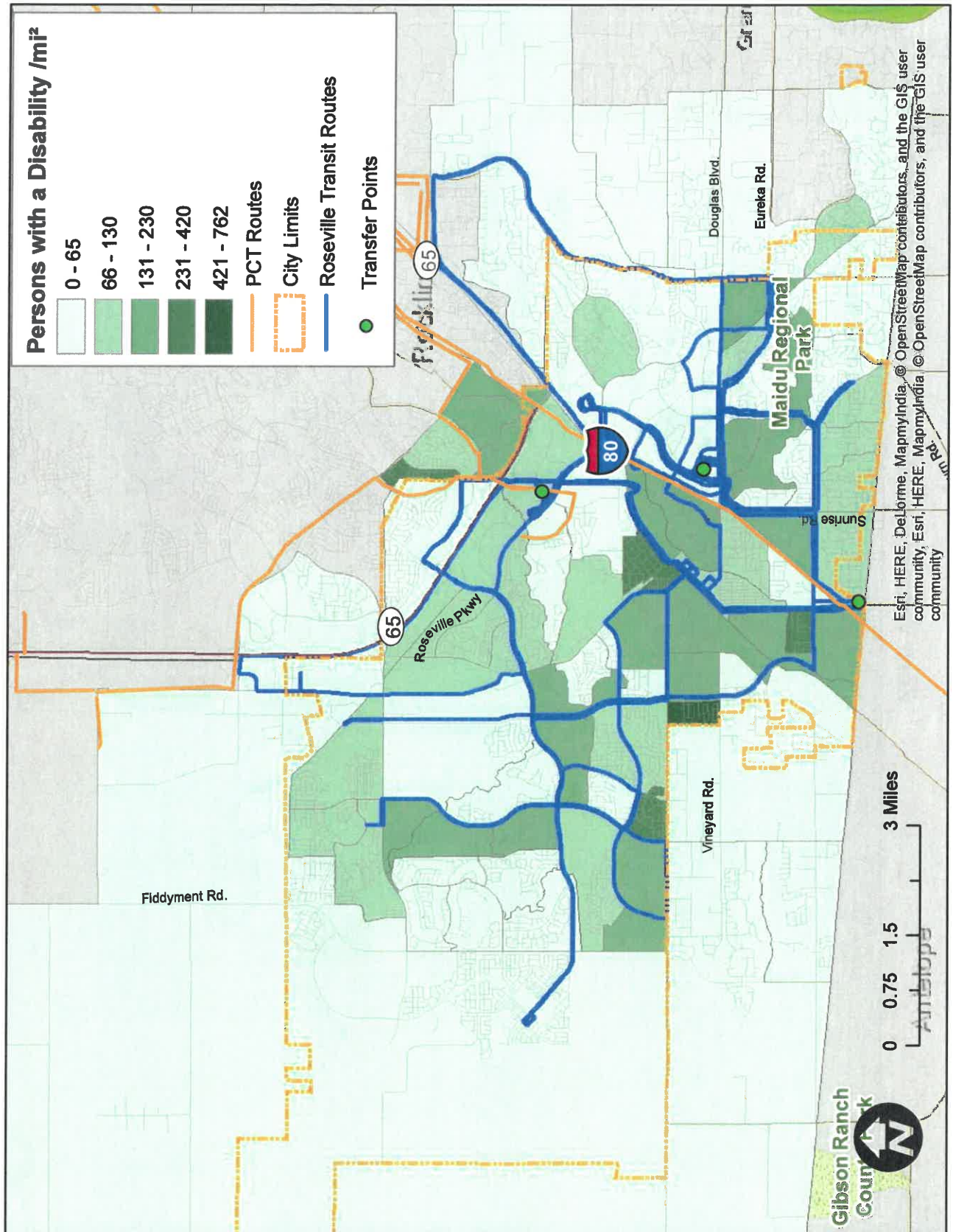


Figure 13
Zero Vehicle Household Density in the Roseville Area

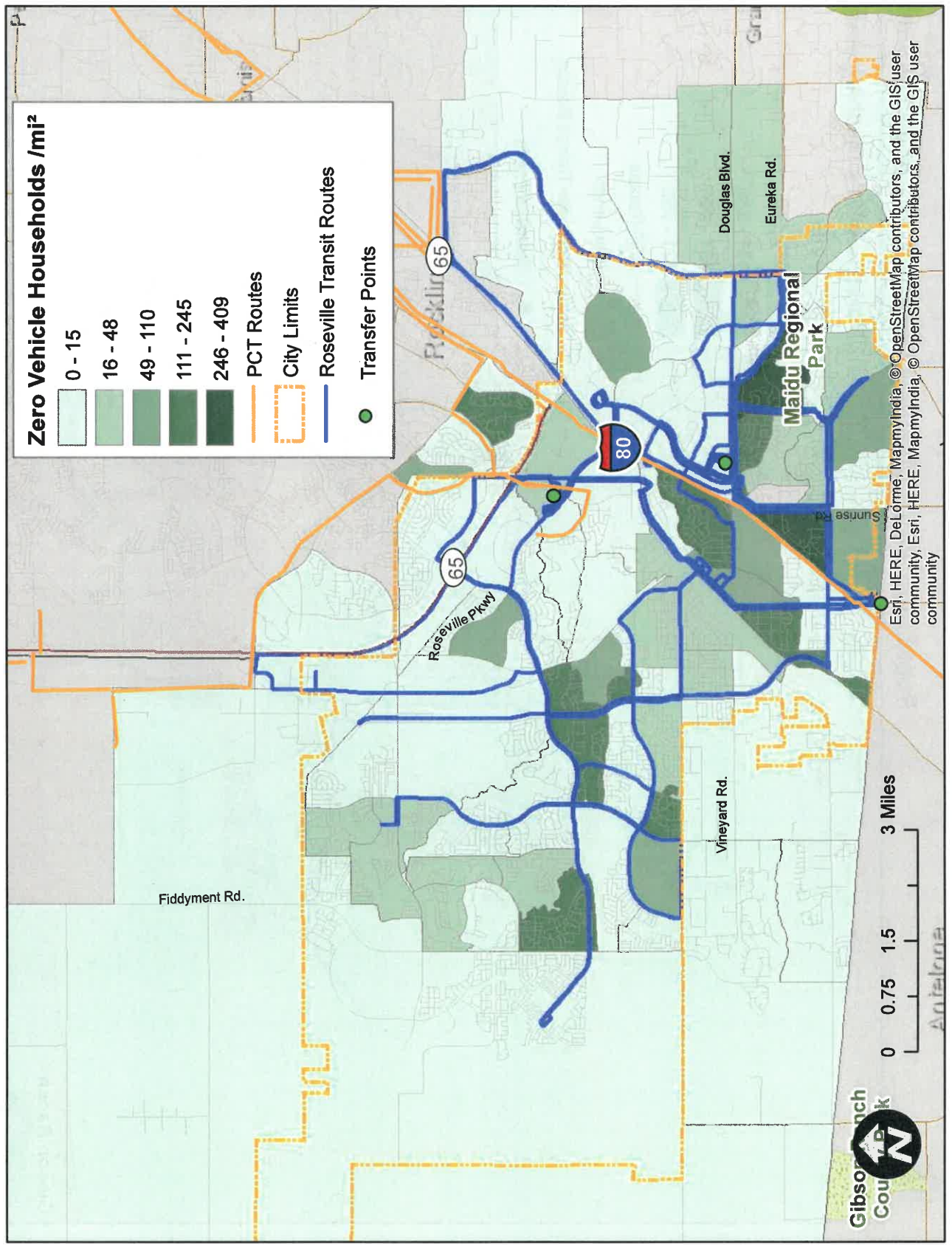


Table B3: Roseville Transit Service Area Transit Dependent Population

Tract	Group	Description	Total Population	Total Households	Youth (10-17 years)		Senior (60+ years)		Low Income Households		Disabled		Zero Vehicle Households	
					#	%	#	%	#	%	#	%	#	%
206.02	4	Granite Bay - Cavitt Stallman*	2,724	941	328	12%	548	20%	89	9%	47	2%	53	6%
206.04	1	Granite Bay - Douglas Blvd*	1,593	482	281	18%	257	16%	0	0%	46	3%	17	4%
206.04	2	Granite Bay - Douglas Blvd*	2,181	778	372	17%	488	22%	88	11%	93	4%	35	4%
206.05	3	East Roseville,* Hillsborough Drive	1,834	630	184	10%	409	22%	0	0%	0	0%	86	14%
206.06	1	East Roseville Parkway/Granite Bay*	1,890	679	341	18%	341	18%	42	6%	12	1%	0	0%
206.06	2	East Roseville,* Weston Way	828	285	84	10%	148	18%	0	0%	7	1%	0	0%
206.06	3	East Roseville,* Knightswood Way	1,490	435	339	23%	222	15%	0	0%	40	3%	9	2%
207.1	1	Valley Forge Way*	1,270	410	229	18%	258	20%	13	3%	57	4%	0	0%
207.1	2	McLaren Drive	1,387	552	150	11%	561	40%	25	5%	81	6%	0	0%
207.1	3	Country Villa Senior Citizen	1,690	709	79	5%	450	27%	54	8%	39	2%	31	4%
207.11	1	Maidu	1,374	724	53	4%	644	47%	87	12%	39	3%	233	32%
207.11	2	Slate Creek Apartments	1,900	791	240	13%	166	9%	91	12%	97	5%	16	2%
207.11	3	Deer Valley Apartments	1,243	466	32	3%	360	29%	18	4%	41	3%	0	0%
207.12	1	Sierra Gardens North	1,739	629	178	10%	318	18%	82	13%	91	5%	66	10%
207.12	2	Terraces of Roseville	460	255	28	6%	323	70%	44	17%	9	2%	98	38%
207.12	3	Sierra Gardens	1,631	548	63	4%	366	22%	57	10%	66	4%	19	3%
207.13	1	Eastwood Park	1,961	818	288	15%	760	39%	187	24%	95	5%	188	24%
207.13	2	Meadow Oaks	1,318	507	101	8%	420	32%	46	9%	13	1%	7	1%
207.14	1	Cirby Side*	1,641	849	136	8%	402	24%	17	3%	69	4%	48	7%
207.14	2	Cirby Ranch West*	2,283	809	305	13%	388	17%	60	7%	44	2%	9	1%
207.15	1	Cirby Ranch East/Oakmont High School	1,585	584	131	8%	347	22%	47	8%	57	4%	27	5%
207.15	2	South Cirby	1,432	547	125	9%	350	24%	47	9%	57	4%	25	5%
207.17	1	Kaiser Permanente Medical	637	377	61	10%	82	13%	52	14%	20	3%	15	4%
207.17	2	Olympus Pointe	2,422	859	383	16%	331	14%	11	1%	74	3%	0	0%
208.05	1	Cresthaven	2,107	807	219	10%	337	16%	79	10%	139	7%	7	1%
208.05	2	George Cirby Elementary School Between Dry Creek and Cirby Way, Vernon St. and Riverside Avenue	1,230	428	191	16%	181	16%	34	8%	16	1%	0	0%
208.05	3	Riverside Avenue	1,177	462	122	10%	188	16%	81	18%	73	6%	0	0%
208.06	1	Folsom Road	2,023	980	118	6%	683	34%	119	12%	115	8%	97	10%
208.06	2	Hillcrest	1,864	813	121	7%	368	22%	64	10%	62	4%	28	5%
209.01	1	Cherry Glen	1,039	391	114	11%	173	17%	97	25%	58	5%	33	8%
209.01	2	Thelies Manor	1,510	534	183	12%	218	14%	146	27%	117	8%	96	16%
209.08	1	Creekview Ranch School*	1,740	616	168	10%	297	17%	52	8%	94	5%	26	4%
209.08	2	Iglesia Ni Christo	2,063	722	223	11%	440	21%	62	9%	80	4%	13	2%
209.08	3	Roseville Heights	2,057	780	142	7%	342	17%	227	30%	149	7%	38	5%
209.08	4	Riesling Drive	835	305	42	5%	208	25%	15	5%	169	20%	0	0%
210.03	1	Sierra Vista	1,532	628	155	10%	243	16%	112	16%	158	10%	12	2%
210.03	2	Diamond Oaks South	776	263	147	19%	147	19%	0	0%	89	9%	0	0%
210.03	3	Harding	1,321	381	166	13%	213	16%	0	0%	30	2%	0	0%
210.03	4	Galleria/Creekside	497	247	63	13%	0	0%	57	23%	70	14%	21	9%
210.03	5	Diamond Oaks North	1,295	518	83	6%	302	23%	20	4%	34	3%	0	0%
210.03	6	Enwood	659	303	53	8%	228	35%	115	38%	56	8%	0	0%
210.34	1	Highland Reserve	2,002	595	286	14%	329	16%	28	5%	58	3%	28	5%
210.34	2	Between Roseville Parkway and Highland Pointe Drive	1,317	428	210	16%	45	3%	26	6%	48	4%	0	0%
210.34	3	Industrial Area East	1,050	340	32	3%	64	6%	0	0%	87	8%	0	0%
210.35	1	Junction West	2,004	688	581	29%	133	7%	0	0%	59	3%	0	0%
210.35	2	Wood Creek Oaks/HC Elliott Park	2,780	950	402	14%	528	19%	36	4%	140	5%	77	8%
210.35	3	Wood Creek High School	2,583	868	427	17%	373	14%	0	0%	90	3%	7	1%
210.37	1	Country Club Drive North	2,165	975	181	8%	526	24%	55	8%	97	4%	93	10%
210.38	1	Paul J. Lunardi Park	693	272	95	14%	115	17%	29	11%	12	2%	0	0%
210.38	2	Foothill Junction North	1,884	576	266	14%	209	11%	0	0%	38	2%	0	0%
210.38	3	Heritage Park Apartments	2,527	758	434	17%	326	13%	41	5%	130	5%	58	8%
210.38	4	Foothill Junction South	2,263	768	353	16%	126	6%	53	7%	74	3%	23	3%
210.39	1	Sierra Pines Golf Course West	882	572	0	0%	855	96%	0	0%	8	1%	19	3%
210.39	2	Goose Meadows Way	826	433	0	0%	745	90%	23	5%	20	2%	7	2%
210.4	1	Sierra Pines Golf Course East	909	581	0	0%	898	99%	49	8%	24	3%	18	3%
210.4	2	Sun City Roseville Golf Course	1,180	841	0	0%	1111	94%	157	19%	42	4%	107	13%
210.4	3	Timber Creek Golf Course	1,047	639	22	2%	819	78%	41	8%	31	3%	17	3%
210.43	1	Between Foothills Blvd. and Industrial Avenue	1,639	553	218	13%	195	12%	9	2%	87	5%	9	2%
210.43	2	Wood Creek Golf Club	1,764	591	239	14%	242	14%	13	2%	36	2%	6	1%
210.44	1	Cooley Middle School	2,310	820	340	15%	104	5%	65	10%	53	2%	14	2%
210.44	2	Quail Glen Elementary School	2,042	596	315	15%	218	11%	20	3%	74	4%	0	0%
210.44	3	Blue Oaks Elementary School	2,076	587	454	22%	244	12%	10	2%	88	4%	9	2%
210.45	1	Kaseberg - Kingswood/Lawton Avenue	2,256	809	282	13%	231	10%	129	16%	95	4%	31	4%
210.45	2	Kaseberg - Kingswood/Kaseberg Park	950	276	90	9%	173	18%	12	4%	13	1%	0	0%
210.46	1	Kaseberg - Kingswood/Vallejo Avenue	684	279	50	8%	45	7%	28	9%	0	0%	0	0%
210.46	2	Kaseberg - Kingswood/Lafayette Drive	1,724	866	197	11%	633	37%	78	9%	14	1%	40	5%
210.46	3	Kaseberg - Kingswood/Autumn Oaks Apartments	2,083	857	277	13%	472	23%	61	7%	132	6%	144	17%
211.09	1	Rocklin - Sierra Collage*	2,616	802	450	17%	383	15%	32	4%	52	2%	8	1%
211.28	1	Rocklin - South Whitney Blvd*	928	415	82	9%	114	12%	43	10%	49	5%	15	4%
211.28	2	Rocklin - South Whitney Blvd*	2,129	703	362	17%	305	14%	38	5%	46	2%	0	0%
211.29	1	Rocklin - East of Costco*	1,745	768	189	11%	405	23%	69	9%	90	5%	111	14%
211.29	2	Rocklin - East of Costco*	1,471	651	109	7%	101	7%	137	21%	128	9%	0	0%
213.22	2	West of Fiddymont Road*	13,324	4,036	1,202	9%	1719	13%	482	12%	302	2%	198	5%
224	1	East Roseville Parkway	1,953	739	260	13%	411	21%	88	9%	101	5%	42	6%
224	2	Sutter Roseville Medical Center/Harry Crabb Park	2,366	904	253	11%	400	17%	110	12%	40	2%	12	1%
225	1	Outside Roseville City Limits south of Baseline Rd*	2,163	867	259	12%	397	18%	0	0%	78	4%	13	2%
225	2	Outside Roseville City Limits south of Baseline Rd*	2,241	709	354	16%	452	20%	40	6%	54	2%	16	2%
226	1	Catherine Gates Elementary School	5,092	1,932	555	11%	485	10%	187	10%	174	3%	29	2%
228	1	Stanford Ranch Rd/Pleasant Grove Blvd	4,064	1,460	434	11%	600	15%	99	7%	117	3%	0	0%
230	1	Rocklin - Blue Oaks Town Center*	3,383	989	487	14%	241	7%	87	9%	68	2%	0	0%
231	1	Blue Oaks/Parkside Way	1,648	478	243	15%	143	9%	0	0%	46	3%	16	3%
231	2	Blue Oaks/Crocker Ranch Road	2,845	848	374	13%	325	11%	0	0%	92	3%	23	3%
231	3	Blue Oaks/New Meadow Drive	3,439	1,087	515	15%	460	13%	0	0%	119	3%	0	0%
Total			160,576	64,717	17,719	12%	28,922	19%	4,619	8%	6,811	4%	2,448	4%
Roseville city, California			126,327	46,547	14,285	11%	24,910	20%	3,979	9%	4,830	4%	2,134	5%

Source: 2015 American Community Survey, 5-Year Estimates, Table B01003 (Population); Table B25044 (Zero-Vehicle Households); Table B01001 (Age); Table B17017 (Poverty, Universe: Households); Table B23024 (Disability for People Ages 20-64, for whom poverty status is determined)

*A portion of the block group extends beyond the incorporated area of Roseville.

Table B-6: Roseville Area Other Population Characteristics

Census Tract	Block Group	Description	Total Population	Total Households	Square Miles	Veteran		Hispanic or Latino, or Other Race, not White		Limited English Proficiency Households	
						#	%	#	%	#	%
206.05	3	East Roseville,* Hillsborough Drive	1,834	630	2.2	27	1%	614	33%	10	2%
206.06	2	East Roseville,* Weston Way	826	285	0.7	99	12%	93	11%	0	0%
206.06	3	East Roseville,* Knightswood Way	1,490	435	0.5	50	3%	712	48%	0	0%
207.1	1	Valley Forge Way*	1,270	410	1.1	89	7%	227	18%	0	0%
207.1	2	McLaren Drive	1,387	552	0.6	168	12%	281	20%	14	3%
207.1	3	Country Villa Senior Citizen	1,690	709	0.6	86	5%	373	22%	25	4%
207.11	1	Maidu	1,374	724	0.8	182	13%	514	37%	0	0%
207.11	2	Slate Creek Apartments	1,900	791	0.6	138	7%	831	44%	10	1%
207.11	3	Deer Valley Apartments	1,243	466	0.4	141	11%	179	14%	9	2%
207.12	1	Sierra Gardens North	1,739	629	0.4	126	7%	820	47%	101	16%
207.12	2	Terraces of Roseville	460	255	0.2	51	11%	116	25%	9	4%
207.12	3	Sierra Gardens	1,631	548	0.5	166	10%	105	6%	13	2%
207.13	1	Eastwood Park	1,961	818	0.5	145	7%	502	26%	16	2%
207.13	2	Meadow Oaks	1,318	507	0.5	71	5%	378	29%	25	5%
207.14	1	Cirby Side*	1,641	649	0.9	173	11%	376	23%	7	1%
207.14	2	Cirby Ranch West*	2,283	809	0.6	150	7%	698	31%	0	0%
207.15	1	Cirby Ranch East/Oakmont High School	1,585	584	0.5	92	6%	353	22%	16	3%
207.15	2	South Cirby	1,432	547	0.5	71	5%	310	22%	0	0%
207.17	1	Kaiser Permanente Medical	637	377	2.5	17	3%	155	24%	7	2%
207.17	2	Olympus Pointe	2,422	859	1.5	122	5%	965	40%	20	2%
208.05	1	Creathaven	2,107	807	0.7	167	8%	607	29%	0	0%
208.05	2	George Cirby Elementary School	1,230	426	0.4	92	7%	208	17%	9	2%
208.05	3	Between Dry Creek and Cirby Way, Vernon St. and Riverside Avenue	1,177	462	0.2	110	9%	697	59%	52	11%
208.06	1	Folsom Road	2,023	980	0.8	145	7%	577	29%	12	1%
208.06	2	Hillcrest	1,664	613	0.5	43	3%	684	41%	35	6%
209.01	1	Cherry Glen	1,039	391	0.5	42	4%	416	40%	11	3%
209.01	2	Theiles Manor	1,510	534	0.7	121	8%	999	66%	38	7%
209.08	1	Creekview Ranch School*	1,740	616	5.2	110	6%	737	42%	14	2%
209.08	2	Iglesia Ni Christo	2,063	722	0.5	190	9%	592	29%	0	0%
209.08	3	Roseville Heights	2,057	760	0.9	129	6%	1,313	64%	112	15%
209.08	4	Riesling Drive	835	305	0.2	25	3%	243	29%	15	5%
210.03	1	Sierra Vista	1,532	626	0.5	67	4%	449	29%	28	4%
210.03	2	Diamond Oaks South	776	263	0.9	28	4%	184	24%	21	8%
210.03	3	Harding	1,321	381	1.3	63	5%	568	43%	15	4%
210.03	4	Galleria/Creekside	497	247	1.0	32	6%	214	43%	0	0%
210.03	5	Diamond Oaks North	1,295	518	0.8	101	8%	498	38%	21	4%
210.03	6	Erwood	659	303	0.4	73	11%	192	29%	0	0%
210.34	1	Highland Reserve	2,002	595	0.5	194	10%	866	43%	0	0%
210.34	2	Between Roseville Parkway and Highland Pointe Drive	1,317	428	0.4	85	6%	558	42%	13	3%
210.34	3	Industrial Area East	1,050	340	0.9	62	6%	352	34%	0	0%
210.35	1	Junction West	2,004	686	0.4	78	4%	616	31%	23	3%
210.35	2	Wood Creek Oaks/HC Elliott Park	2,780	950	0.7	143	5%	1,024	37%	12	1%
210.35	3	Wood Creek High School	2,583	868	1.2	180	7%	1,257	49%	30	3%
210.37	1	Country Club Drive North	2,165	975	0.6	107	5%	614	28%	47	5%
210.38	1	Paul J. Lunardi Park	693	272	0.4	30	4%	142	20%	0	0%
210.38	2	Foothill Junction North	1,884	576	0.5	103	5%	317	17%	0	0%
210.38	3	Heritage Park Apartments	2,527	758	0.3	111	4%	706	28%	13	2%
210.38	4	Foothill Junction South	2,263	766	0.6	80	4%	732	32%	0	0%
210.39	1	Sierra Pines Golf Course West	892	572	0.5	200	22%	97	11%	8	1%
210.39	2	Goose Meadows Way	826	433	0.6	259	31%	80	10%	0	0%
210.4	1	Sierra Pines Golf Course East	909	581	0.5	216	24%	57	6%	18	3%
210.4	2	Sun City Roseville Golf Course	1,180	841	0.8	284	24%	75	6%	16	2%
210.4	3	Timber Creek Golf Course	1,047	639	0.7	221	21%	111	11%	0	0%
210.43	1	Between Foothills Blvd. and Industrial Avenue	1,639	553	2.8	88	5%	458	28%	21	4%
210.43	2	Wood Creek Golf Club	1,764	591	0.9	152	9%	376	21%	0	0%
210.44	1	Cooley Middle School	2,310	620	0.4	120	5%	1,343	58%	0	0%
210.44	2	Quail Glen Elementary School	2,042	596	0.5	82	4%	449	22%	20	3%
210.44	3	Blue Oaks Elementary School	2,076	587	0.6	82	4%	660	32%	9	2%
210.45	1	Kaseberg - Kingswood/Lawton Avenue	2,256	809	0.7	146	6%	697	31%	10	1%
210.45	2	Kaseberg - Kingswood/Kaseberg Park	950	276	0.3	78	8%	489	51%	6	2%
210.46	1	Kaseberg - Kingswood/Vallejo Avenue	664	279	0.1	15	2%	216	33%	17	6%
210.46	2	Kaseberg - Kingswood/Lafayette Drive	1,724	866	0.4	228	13%	355	21%	41	5%
210.46	3	Kaseberg - Kingswood/Autumn Oaks Apartments	2,083	857	0.6	244	12%	662	32%	12	1%
213.22	2	West of Fiddymont Road*	13,324	4,036	99.7	639	5%	5,698	43%	160	4%
224	1	East Roseville Parkway	1,953	739	0.8	111	6%	722	37%	47	6%
224	2	Sutter Roseville Medical Center/Harry Crabb Park	2,366	904	1.2	100	4%	732	31%	23	3%
226	1	Catherine Gates Elementary School	5,092	1,932	1.9	257	5%	1,958	38%	103	5%
228	1	Stanford	4,064	1,460	1.9	137	3%	1,806	44%	46	3%
230	1	Industrial Avenue North* and Lonetree Blvd	3,383	989	3.1	248	7%	1,323	39%	42	4%
231	1	Blue Oaks/Parkside Way	1,648	478	0.6	33	2%	401	24%	20	4%
231	2	Blue Oaks/Crocker Ranch Road	2,845	848	0.9	249	9%	691	24%	20	2%
231	3	Blue Oaks/New Meadow Drive	3,439	1,087	1.2	190	6%	1,275	37%	29	3%
Total			135,392	49,325	160	9,254	7%	45,695	34%	1,471	3%
Roseville city, California			126,327	46,547	71	8,683		42,936	34%	1,380	3%

Source: 2015 American Community Survey, 5-Year Estimates, Table B21001 (Veteran Status for the Civilian Population 18 Years and Over); Table B16002 (Household Language by Household Limited English Speaking Status)

* Denotes block groups which do not lie entirely within the city limits.

Appendix G: Subrecipient Title VI Program – City of Lincoln Materials

Subrecipient Title VI Program – City of Lincoln Materials



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TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

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Non-Discrimination Policy

The City of Lincoln, Lincoln Transit System is committed to ensuring no person is excluded from participation in, or denied the benefits of its transit services or programs on the basis of race, color, or national origin as afforded under Title VI of the Civil Rights Act of 1964.

The City of Lincoln Department of Public Services is responsible for providing leadership, direction, and policy to ensure compliance with Title VI of the Civil Rights Act of 1964 in respect to its transit services. Any person(s) who feels they have been discriminated against is encouraged to report such violations in writing to:

Placer County Department of Public Works
3091 County Center Drive, Suite 220
Auburn, CA 95603

OR

You may file a written complaint within 180 days from the alleged incident to:

Federal Transit Administration
Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590

Appendix H: Public Involvement Plan

Public Involvement Plan for the City of Roseville Program for Title VI of the Civil Rights Act of 1964, Public Participation Plan, and Language Assistance Plan

Project Description: As a recipient of federal transportation funding from the Federal Transit Administration (FTA), the City of Roseville (COR) is required to develop a Program for implementation of Title VI of the Civil Rights Act of 1964, including a Public Participation Plan (PPP) and a Language Assistance Plan (LAP). The Title VI Program documents the City of Roseville's efforts to grant all citizens equal access to transit service, and also confirms that the City of Roseville is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin. The PPP is intended to provide guidance for public involvement activities to be conducted by COR in the expenditure of FTA funds. The PPP requires that all FTA-funded programs, plans or undertakings prepare a Public Involvement Plan that plans for and documents public outreach efforts. The LAP demonstrates that the City of Roseville, as a recipient of FTA funds, takes responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP).

Public Involvement Plan Purpose: This PIP is being developed at the outset of the Title VI project to seek out the viewpoint of the general public as well as minority, low income, and LEP populations as it relates to the above-described project.

Public Involvement Strategies: The following public involvement strategies will be used to engage the public in the review of the above-described project:

- Transportation Commission Public hearing
- City Council Meeting

Public Notification: The following public notification methods will be used to engage the public in the review of the above-described project:

COR Website (translations available for multiple languages)

Roseville Transit email and text message notifications

Social media

Notice of Public Hearing

Post Meeting Agendas for Transportation Commission and City Council

Post notices:

- Roseville Alternative Transportation Division office
- On-board bus kiosks

Appendix I: Public Comments

**Public Comments Received during Public Review of the City of Roseville
Program for Title VI of the Civil Rights Act of 1964, Public Participation
Plan, and Language Assistance Plan**

[A summary of public comments received during public review will be included here]