

Title VI/ Nondiscrimination Policy and Plan



Last Update: March 2024 | Version 1.0

I. Policy Statement

The City of Satellite Beach values diversity and welcomes input from all interested parties, regardless of cultural identity, background, or income level. Moreover, the City believes that the best programs and services result from careful consideration of the needs of all its communities and when those communities are involved in the decision-making process. Thus, the City assures that no person shall, on the grounds of race, color, national origin, sex, age, disability, religion, family, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City-sponsored program or activity.

II. Nondiscrimination Assurances

The City assures every effort will be made to ensure nondiscrimination in all its programs and activities, including programs and activities that do not receive federal financial aid. In the event the City distributes federal aid funds to another entity, the City will include Title VI language in all written agreements and will monitor for compliance.

III. Discrimination Complaint Procedure

The City's Title VI Nondiscrimination Coordinator is delegated the authority to develop, maintain, implement, and monitor this policy as required by federal law and regulations.

If you believe you have been discriminated against, you can file a discrimination complaint by contacting:

Title VI/Nondiscrimination Coordinator
Kate Helms, Stormwater Manager
City of Satellite Beach
240 Jackson Ave., Satellite Beach, FL 32937
khelms@satellitebeach.gov
(321) 777-2309 x:505

All complaints shall include:

- Name, address and contact number of the person making the complaint;
- Names, addresses and contact numbers of witnesses;
- A narrative or statement describing the alleged violation of Title VI, or other claim of discrimination, including date and time of the alleged violation and City program or facility where the alleged violation occurred; and any other documentation that may provide an additional explanation or identification of the alleged discrimination.

Note: Alternative means of filing complaints, such as personal interviews or a recording of the complaint will be made available for persons upon request.

All complaints shall be filed no later than 180 days from the date of the alleged discrimination.

Within 15 calendar days after receipt of the complaint, the Title VI Nondiscrimination Compliance Officer will meet with the complainant to discuss the complaint and possible resolution. Within 30 calendar days of the meeting, Title VI Nondiscrimination Compliance Officer will complete an investigation of the allegations and respond in writing to the person who filed the complaint. The response will explain the position of the City and offer options for substantive resolution of the complaint.

The person who filed the complaint may appeal the written response if it does not satisfactorily resolve the issue. Appeals must be submitted in writing to the City Manager, within 15 calendar days after receipt of written response.

Should the complainant be unable or unwilling to complain to the City of Satellite Beach the written complaint may be submitted directly to the Florida Department of Transportation (FDOT). FDOT serves as a statewide clearinghouse for Title VI purposes and will either assume jurisdiction over the complaint or forward it to the appropriate federal or state authority for continued processing:

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

IV. ADA/504 Posted Statement

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

The City will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The City will also make every effort to ensure that its advisory

committees, public involvement activities and all other programs, services and activities include representation by communities with disabilities and disability service groups.

The City encourages the public to report any facility, program, service or activity that appears inaccessible to those who are disabled. Furthermore, the City will provide reasonable accommodation to individuals with disabilities who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities.

Because providing reasonable accommodation may require outside assistance, organization or resources, the City asks that requests be made at least 30 calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the City ADA Coordinator.

The City's ADA Coordinator is:

Robert Settembrino

Project Manager/Construction Inspector

City of Satellite Beach

240 Jackson Ave., Satellite Beach, FL 32937

sbpwprojects@satellitebeach.gov

(321) 777-2309

V. Limited English Proficiency (LEP) Guidance

Federal fund recipients are required to take reasonable steps to ensure meaningful access to programs, services, and activities by those who do not speak English proficiently. To determine the extent to which Limited English Proficiency (LEP) services are required and in which languages, the law requires analysis of four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the City's programs or activities.

Using census data, the City has determined that approximately 3.4% of the county speaks a language other than English and 94.18% in Satellite Beach only speak English. Based on daily interactions at the City, the language other than English that is most often spoken in the community is Spanish.

2. The frequency with which LEP individuals come in contact with these programs, or activities.

City staff reviewed the frequency with which City staff has, or could have, contact with LEP persons. With respect to individuals requesting verbal interpretations, the City Hall Customer Service area has few interactions with Spanish LEP individuals each year.

3. The nature and importance of the program or activity to people's lives.

The City believes that City services are of critical importance to its public, as access to certain

emergency services, utilities, and other essentials would be difficult without City services. In that spirit, City staff is usually available to assist LEP persons.

4. The resources available to the City and the likely costs of the LEP services.

The City has reviewed its available resources and determined that City Council and staff are not likely to encounter LEP individuals through office visits, phone conversations, and attendance at City Council meetings. To this end, the City has few employees who can assist Spanish LEP persons in the City.

VI. Public Involvement

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the City of Satellite Beach must have the input of its public. The City spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The City hosts an informative website that advises the public how it can access information and provide input. The City also holds public meetings, workshops and other events designed to gather public input on program/project planning and construction. Further, the City sponsors, attends and participates in other community events to promote its services to the public. Finally, the City is constantly seeking ways of measuring the effectiveness of its public involvement.

Persons wishing to request special presentations by the City; volunteer in any of its activities; offer suggestions for improvement; or to simply learn more about City programs and services should visit: www.satellitebeach.gov.

Or contact:

Mrs. Gwen Peirce, City Clerk

565 Cassia Blvd., Satellite Beach, Florida, 32937

gpeirce@satellitebeach.gov

(321) 773-4407

VII. Data Collection

FHWA regulations require federal-aid recipients to collect racial, ethnic, and other similar demographic data on beneficiaries of or those affected by transportation programs, services, and activities. The City of Satellite Beach accomplishes this through use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its community development department, and other methods. From time to time, the City may find it necessary to request voluntary identification of certain racial, ethnic, or other data from those who participate in City programs, services, or activities. This information assists the City with improving service equity and ensuring effective outreach. Self-identification of personal data to the City will always be voluntary and anonymous. Moreover, the City will not release or otherwise use this data in any manner inconsistent with the FHWA regulations.

Persons wishing to request special presentations by the City; volunteer in any of its activities; offer suggestions for improvement; or to simply learn more about City programs and services should visit

the City of Satellite Beach website or contact:

Brittany Retherford, Assistant City Manager

565 Cassia Blvd., Satellite Beach, Florida, 32937

bretherford@satellitebeach.gov

(321) 773-4407