



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Agenda Town Commission

Tuesday, February 19, 2019

6:00 PM

Town Hall

Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

SCHEDULED PUBLIC HEARINGS

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

CITIZENS COMMENTS

(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)

CONSENT AGENDA

[19-0033](#) Approval of February 5, 2019 Regular Meeting Minutes

Attachments: [RM - 02-05-2019](#)

GENERAL AGENDA

[19-0037](#) Awarding Bid PW19-1: Palmetto Road Street & Drainage Improvements

Attachments: [PW19-1 Bid Tabulation](#)
[PW19-1 Notice of Intent to Award](#)

[19-0038](#) Awarding Bid PW19-2: Pinellas Roadway Improvements Project

Attachments: [PW19-2 Bid Tabulation](#)
[PW19-2 Notice of Intent to Award](#)

[19-0040](#)

Approval of Title VI Non-Discrimination Policy and Plan for Sub-Recipients in the FDOT Local Agency Program (LAP)

Attachments:

[Anti-Discrimination Policy 2.14.19.pdf](#)

POLICE CHIEF'S REPORT

TOWN MANAGER'S REPORT

TOWN ATTORNEY'S REPORT

MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS

OTHER BUSINESS

ADJOURNMENT

ANY PERSON WITH A DISABILITY REQUIRING REASONABLE ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING, SHOULD CALL (727) 588-3769 OR FAX A WRITTEN REQUEST TO (727) 588-3767.



Legislation Details (With Text)

File #: 19-0033 **Version:** 1 **Name:**

Type: Minutes **Status:** Minutes Approval

File created: 2/14/2019 **In control:** Town Commission

On agenda: 2/19/2019 **Final action:**

Title: Approval of February 5, 2019 Regular Meeting Minutes

Sponsors:

Indexes:

Code sections:

Attachments: [RM - 02-05-2019](#)

Date	Ver.	Action By	Action	Result
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Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Minutes Town Commission

Tuesday, February 5, 2019

6:00 PM

Town Hall

Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

Meeting called to order at 6:03 PM with Mayor Gary H. Katica presiding.

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

Present: 5 - Mayor Gary H. Katica
Deputy Mayor Karla Rettstatt
Commissioner Michael Wilkinson
Commissioner Tom Shelly
Commissioner Tom Kurey

SCHEDULED PUBLIC HEARINGS

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

CITIZENS COMMENTS

(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)

Dale Bonner-Resident-Spoke about previous petition submitted regarding traffic.

Mr. Murphy stated data has been obtained will discuss at an upcoming meeting; speeding element; lighting and request for stop sign.

Consensus of Commission to allow time for notice to residents; will be discussed at the first March meeting.

Estelle DeMussey -Resident-Thanked for installing bags and trash cans for dog waste at Hallett Park.

Discussion on installing an additional waste station at the opposite end; BCF donating water fountains.

CONSENT AGENDA[19-0023](#)

Approval of January 15, 2019 Regular Meeting Minutes

Deputy Mayor Rettstatt moved approval of the consent agenda. Seconded by Commissioner Wilkinson.

Aye: 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

GENERAL AGENDA[19-0021](#)

Swearing in of Officer Mike Hansen

Rick Doyle-Chief of Police-Introduced Mike Hansen; provided background regarding prior service in Baltimore and military; expertise in many areas; will be working part-time.

Mayor Katica administered the oath to Officer Hansen; photos taken.

[19-0020](#)

Enterprise Fleet Management - Presentation and Discussion

Mr. Murphy stated Finance Board discussed and approved item; provided brief background regarding past research; discussed current process of fleet replacement; no in-house department or management, dealer maintenance shop currently handles; this would be a blended approach.

Stefan Massol-Director of Support Services-Highlighted value points; hoping to gain better insight into vehicles that will maximize return on resale; available for questions.

Steven Atwood-Enterprise Representative-Discussed lowering of overall cost of ownership; discussed maintenance expenses, projects 32% reduction in maintenance costs alone; provide data to make better decisions in selection of fleet at time of replacement or additional fleet; tracking data; additional tech abilities in fleet management; no mileage restrictions; a flat/fixed maintenance cost; 5 year terms covering all scheduled and nonscheduled repairs.

Discussion ensued regarding purchasing options; value at year 5 regarding resale; current average age of vehicles and monthly cost; examples provided from presentation of savings; leveraging municipal style lease can lower cost of ownership overall; partnerships with other municipalities as well; delivery fees.

Mr. Murphy stated staff would like to test a few vehicles to see if it is a good fit; initially 3-4 vehicles would be in program; concerns with interest rate risks.

Commissioner Kurey wants to look at the details and review all fees with a 5 year period.

Mr. Massol has done some modeling; ameritized difference of approximately \$50 per vehicle per year; leveraging tools and intelligence to make informed decisions.

Mr. Murphy suggests looking at a few vehicles and run scenarios for next meeting; will bring back additional information for review/approval.

Mr. Massol stated they were not including Police vehicles as yet; option to add those.

Mr. Atwood stated the police department car maintenance costs can not be fixed.

[19-0024](#)

Special Relief Permit Approval - The ARC Tampa Bay

Mr. Murphy detailed request; music to play from 8:30pm to 11pm; staff recommends approval.

Deputy Mayor Rettstatt moved approval for the Special Relief Permit for the ARC of Tampa Bay. Seconded by Commissioner Wilkinson.

Aye: 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Shelly

Recused: 1 - Commissioner Kurey

[19-0018](#)

Review of Delinquency Charges for Utility Accounts

Mr. Massol discussed late fees and collection when properties go into foreclosure; uncollectible receivables; other municipalities have ceilings; doesn't recommend on commercial customers; single family residents -recommends \$300 ceiling on monthly late charges, Finance Board concurred.

Commission Wilkinson moved to put a ceiling of \$300 per month for utility charges moving forward. Seconded by Deputy Mayor Rettstatt.

Aye: 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[19-0027](#)

2019 Legislative Action Agenda

Mr. Murphy stated priorities: transportation infrastructure, home rule, water supply; Jeff Brandes willing to sponsor; grant funds available for cooperative funding; another request for roadway improvements, both representative and senator have offered to sponsor; legislative appropriations process.

Deputy Mayor Rettstatt discussed Governor of Florida funding of quality of water; Mr. Murphy spoke about grant money for alternative water supply.

Commissioner Shelly moved approval of the 2019 Legislative Action Agenda. Seconded by Deputy Mayor Rettstatt.

Aye: 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[19-0025](#)

Selection of Legislative Consultant

Mr. Murphy provided background on item and results of RFQ; two responses received; one from Peebles, Smith and Matthews in the amount of \$33,000; 2nd from H. Lee Moffitt for \$38,000; both excellent firms; recommends H. Lee Moffitt because of his contacts and less number of clients; would get more attention from H. Lee Moffitt.

Commissioner Shelly moved that the Town select Lee Moffitt as its legislative consultant and further that the Town attorney and manager shall negotiate a contract. Seconded by Commissioner Wilkinson.

Aye: 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

POLICE CHIEF'S REPORT

Rick Doyle-Provided updates regarding nuisance properties; increased traffic enforcement on Indian Rocks Road; burglary suppression efforts discussed; believes increase in field interview reports have contributed to reduction in burglaries; discussed other burglaries out side of Belleair.

TOWN MANAGER'S REPORT

Mr. Murphy announced December and January Employee of the Months; was recently awarded his ICMA credentials, importance of focusing on ethics and training; FLC holding 2019 legislation action days on March 26 and 27; invited commissioners.

Cathy DeKarz-Management Analyst- Scheduling conflict for leadership forum I; provided list of possible dates,tentative dates selected were April 3rd and May 16; will confirm with USF.

TOWN ATTORNEY'S REPORT

David Ottinger had nothing to report; spoke about Sunset run.

MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS

Commissioner Wilkinson stated the Recreation board didn't meet; thanked staff and volunteers involved for the sunset run.

Deputy Mayor Rettstatt-Congratulated Susan Lee; Feb 22nd, Mix Mingle at Doyle Park 6 PM; May 17th Brews for Blues Police Department fundraiser, public dedication for Tackett Park at 6 PM.

Mayor Katica-thanked residents in attendance.

Commissioner Shelly stated the Park &Tree board didn't meet; thanks to bill sponsors.

Commissioner Kurey stated the Hallett park meeting was a success; will not be at March 5th meeting; asked if the commission could hold off until the next meeting in March to discuss the leasing agenda item.

OTHER BUSINESS

None

ADJOURNMENT

Meeting adjourned in due form at 7:00 PM.

Commissioner Wilkinson moved to adjourn. Seconded by Deputy Mayor Rettstatt.

Aye: 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly,
and Commissioner Kurey

TOWN CLERK

APPROVED:

MAYOR



Legislation Details (With Text)

File #: 19-0037 **Version:** 1 **Name:**
Type: Award of Bid **Status:** General Agenda
File created: 2/15/2019 **In control:** Town Commission
On agenda: 2/19/2019 **Final action:**
Title: Awarding Bid PW19-1: Palmetto Road Street & Drainage Improvements
Sponsors:
Indexes:
Code sections:
Attachments: [PW19-1 Bid Tabulation](#)
[PW19-1 Notice of Intent to Award](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Town Commission
From: Town Staff
Date: 2/19/2019

Subject:

Awarding Bid PW19-1: Palmetto Road Street & Drainage Improvements Project

Summary:

After holding a bid opening on Tuesday, February 12, Town staff has created Notice of Intent to Award the contract for PW19-1 to Kamminga & Roodvoets, Inc., which was the lowest responsive bidder for the project.

Previous Commission Action: N/A

Background/Problem Discussion: N/A

Expenditure Challenges N/A

Financial Implications: See attached bid tabulation.

Recommendation: Staff recommends awarding PW19-1: Palmetto Road Street & Drainage Improvements Project to Kamminga & Roodvoets, Inc. for a contract price of \$980,349.15.

Proposed Motion I move to award PW19-1: Palmetto Road Street & Drainage Improvements Project to Kamminga & Roodvoets, Inc. for a contract price of \$980,349.15.

TOWN OF BELLEAIR BID TABULATION SHEET	
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Solicitation Number: <u>PW19-1</u>	Work Performed: <u>Palmetto Road Street & Drainage Improvements Project</u>
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Date Opened: [February 12, 2019](#) Time Opened: [2:00 pm](#) Name of Procurement Officer: [Stefan Massol](#)

SIGNATURE OF PROCUREMENT OFFICER: _____

Bidder	Address	C1: Bid Proposal	C2: Bid Schedule Summary	C3: Material Manufacturer	C4: List of Subcontractors	C5: Statement of Experience of Bidder	C6: Bidder's Checklist with Addenda Noted	C7: Non-Collusion Certificate	C8: Public Entity Crimes	C9: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion	C10: Employment of Unauthorized Alien Workers	C11: Contractor/Business Licenses	Total Base Bid	Bid Responsive? (Y/N)
Kamminga & Roodvoets, Inc.	5219 Cone Road, Tampa, Florida 33610	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	\$ 980,349.15	Y
JPR Universal Construction, LLC	1079 Cephas Drive, Clearwater, Florida 33765	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	\$ 1,224,183.04	Y
Gibbs & Register, Inc.	232 South Dillard Street, Winter Garden, Florida 34787	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	\$ 1,331,732.60	Y



NOTICE OF INTENT TO AWARD

DATED: February 14, 2019	OWNER'S CONTRACT NO: PW19-1
PROJECT: Palmetto Road Street & Drainage Improvements Project	CONTRACT FOR: Town of Belleair

This notice is in regard to the Invitation to Bid (ITB) issued by the Town of Belleair for PW19-1: Palmetto Road Street & Drainage Improvements Project. The Town has evaluated the proposals received using the evaluation criteria identified in the ITB, and is hereby announcing its conditional contract award to the following proposer:

- Kamminga & Roodvoets, Inc.

The bidder listed above was the lowest responsive and responsible bidder. As provided in the ITB document, the award is subject to approval by the Town Commission. As a result, this Notice does NOT constitute the formation of a contract between the Town and the apparent successful contractor. The contractor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Town is executed. As stated in the bid solicitation, following announcement of this award decision, all submissions in response to the bid are considered public records available for public inspection pursuant to Chapter 119 of the Florida Statutes.

This award decision is conditioned upon final approval by the Town Commission.

The awarded bid price is nine-hundred and eighty thousand, three-hundred and forty-nine dollars and fifteen cents (\$980,349.15), as indicated in the total schedule unit prices. A tabulation of the bid shall be made available upon request to bids@townofbelleair.net.

Finance Director Signature

Date

Town Manager Signature

Date



Legislation Details (With Text)

File #: 19-0038 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 2/15/2019 **In control:** Town Commission
On agenda: 2/19/2019 **Final action:**
Title: Awarding Bid PW19-2: Pinellas Roadway Improvements Project
Sponsors:
Indexes:
Code sections:
Attachments: [PW19-2 Bid Tabulation](#)
[PW19-2 Notice of Intent to Award](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Town Commission
From: Town Staff
Date: 2/19/2019

Subject:

Awarding Bid PW19-2: Pinellas Roadway Improvements Project

Summary:

After holding a bid opening on Tuesday, February 12, Town staff has created Notice of Intent to Award the contract for PW19-2 to Kamminga & Roodvoets, Inc., which was the lowest responsive bidder for the project.

Previous Commission Action: N/A

Background/Problem Discussion: N/A

Expenditure Challenges N/A

Financial Implications: See attached bid tabulation.

Recommendation: Staff recommends awarding PW19-2: Pinellas Roadway Improvements Project to Kamminga & Roodvoets, Inc. for a contract price of \$3,470,868.56.

Proposed Motion I move to award PW19-2: Pinellas Roadway Improvements Project to Kamminga & Roodvoets, Inc. for a contract price of \$3,470,868.56.

TOWN OF BELLEAIR BID TABULATION SHEET									
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Solicitation Number: <u>PW19-2</u>	Work Performed: <u>Pinellas Roadway Improvements Project</u>
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Date Opened: [February 12, 2019](#) Time Opened: [2:00 pm](#) Name of Procurement Officer: [Stefan Massol](#)

SIGNATURE OF PROCUREMENT OFFICER: _____

Bidder	Address	C1: Bid Proposal	C2: Bid Schedule Summary	C3: Material Manufacturer	C4: List of Subcontractors	C5: Statement of Experience of Bidder	C6: Bidder's Checklist with Addenda Noted	C7: Non-Collusion Certificate	C8: Public Entity Crimes	C9: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion	C10: Employment of Unauthorized Alien Workers	C11: Contractor/Business Licenses	Total Base Bid	Bid Responsive? (Y/N)
Kamminga & Roodvoets, Inc.	5219 Cone Road, Tampa, Florida 33610	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	\$ 3,470,868.56	Y
Gibbs & Register, Inc.	232 South Dillard Street, Winter Garden, Florida 34787	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	\$ 4,691,382.30	Y



NOTICE OF INTENT TO AWARD

DATED: February 14, 2019	OWNER'S CONTRACT NO: PW19-2
PROJECT: Pinellas Roadway Improvements Project	CONTRACT FOR: Town of Belleair

This notice is in regard to the Invitation to Bid (ITB) issued by the Town of Belleair for PW19-2: Pinellas Roadway Improvements Project. The Town has evaluated the proposals received using the evaluation criteria identified in the ITB, and is hereby announcing its conditional contract award to the following proposer:

- Kamminga & Roodvoets, Inc.

The bidder listed above was the lowest responsive and responsible bidder. As provided in the ITB document, the award is subject to approval by the Town Commission. As a result, this Notice does NOT constitute the formation of a contract between the Town and the apparent successful contractor. The contractor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Town is executed.

As stated in the bid solicitation, following announcement of this award decision, all submissions in response to the bid are considered public records available for public inspection pursuant to Chapter 119 of the Florida Statutes.

This award decision is conditioned upon final approval by the Town Commission.

The awarded bid price is three million, four-hundred and seventy thousand, eight-hundred and sixty-eight dollars and fifty-six cents (\$3,470,868.56), as indicated in the total schedule unit prices. A tabulation of the bid shall be made available upon request to bids@townofbelleair.net.

Finance Director Signature

Date

Town Manager Signature

Date



Legislation Details (With Text)

File #:	19-0040	Version:	2	Name:	
Type:	Action Item	Status:		Agenda Ready	
File created:	2/15/2019	In control:		Town Commission	
On agenda:	2/19/2019	Final action:			
Title:	Approval of Title VI Non-Discrimination Policy and Plan for Sub-Recipients in the FDOT Local Agency Program (LAP)				
Sponsors:	JP Murphy				
Indexes:					
Code sections:					
Attachments:	Anti-Discrimination Policy 2.14.19.pdf				

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor Gary H. Katica and Commissioners

From: JP Murphy

Date: 9/17/2014

Subject:

Title VI Non-Discrimination Policy and Plan for Sub-Recipients in the FDOT Local Agency Program (LAP)

Summary:

The Florida Department of Transportation (Department) is the primary recipient of Federal funds, that it then distributes to sub-recipients to fund local project priorities. In the context of the Local Agency Program (LAP) sub-recipients are defined as a Local Agency and the Local Agency's contractors or consultants. In order to receive Federal funds, the Local Agency and their contractors and consultants must comply with Federal and State nondiscrimination authorities, including the Florida Statutes; US Department of Justice (USDOJ), US Department of Transportation (USDOT) and Federal Highway Administration (FHWA) regulations, orders and notices; and the policies and procedures implemented by the Department.

Title VI of the Civil Rights Act of 1964 (Title VI) states that no person should be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color or national origin in any program or activity receiving Federal financial assistance. Other authorities such as the Federal Highway Act of 1973, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990 and the Florida Civil Rights Act of 1992 forbid discrimination against anyone on the basis of sex, age, disability, religion, or familial (or marital) status.

The Civil Rights Restoration Act of 1987 (CRRRA) provided clarification of the original intent of Congress for Title VI and restored broad institution-wide scope and coverage to all programs and activities of federal-aid recipients and sub-recipients, whether such programs and activities are federally funded or not. Institutions may include schools and colleges, government entities, or private employers. Regardless of the entity or the program receiving Federal-Aid, all must take steps to prevent discrimination and ensure nondiscrimination in all programs, services and activities. Thus, all programs, services and activities of Local Agencies participating in

LAP must comply with nondiscrimination requirements, whether or not the individual programs or activities receive Federal funding

Essentially, assurances serve two purposes. First, they provide written commitment from the Local Agency that no person shall on the grounds of race, color, national origin, sex, age, disability, religion or family status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service or activity conducted by the Local Agency or its Contractor(s), regardless of whether those programs and activities are Federally funded or not. Second, assurances serve as a contract agreement for which remedy may be sought for breach. This policy ensures compliance with Federal and State requirements to become a LAP certified agency and federal sub-grant recipient

Recommendation: I recommend approval, this is the boiler plate language provide by the State of Florida DOT.

Proposed Motion: I move approval of the Title VI Non-Discrimination Policy.

<u>TOWN OF BELLEAIR ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</u>	
<u>POLICY:</u> Title VI Non-Discrimination Policy and Plan for Sub-Recipients in the FDOT Local Agency Program (LAP)	<u>POLICY NUMBER:</u> TBD
<u>ORIGINATING DEPARTMENT:</u> Administration Department	
<u>EFFECTIVE DATE:</u> February 15, 2019	<u>APPROVED BY:</u> Town Commission
<u>SUPERSEDES POLICY:</u> N/A	<u>LAST REVISED:</u> February, 2019

SCOPE

The Town of Belleair, a municipality in Pinellas County, Florida, (hereinafter the Town) values diversity and welcomes input from all interested parties, regardless of cultural identity, background, or income level.

Moreover, the Town believes that the best programs and services result from careful consideration of the needs of all of its community members and when those communities are involved in the transportation decision-making process.

Thus, the Town does not tolerate discrimination in any of its programs, services, or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Town will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, or family status.

OBJECTIVES

1. To ensure the Town's compliance with Title VI laws and other federal and state authorities pursuant to non-discrimination.

PERFORMANCE MEASURES

1. Every three years, or commensurate with a change in executive leadership, the Town must certify to the Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT) that its programs, services, and activities are being conducted in a nondiscriminatory manner. These certifications are termed "assurances" and serve two important purposes.

First, they document the Town's commitment to nondiscrimination and equitable service to its community, and second, they serve as a legally-enforceable agreement by which the Town may be held liable for breach. Those wishing to view the Town's Nondiscrimination Assurance may do so by visiting the Town website or administration offices.

POLICY GUIDELINES

TOWN OF BELLEAIR ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
<u>POLICY:</u> Title VI Non-Discrimination Policy and Plan for Sub-Recipients in the FDOT Local Agency Program (LAP)	<u>POLICY NUMBER:</u> TBD
<u>ORIGINATING DEPARTMENT:</u> Administration Department	
<u>EFFECTIVE DATE:</u> February 15, 2019	<u>APPROVED BY:</u> Town Commission
<u>SUPERSEDES POLICY:</u> N/A	<u>LAST REVISED:</u> February, 2019

Complaint Procedures

- The Town has established a discrimination complaint procedure and takes prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, or family status in any Town program, service, or activity may file a complaint with the Town's Title VI/Nondiscrimination Coordinator:

Name: Stefan Massol, Finance Director
Address: Town of Belleair
901 Ponce de Leon Blvd
Belleair, FL 33756
Email: smassol@townofbelleair.net
Phone: (727) 588-3769
Hearing Impaired: (727) 588-3769

- If possible, the complaint should be submitted in writing and contain the identity of the complainant, the basis for the allegations (i.e. race, color, national origin, sex, religion, age, disability, or family status), and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance.
- The Title VI/Nondiscrimination Coordinator shall respond to any complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter. Should the Town be unable to satisfactorily resolve a complaint, the Town will forward the complaint, along with a record of its disposition, to the appropriate FDOT District Office.
- The Town's Title VI Coordinator has "easy access" to the Town Manager and is not required to obtain management or other approval to discuss discrimination issues with the Town Manager. However, should the complainant be unable or unwilling to complain to the Town, the written complaint may be submitted directly to 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
ATTN: Title VI Complaint Processing
605 Suwannee Street MS 65
Tallahassee, FL 32399

TOWN OF BELLEAIR ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
<u>POLICY:</u> Title VI Non-Discrimination Policy and Plan for Sub-Recipients in the FDOT Local Agency Program (LAP)	<u>POLICY NUMBER:</u> TBD
<u>ORIGINATING DEPARTMENT:</u> Administration Department	
<u>EFFECTIVE DATE:</u> February 15, 2019	<u>APPROVED BY:</u> Town Commission
<u>SUPERSEDES POLICY:</u> N/A	<u>LAST REVISED:</u> February, 2019

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 Town will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The Town 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 Town encourages the public to report any facility, program, service, or activity that appears inaccessible to those who are disabled. Furthermore, the Town shall 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 Town asks that requests be made at least two calendar days prior to the need for accommodation.
- Questions, concerns, comments or requests for accommodation should be made to the Town ADA Officer:

Name: Stefan Massol, Finance Director
Address: Town of Belleair
901 Ponce de Leon Blvd
Belleair, FL 33756
Email: smassol@townofbelleair.net
Phone: (727) 588-3769
Hearing Impaired (727) 588-3769

Limited English Proficiency (LEP) Guidance

- Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal-aid recipients to take reasonable steps to ensure meaningful access to programs, services, and activities by those who do

TOWN OF BELLEAIR ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
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<u>ORIGINATING DEPARTMENT:</u> Administration Department	
<u>EFFECTIVE DATE:</u> February 15, 2019	<u>APPROVED BY:</u> Town Commission
<u>SUPERSEDES POLICY:</u> N/A	<u>LAST REVISED:</u> February, 2019

not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the Town's programs, services, or activities
 2. The frequency with which LEP individuals encounter these programs, services, or activities
 3. The nature and importance of the program, service, or activity to people's lives
 4. The resources available to the Town and the likely costs of the LEP services
- Using census data, the Town has determined that LEP individuals speaking English less than well represent approximately 2% of the community. The Town realizes that such statistical data can become outdated or inaccurate. Therefore, the Town contacted local law enforcement, social services agencies, and the school board to validate the proportion of LEP served by those entities. Greek was reported to be the prevalent LEP language with an estimate of .5 % eligible to be served.
 - The Town has not received requests for translation or interpretation of its programs, services, or activities into Greek or other language(s). In addition, Town-sponsored community outreach or public events are not attended by significant numbers of LEP individuals speakers. Thus, the Town estimates its contact with LEP individuals to be near zero.
 - The Town believes that transportation is of critical importance to its public, as access to health care, emergency services, employment, and other essentials would be difficult or impossible without reliable transportation systems. In that spirit, the Town defines as essential any document that advises the public of how to access nondiscrimination and public involvement policies, as well as those that impact public safety, health and welfare, and emergency services. A full list of translated documents is available on the Town website or by contacting the Town Title VI/Nondiscrimination Coordinator.
 - The Town is fortunate to house within/near its jurisdiction one or more institutions of higher education which have extensive language resources. Further, the Town maintains cordial relationships with faith-based and/or community organizations that offer competent language services at low or no

TOWN OF BELLEAIR ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
<u>POLICY:</u> Title VI Non-Discrimination Policy and Plan for Sub-Recipients in the FDOT Local Agency Program (LAP)	<u>POLICY NUMBER:</u> TBD
<u>ORIGINATING DEPARTMENT:</u> Administration Department	
<u>EFFECTIVE DATE:</u> February 15, 2019	<u>APPROVED BY:</u> Town Commission
<u>SUPERSEDES POLICY:</u> N/A	<u>LAST REVISED:</u> February, 2019

cost to the Town. Finally, the Town employs proficient Spanish speakers that can interpret and/or provide translation services.

- The analyses of these factors suggest that LEP services are not required at this time. At a minimum, the Town commits to:
 - Maintain a list of current employees who competently speak the LEP language(s) and who are willing to provide translation and/or interpretation services
 - Distribute this list to staff that regularly has contact with the public
 - Provide public notification in the LEP language of the availability of language assistance, free of charge
- In addition, the Town will:
 - Provide an on-demand translation service at no charge to any person on-site during regular business hours with LEP
 - Provide translated documents within a reasonable amount of time at the same cost as an English only version
- The Town understands that its community characteristics may change and that the four-factor analysis may reveal the need for more or varied LEP services in the future. As such, it will at least triennially examine its LEP plan to ensure that it remains reflective of the community's needs.
- Public Notices:
 - English: Persons requiring special language services should contact the Town's Title VI/Nondiscrimination Coordinator.

Limited English Proficiency (LEP) Guidance

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

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Finally, the Town is constantly seeking ways of measuring the effectiveness of its public involvement.

- Persons wishing to request special presentations by the Town, volunteer in any of its activities, offer suggestions for improvement, or to simply learn more about Town programs and services should visit www.townofbelleair.com or contact:

Name: Cathy DeKarz, Management Analyst
Address: Town of Belleair
901 Ponce de Leon Blvd
Belleair, FL 33756
Email: cdekarz@townofbelleair.net
Phone: (727) 588-3769
Hearing Impaired: (727) 588-3769

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 Town accomplishes this through the 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 Town may find it necessary to request voluntary identification of certain racial, ethnic, or other data from those who participate in Town programs, services, or activities. This information assists the Town with improving service equity and ensuring effective outreach. Self-identification of personal data to the Town will always be voluntary and anonymous. Moreover, the Town will not release or otherwise use this data in any manner inconsistent with the FHWA regulations and/or public record laws.