

City of Hinesville: Liberty Transit

Title VI Program

March 23, 2018

Administrative Amendment #1: The complaint procedure on page 7 and the complaint forms in appendix E are hereby modified to incorporate the Americans with Disability Act for same purpose.

Approved:



Kenneth K. Howard, City Manager

29 March 2018
Date



Table of Contents

Title VI/Nondiscrimination Policy Statement and Management Commitment.....	3
Introduction	
Introduction and Description of Services	4
Annual Certification and Assurances	5
Title VI Plan Concurrence and Adoption.....	5
Title VI Notice to the Public	
Notice to Public.....	6
Notice Posting Locations.....	6
Title VI Procedures and Compliance	
Complaint Procedure	7
Complaint Form	7
Record Retention and Reporting	8
Sub-recipient Assistance and Monitoring.....	8
Contractors and Subcontractors	8
Title VI Investigations, Complaints, and Lawsuits	11
Public Participation Plan	12
Language Assistance Plan	13
Transit Planning and Advisory Bodies	13
Title VI Equity Analysis	14
System-wide Service Standards and Service Policies	
Service Standards.....	15
Service Policies.....	16
Appendices	17
Appendix A FTA Circular 4702.1B Reporting Requirements for Transit Providers.....	18
Appendix B Liberty Transit Current System Description.....	19
Appendix C Title VI Plan Adoption Meeting Minutes and GDOT Concurrence Letter.....	23
Appendix D Title VI Sample Notice to Public.....	34
Appendix E Title VI Complaint Form.....	35
Appendix F Public Participation Plan.....	42
Appendix G Language Assistance Plan.....	51
Appendix H Operating Area Language Data: Liberty Transit Service Area.....	57
Appendix I Demographic Maps.....	60
Appendix J Title VI Equity Analysis.....	63

Title VI/Non-discrimination Policy Statement and Management Commitment to Title VI Plan

Liberty Transit assures the Georgia Department of Transportation that no person shall on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, Federal Transit Laws, 49 CFR Part 21 Unlawful Discrimination, Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation and as per written guidance under FTA Circular 4702.1B, dated October 2012, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

Liberty Transit further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against Liberty Transit.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by GDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.1B to the GDOT. (refer to Appendix A of this plan)

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.

Signature: _____



Date: _____

JUNE 2, 2016

Printed Name/Title: Allen Brown, Mayor

Introduction & Description of Services

Liberty Transit submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

Liberty Transit is a sub-recipient of FTA funds and provides service in Liberty County, Georgia. A description of the current Liberty Transit system is included in Appendix B.

Title VI Liaison

Billy Edwards, City Manager
City of Hinesville

Phone (912) 876-3564
Georgia Relay 711

115 East MLK Jr. Drive
Hinesville, GA 31313

Liberty Transit must designate a liaison for Title VI issues and complaints within the organization. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

- Maintain knowledge of Title VI requirements.
- Attend training on Title VI and other nondiscrimination authorities when offered by GDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.

Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances. Primary recipients will collect Title VI assurances from sub-recipients prior to passing through FTA funds.

Liberty Transit will remain in compliance with this requirement by annual submission of certifications and assurances as required by the Georgia Department of Transportation.

Title VI Concurrence and Adoption

This Title VI Plan received GDOT concurrence on April 20, 2016. The Plan was approved and adopted by the Hinesville City Council during a meeting held on June 2, 2016. A copy of the meeting minutes and GDOT concurrence communication is included in Appendix C of this Plan. The Non-discrimination Policy Statement and Management Commitment to the Title VI Plan was also signed on June 2, 2016.

Notice to Public

A sample Title VI notice which includes the following is included in Appendix D of this Plan:

- A statement that the agency operates programs without regard to race, color and national origin
- A description of the procedures members of the public should follow in order to request additional information on the grantee's nondiscrimination obligations
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the grantee

Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of Liberty Transit's obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted on the Liberty Transit website at libertytransit.org, at stops with a shelter, in transit vehicles. Additionally, the notice will be posted on a digital display at City Hall and the Live Oak Public Library.

Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color, national origin, age, disability, family or religious status by Liberty Transit may file a complaint by completing and submitting the agency's ADA and Title VI Complaint Form (refer to Appendix E). Liberty Transit investigates complaints received no more than 180 days after the alleged incident. Liberty Transit will only process complaints that are complete.

Once the complaint is received, Liberty Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Liberty Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Liberty Transit may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, Liberty 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, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A 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 seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on the Liberty Transit website www.libertytransit.org.

Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E and on the Liberty Transit website www.libertytransit.org.

Record Retention and Reporting

FTA requires that all direct and primary recipients (GDOT) document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Liberty Transit will submit Title VI Plans to GDOT for concurrence on an annual basis or any time a major change in the Plan occurs.

Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.

Sub-recipient Assistance and Monitoring

Liberty Transit does not have any sub-recipients to provide monitoring and assistance to. As a sub-recipient to GDOT, Liberty Transit utilizes the sub-recipient assistance and monitoring provided by GDOT, as needed. In the future, if Your Transit System has sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B.

Contractors and Subcontractors

Liberty Transit is responsible for ensuring that subcontractors (TPOs) are in compliance with Title VI requirements. Sub recipients may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. Liberty Transit, subcontractors, and/or TPOs may not discriminate in their employment practices in connection with federally assisted projects. Subcontractors and TPOs are not required to prepare or submit a Title VI Plan. However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

Nondiscrimination Clauses

During the performance of a contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “Contractor”) must agree to the following clauses:

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the subcontractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Georgia Department of Transportation and/or the Federal Transit Administration*, to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Georgia Department of Transportation*, and/or the *Federal Transit Administration*, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, Liberty Transit shall impose contract sanctions as appropriate, including, but not limited to:

- a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Liberty Transit Georgia Department of Transportation, and/or the Federal Transit Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance.

Disadvantaged Business Enterprise (DBE) Policy

As a condition of the agreement with GDOT, Liberty Transit and its contractors and subcontractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, have the opportunity to participate in the performance of contracts. Liberty Transit and its contractor and subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of GDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

E-Verify

As a condition of the agreement with GDOT, vendors and contractors of Liberty Transit shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the vendor or contractor while contracted with Liberty Transit. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for Liberty Transit shall likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor while working for Liberty Transit.

Title VI Investigations, Complaints, and Lawsuits

In accordance with 49 CFR 21.9(b), Liberty Transit must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by Liberty Transit in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to the Georgia Department of Transportation.

Liberty Transit has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years.

The Public Participation Plan (PPP) for Liberty Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for Liberty Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Liberty Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The PPP is included as Appendix F to this Title VI Plan.

Current Outreach Efforts

Liberty Transit is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of Liberty Transit's recent, current, and planned outreach activities.

- Public hearings related to the FY2015-2018 Transportation Improvement Plan were conducted in June and July 2014.
- Public hearings related to a new stop at the VA Clinic and a relocated stop at Savannah Technical College were conducted in November, 2014.
- Public hearings related to the FY2016 Unified Planning Work Program were conducted in December 2014 and January 2015.

Public outreach will continue as appropriate for plan updates and as dictated by system adjustments.

Language Assistance Plan

Liberty Transit operates a transit system within Liberty County, Georgia. The Language Assistance Plan (LAP) has been prepared to address Liberty Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Liberty Transit service area there are 1,725 residents or 2.98% who describe themselves as not able to communicate in English very well (Source: US Census). Liberty Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Liberty Transit has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP. The LAP is included in this Title VI Plan as Appendix G.

Transit Planning and Advisory Bodies

The Liberty Transit Steering Committee meets monthly to formulate recommendations to City Council for action. This group is comprised by position to include the Hinesville Mayor, City Manager, Junior Accountant and Grants Administrator; Transdev Services, Inc. General Manager, and a representative from the participating government of Flemington.

The City Council which meets twice monthly and is comprised of elected officials from five districts.

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Service Area Population	46.6%	8.2%	42.8%	1.8%	0.4%	7.8%
Transit Steering	33%		67%			
City Council	20%		80%			

Title VI Equity Analysis

Title 49 CFR, Appendix C, Section (3)(iv) requires that “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations, Liberty Transit will ensure the following:

1. Liberty Transit will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Liberty Transit will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, Liberty Transit will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.
3. If Liberty Transit determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, Liberty Transit may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. Liberty Transit must demonstrate and document how both tests are met. Liberty Transit will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

Liberty Transit has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, Liberty Transit does not have any Title VI Equity Analysis reports to submit with this Plan.

System-wide Service Standards and Service Policies

Liberty Transit is a fixed route service provider.

FTA Circular 4702.1B requires that all fixed route service providers prepare and submit system-wide service standards and service policies as a part of their Title VI Plan. These standards and policies must address how service is distributed across the transit system, and must ensure that the manner of the distribution affords users access to these assets.

Liberty Transit has adopted the following system-wide standards and policies to ensure service design and operations practices do not result in discrimination on the basis of race, color, or national origin. Service policies differ from service standards in that they are not necessarily based on a quantitative threshold.

Service Standards

FTA requires that all fixed route transit providers develop quantitative standards for all fixed route modes of operation for the following indicators. Liberty Transit has prepared standards for all modes it operates including 30' Standard Bus and 25' Ford Cutaway.

a. Vehicle Load

Vehicle Type	Average Passenger Capacity			
	Seated	Standing	Total	Max Load Factor
30' Standard Bus	26	12	38	
25' Ford Cutaway	17	4	21	

b. Vehicle Headway

POLICY HEADWAYS AND PERIODS OF OPERATION				
Weekday	Peak	Base	Evening	Night
Fixed Route	3	2	3	--
Peak: 6-9 am and 3:30 – 6:30 pm; Base: 9am – 3:30; Evening: 6:30pm 8pm; Night: 8pm “—” means no service during time period				

Saturday	Day	Evening	Night
--	--	--	--
Peak: TIMES; Base: TIMES; Evening: TIMES; Night: TIMES “—” means no service during time period			

c. On-Time Performance

A vehicle is considered on time if it departs a scheduled time point no more than one (1) minute early and no more than five (5) minutes late. The Liberty Transit on-time performance objective is 90% or greater. Liberty Transit continuously monitors on-time performance and system results are published and posted as part of monthly performance reports covering all aspects of operations.

d. Service Availability

Liberty Transit will distribute transit service so that 90% of all residents in the service area are within a ¼ mile walk of bus service.

Service Policies

FTA requires fixed route transit providers to develop a policy for service indicators. Liberty Transit has prepared the following policies for its transit system.

a. Distribution of Transit Amenities

- A total of five (5) shelters have been installed. There locations are as follows: Hinesville Public Library (Route 6 and 8), Liberty Regional Medical Center (Route 6 and 8), South Main Street across from the Heritage Bank (Route 6 and 8), Winn Army Medical Center - Fort Stewart (Route 7 and 6) , and Happy Acres Mobile Home Park located on Kelly Drive (Route 7 and 6) .
- A garbage receptacle will be installed at each of the shelters shortly.
- Most stops have a map and service schedule posted.
- All vehicles have a bike rack.

b. Vehicle Assignment

Vehicles are not assigned to a particular route. All available vehicles rotate among the three routes.

Appendices

Appendix A	FTA Circular 4702.1B Reporting Requirements for Transit Providers
Appendix B	Liberty Transit Current System Description
Appendix C	Title VI Plan Adoption Meeting Minutes and GDOT Concurrence Letter
Appendix D	Title VI Sample Notice to Public
Appendix E	Title VI Complaint Form
Appendix F	Public Participation Plan
Appendix G	Language Assistance Plan
Appendix H	Operating Area Language Data: Liberty Transit Service Area
Appendix I	Demographic Maps
Appendix J	Title VI Equity Analysis

Appendix A: Reporting Requirements

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Sub-recipients shall submit the information below to their primary recipient (the entity from whom the sub-recipient receives funds directly), on a schedule to be determined by the primary recipient.

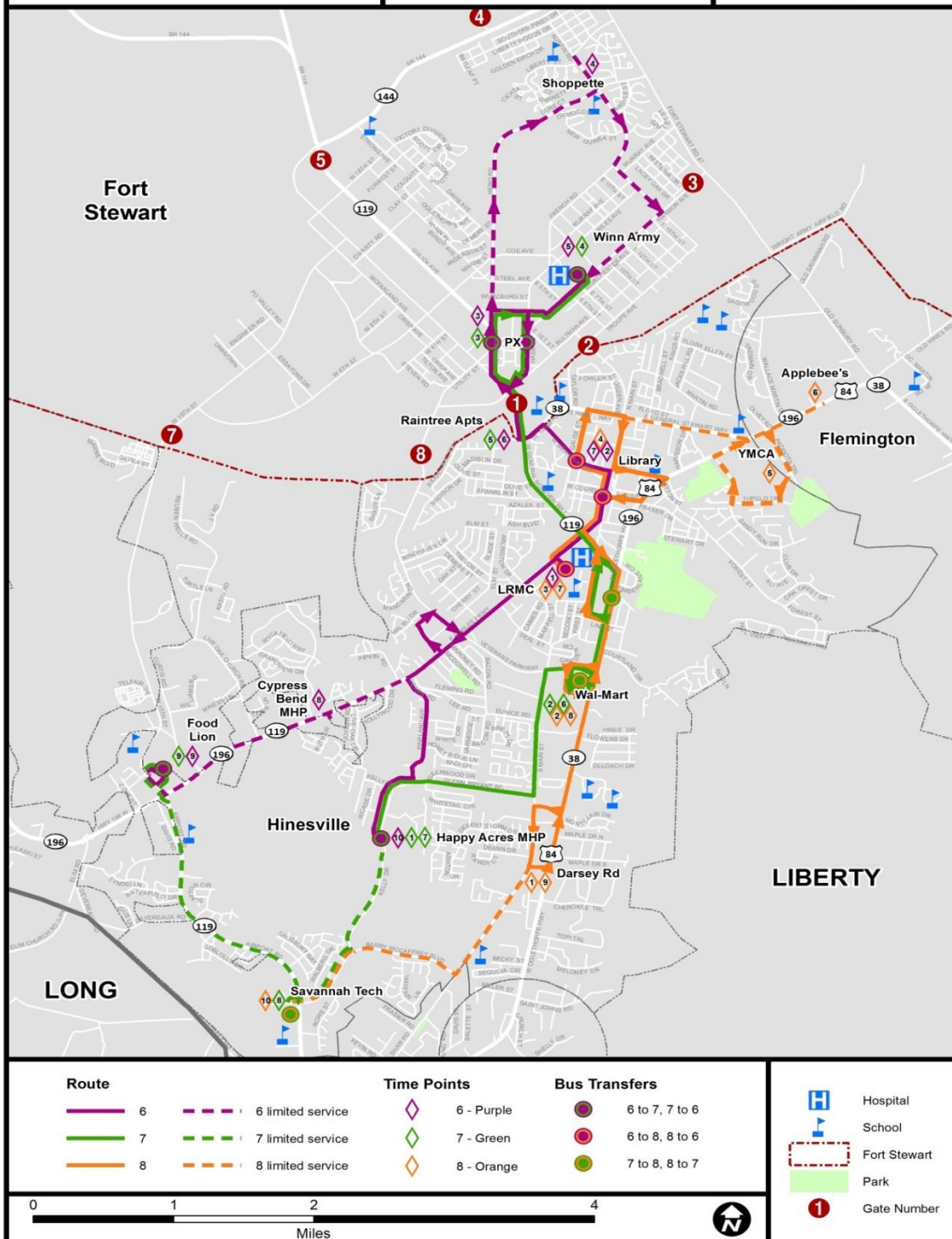
- ☐ Title VI Notice to the Public, including a list of locations where the notice is posted
- ☐ Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- ☐ Title VI Complaint Form
- ☐ List of transit-related Title VI investigations, complaints, and lawsuits
- ☐ Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- ☐ Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- ☐ A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- ☐ Primary recipients shall include a description of how the agency monitors its sub-recipients for compliance with Title VI, and a schedule of sub-recipient Title VI Program submissions
- ☐ A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOTs, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- ☐ Additional information as specified in Chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below)
- ☐ Service standards
 - Vehicle load for each mode
 - Vehicle headway for each mode
 - On time performance for each mode
 - Service availability for each mode
- ☐ Service policies
 - Transit Amenities for each mode
 - Vehicle Assignment for each mode

Appendix B: Current System Description

- An overview of the organization including its mission, program goals and objectives.
Liberty Transit is a fixed route public transit system that operates within the City of Hinesville, City of Flemington and Fort Stewart Military Installation, home of the 3rd Infantry Division. The service area is approximately 263 square miles with an estimated population of 48,630 persons (according to the 2000 Census count). The long term goal is to become a countywide system and ultimately part of a regional solution to transportation needs.
- Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.
The City of Hinesville owns the transit system and has partnered with the City of Flemington to provide service within its jurisdiction. The City of Hinesville has contracted with Transdev Services, Inc. to operate the transit system to include safety and security. The system operates approximately from 5:50 a.m. to 7:25 p.m. Monday through Friday with specific time varying by route.
- Indicate if your agency is a government authority.
The City of Hinesville is a local government.
- Who is responsible for insurance, training and management, and administration of the agency's transportation programs? Who provides vehicle maintenance and recordkeeping?
Transdev Services, Inc. is responsible for insurance, training, management, of the transportation programs as well as vehicle maintenance and recordkeeping.
- Number of current transportation related employees.
Our transportation department has a total of 9 transportation related employees: General Manager (1), drivers (5), road supervisor (2), and maintenance personnel (1).
- Who will drive the vehicle, number of drivers, CDL certifications, etc. ?
Drivers (5), road supervisor (2), and maintenance personnel (1) may drive the vehicle. All eight individuals have CDL certifications.
- A detailed description of service routed and ridership numbers.
Please see following:

**Passenger Summary
January 1 – December 31, 2015**

Route	Passengers
6	2,759
7	5,600
8	6,321
<i>Total Ridership</i>	<i>14,680</i>



Route 6 Northbound						Southbound			
10 Happy Acres MHP	1 LRMC	2 Library	3 PX	4 Shoppette	5 Winn Army	6 Raintree Apts.	7 Library	8 Cypress Bend MHP	9 Food Lion Plaza
-	6:09 AM	6:15 AM	6:25 AM	6:34 AM	6:43 AM	6:49 AM	6:52 AM	-	-
7:12 AM	7:27 AM	7:33 AM	7:43 AM	-	7:47 AM	7:55 AM	7:58 AM	-	-
8:18 AM	8:33 AM	8:39 AM	8:49 AM	-	8:53 AM	9:01 AM	9:04 AM	-	-
-						2:35 PM	2:38 AM	2:57 AM	3:04 AM
3:21 PM	3:36 PM	3:42 PM	3:52 PM	4:01 PM	4:10 PM	4:18 PM	4:21 PM	4:40 PM	4:47 PM
5:04 PM	5:19 PM	5:25 PM	5:35 PM	5:44 PM	5:53 PM	6:01 PM	6:04 PM	6:23 PM	6:30 PM
6:47 PM	7:02 PM	7:08 PM	7:18 PM	-	7:22 PM	7:30 PM	7:33 PM	7:52 PM	7:59 PM
8:16 PM									

Route 7 (Mon - Thurs) Northbound				Southbound				
1 Happy Acres MHP	2 WalMart	3 PX	4 Winn Army	5 Raintree Apts	6 WalMart	7 Happy Acres MHP	8 Savannah Tech	9 Food Lion
5:50 AM	6:05 AM	6:25 AM	6:30 AM	6:38 AM	6:51 AM	7:12 AM	7:20 AM	7:32 AM
7:52 AM	8:07 AM	8:27 AM	8:32 AM	8:40 AM	8:53 AM	9:14 AM	-	-
9:14 AM	9:29 AM	9:49 AM	9:54 AM	10:02 AM	10:15 AM	10:36 AM	-	-
10:36 AM	10:51 AM	11:11 AM	11:16 AM	11:24 AM	11:37 AM	11:58 AM	-	-
11:58 AM	12:13 PM	12:33 PM	12:38 PM	12:46 PM	12:59 PM	1:20 PM	1:28 PM	1:40 PM
2:00 PM	2:15 PM	2:35 PM	2:40 PM	2:48 PM	3:01 PM	3:22 PM	-	-
3:22 PM	3:37 PM	3:57 PM	4:02 PM	4:10 PM	4:23 PM	4:44 PM	-	-
4:44 PM	4:59 PM	5:19 PM	5:24 PM	5:32 PM	5:45 PM	6:06 PM	-	-
6:06 PM	6:21 PM	-	-	6:33 PM	6:46 PM	7:07 PM	-	-

Route 7 (Friday) Northbound				Southbound				
1 Happy Acres MHP	2 WalMart	3 PX	4 Winn Army	5 Raintree Apts	6 WalMart	7 Happy Acres MHP	8 Savannah Tech	9 Food Lion
5:50 AM	6:05 AM	6:25 AM	6:30 AM	6:38 AM	6:51 AM	7:12 AM	-	7:30 AM
7:50 AM	8:05 AM	8:25 AM	8:30 AM	8:38 AM	8:51 AM	9:12 AM	-	-
9:12 AM	9:27 AM	9:47 AM	9:52 AM	10:00 AM	10:13 AM	10:34 AM	-	-
10:34 AM	10:49 AM	11:09 AM	11:14 AM	11:22 AM	11:35 AM	11:56 AM	-	-
11:56 AM	12:11 PM	12:31 PM	12:36 PM	12:44 PM	12:57 PM	1:18 PM	-	1:36 PM
1:56 PM	2:11 PM	2:31 PM	2:36 PM	-	-	-	-	-
3:22 PM	3:37 PM	3:57 PM	4:02 PM	4:10 PM	4:23 PM	4:44 PM	-	-
4:44 PM	4:59 PM	5:19 PM	5:24 PM	5:32 PM	5:45 PM	6:06 PM	-	-
6:06 PM	6:21 PM	-	-	6:33 PM	6:46 PM	7:07 PM	-	-

Route 8 (Monday - Thursday) Northbound						Southbound			
1 Darsey Road	2 WalMart	3 LRMC	4 Library	5 YMCA	6 Applebees	7 LRMC	8 WalMart	9 Darsey Road	10 Savannah Tech
5:55 AM	6:04 AM	6:14 AM	6:21 AM	-	-	6:30 AM	6:39 AM	6:46 AM	-
6:46 AM	6:55 AM	7:05 AM	7:12 AM	-	-	7:21 AM	7:30 AM	7:37 AM	7:51 AM
8:05 AM	8:12 AM	8:21 AM	8:27 AM	-	-	8:36 AM	8:45 AM	8:52 AM	-
8:52 AM	8:59 AM	9:08 AM	9:14 AM	-	-	9:23 AM	9:32 AM	9:39 AM	-
9:39 AM	9:46 AM	9:55 AM	10:01 AM	10:11 AM	10:16 AM	10:25 AM	10:34 AM	10:41 AM	-
10:41 AM	10:48 AM	10:57 AM	11:03 AM	-	-	11:12 AM	11:21 AM	11:28 AM	-
11:28 AM	11:35 AM	11:44 AM	11:50 AM	-	-	11:59 AM	12:08 PM	12:15 PM	-
12:15 PM	12:22 PM	12:31 PM	12:37 PM	-	-	12:46 PM	12:55 PM	1:02 PM	1:16 PM
1:30 PM	1:37 PM	1:46 PM	1:52 PM	2:02 PM	2:07 PM	2:16 PM	2:25 PM	2:32 PM	-
-	3:31 PM	3:40 PM	3:46 PM	-	-	3:55 PM	4:04 PM	4:11 PM	-
4:11 PM	4:18 PM	4:27 PM	4:33 PM	-	-	4:42 PM	4:51 PM	4:58 PM	-
4:58 PM	5:05 PM	5:14 PM	5:20 PM	-	-	5:29 PM	5:38 PM	5:45 PM	-
5:45 PM	5:52 PM	6:01 PM	6:07 PM	-	-	6:16 PM	6:25 PM	6:32 PM	-

Route 8 (Friday) Northbound						Southbound			
1 Darsey Road	2 WalMart	3 LRMC	4 Library	5 YMCA	6 Applebees	7 LRMC	8 WalMart	9 Darsey Road	10 Savannah Tech
5:55 AM	6:02 AM	6:11 AM	6:17 AM	-	-	6:26 AM	6:35 AM	6:42 AM	-
6:42 AM	6:49 AM	6:58 AM	7:04 AM	-	-	7:13 AM	7:22 AM	7:29 AM	-
7:29 AM	7:36 AM	7:45 AM	7:51 AM	-	-	8:00 AM	8:09 AM	8:16 AM	-
8:16 AM	8:23 AM	8:32 AM	8:38 AM	-	-	8:47 AM	8:56 AM	9:03 AM	-
9:03 AM	9:10 AM	9:19 AM	9:25 AM	9:35 AM	9:40 AM	9:49 AM	9:58 AM	10:05 AM	-
10:05 AM	10:12 AM	10:21 AM	10:27 AM	-	-	10:36 AM	10:45 AM	10:52 AM	-
10:52 AM	10:59 AM	11:08 AM	11:14 AM	-	-	11:23 AM	11:32 AM	11:39 AM	-
11:39 AM	11:46 AM	11:55 AM	12:01 PM	12:11 PM	12:16 PM	12:25 PM	12:34 PM	12:41 PM	-
-	3:31 PM	3:40 PM	3:46 PM	-	-	3:55 PM	4:04 PM	4:11 PM	-
4:11 PM	4:18 PM	4:27 PM	4:33 PM	-	-	4:42 PM	4:51 PM	4:58 PM	-
4:58 PM	5:05 PM	5:14 PM	5:20 PM	-	-	5:29 PM	5:38 PM	5:45 PM	-
5:45 PM	5:52 PM	6:01 PM	6:07 PM	-	-	6:16 PM	6:25 PM	6:32 PM	-

Resolution #2016-14

CITY OF HINESVILLE

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF
HINESVILLE, GEORGIA ADOPTING THE LIBERTY TRANSIT TITLE VI PLAN**

WHEREAS, the City of Hinesville receives US Department of Transportation funds for the Liberty Transit System; and


WHEREAS, the Georgia Department of Transportation administers the Section 5307 program; and

WHEREAS, compliance with Federal Transit Administration Title VI regulations and 49 CFR is required.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The Liberty Transit Title VI plan is adopted as set forth in the attached document.
2. The Community Development Department is authorized to submit this document to the Georgia Department of Transportation on behalf of Liberty Transit.

APPROVED this 2nd day of June 2016.




Allen Brown, Mayor



Jason Floyd, Councilmember



Kenneth Shaw, Mayor Pro Tem



Vicky C. Nelson, Councilmember



Diana F. Reid, Councilmember



Keith Jenkins, Councilmember

ATTEST:



Sarah R. Lumpkin, City Clerk

June 2, 2016

This is a summarized record of the regularly scheduled City of Hinesville's Council Meeting with Mayor and Council that was held at City Hall in the Council Chambers June 2, 2016 at 3:00 p.m. with Mayor Brown presiding.

Officials Present:	Mayor:	Brown
	Mayor Pro Tem:	Shaw
	Councilmembers:	Reid
		Floyd
		Nelson
		Jenkins
	City Manager:	Edwards
	Deputy City Attorney:	Braun
	City Clerk:	Lumpkin
Official Absent:	City Attorney:	Darden

Pastor Richard Hayes of New Day Community Church gave the invocation.

Councilmember Jenkins made a motion that Council dispense with the reading of the minutes for the May 19, 2016 Council Meeting and requested that the minutes be approved. Mayor Pro Tem Shaw seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

Gabriele Hartage, Zoning Administrator, appeared before Council to report that Zoning **Petition #2016-010-H** requested by Dryden Enterprises, Inc., to zone 22.33 acres of land, more or less from AR-1 (Agricultural Residential District) to PUD (Planned Unit Development) which is the same zoning designation as the other phases of Griffin Park Subdivision. The property is located at 681 Live Oak Church Road, LCTM-Parcel 035C-064. Zoning Petition #2016-010-H will be presented at the June 16, 2016 Council Meeting for discussion/approval. This request was heard by the Liberty Consolidated Planning Commissioners on May 17, 2016.

Ms. Hartage also reported that proposed Annexation Ordinance #2016-01 requested by Dryden Enterprises to annex 22.33 acres of land, more or less, located at 681 Love Oak Church Road is an additional phase for Griffin Park Subdivision (LCTM-Parcel 035C-064). This request was presented at the May 19, 2016 Council Meeting as information to proceed with the annexation. Ms. Hartage explained that according to the Official Code of Georgia, the property must be rezoned first and once approved, it can be annexed into the City of Hinesville. Proposed Annexation will be presented for discussion/adoption at the June 16, 2016 Council Meeting. This request was heard by the Liberty Consolidated Planning Commissioners on May 17, 2016.

Donita Gauden, Assistant Director of the Community Development Department (CDD), appeared before Council to inform them of the public service agencies that were awarded in the 2016 program year

June 2, 2016 Council Meeting Minutes Page 1 of 9

(July 1, 2016 – June 30, 2017). At the April 7, 2016 Council Meeting, the agencies eligible to submit applications were announced and conflicts of interest by Mayor and Council were disclosed. Customarily, the Mayor and Council elected to allocate the maximum of 15%, or \$30,649.00 of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funding to the sub recipient program. Local public service agencies utilize this funding to provide a variety of assistance to Hinesville citizens. The five (5) agencies selected for funding and funding amount allocated for the 2016 Program year are:

Atlantic Area Court Appointed Special Advocates (CASA), Inc.,	\$5,400.00
Hineshouse Project, Inc.,	\$6,600.00
JC Vision and Associates, Inc.,	\$3,000.00
Mary Lou Fraser Foundation for Families, Inc.,	\$4,000.00
Senior Citizens Inc.,	\$11,649.00

Ms. Gaulden requested permission to adopt and receive authorization to submit the Liberty Transit Title VI Plan to the Georgia Department of Transportation (GDOT). As a recipient of Section 5307 funding, Liberty Transit must have a Title VI Plan which assures that no person shall be discriminated against on the basis of race, color, national origin, age, disability, family or religious status. The Public Participation portion of the plan has been revised to divide system changes into two (2) categories and further define actions that will be taken to notify the public. Proposed Resolution #2016-14 would authorize the CDD to submit the Liberty Transit Title VI Plan to GDOT. After a discussion, Mayor Pro Tem Shaw moved to adopt proposed Resolution #2016-14 authorizing the Community Development Department to submit the Liberty Transit Title VI Plan to the Georgia Department of Transportation. Councilmember Reid seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

Erica Usher, Grants Writer for the Community Development Department (CDD), appeared before Council requesting authorization to submit a joint application on behalf of the Hinesville Police Department and Liberty County Sheriff's Office to the Department of Justice Bureau of Justice Assistance for consideration of disparate allocation under the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions, and provides critical funding necessary to support a range of program areas. The Hinesville Police Department and Liberty County Sheriff's Office will utilize this funding to purchase patrol car equipment which increases officers' safety, efficiency, and effectiveness while performing law enforcement duties. The total allocation is \$12,996.00. This funding allocation enables the Hinesville Police Department

to purchase two (2) Digital In-Car Audio/Video Recording Systems for \$9,068.00. The Liberty County Sheriff's Office will use the balance of the allocated funding to purchase two (2) Digital In-Car Audio/Video Recording Systems for \$5,813.46. The Liberty County Sheriff's Office has a cash match of \$1,885.46 included in their allocation. There is no match requirement for the Hinesville Police Department. Proposed Resolution #2016-20 would authorize CDD to submit a joint application on behalf of the Hinesville Police Department and Liberty County Sheriff's Office. After a discussion, Councilmember Floyd moved to adopt proposed Resolution #2016-20 that would authorize the Community Development Department to submit a joint application on behalf of the Hinesville Police Department and Liberty County Sheriff's Office to the Department of Justice Bureau of Justice Assistance for consideration of disparate allocation under the Edward Byrne Memorial Justice Assistance Grant Program to purchase Digital In-Car Audio/Video Recording Systems in the amount of \$12,996.00. Councilmember Jenkins seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

Ms. Usher also requested authorization to submit a grant application to the Georgia Municipal Association (GMA) for Police and Fire Department equipment. The GMA's Risk Management programs provide financial incentives to assist members of their property and liability fund and their workers compensation fund in improving their employee safety and general public liability/loss control efforts through the purchase of training, equipment, or services. Each fund offers a maximum of \$10,000.00 per year with no match required. The Hinesville Police Department is requesting ten (10) camcorders and twelve (12) memory cards compatible with the camcorders to assist in their ability to capture video and audio evidence. Additionally, they are also requesting two hundred (200) traffic cones to assist in street operation safety. The Hinesville Fire Department requests one (1) Hurst Power Unit together with hydraulic fluid. Additionally, they are also requesting three (3) Multigas Detectors together with various charging devices. Proposed Resolution #2016-21 would authorize CDD to submit a grant application to the GMA on behalf of the Police and Fire Department. After a discussion, Councilmember Jenkins moved to adopt proposed Resolution #2016-21 authorizing the Community Development Department to submit a grant application to the Georgia Municipal Association for the Police Department and Fire Department equipment in the amount of \$20,000.00 (plus a cash match of \$754.12 from the Police Department and \$4.00 from the Fire Department.) Mayor Pro Tem Shaw seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

Paul Simonton of P.C. Simonton & Associates appeared before Council to request approval of a change order for work at the Wastewater Treatment Plant. Much of the new construction has been completed and now they are making the connection to the old facilities. Mr. Simonton explained the changes that are needed for the operations and lab buildings as well as gave an overview of the budget for the Wastewater Treatment Plant Project. Mr. Simonton requested approval from Council to issue Change Order #5 in the amount of \$19,676.12 to Petticoat-Schmitt of Jacksonville, Florida, for the necessary changes to the operations and lab buildings. After a discussion, Councilmember Floyd moved to approve Change Order #5 in the amount of \$19,676.12 for the necessary changes for the Wastewater Treatment Plant. Councilmember Jenkins seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

Kimberly Ryon, CFO, appeared before Council to request authorization for the Mayor and/or the City Manager to sign documents related to the City's Georgia Environmental Finance Authority (GEFA) Loan CWSRF 16-004. The City of Hinesville has been approved for a Clean Water State Revolving Fund Loan, administered by GEFA, to finance the replacement of the Hinesville Pump Station and its associated 24" force main. The loan will not exceed \$4,622,450.00 at an interest rate of 1.09% per annum. The loan will be repaid in monthly installments for twenty (20) years. Proposed Resolution #2016-18 would authorize the Mayor and/or the City Manager to sign documents related to this loan. After a discussion, Councilmember Floyd moved to adopt proposed Resolution #2016-18 authorizing the Mayor and/or the City Manager to execute the loan agreement and the promissory note on behalf of the City of Hinesville with the Georgia Environmental Finance Authority to finance the Hinesville Pump Station and its associated 24" force main for an amount of \$4,622,450.00. Councilmember Jenkins seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

Ms. Ryon also requested authorization for Mayor Brown and/or the City Manager to sign documents related to the City's Georgia Environmental Finance Authority (GEFA) loan DWSRF-15035. The City of Hinesville has been approved for a Drinking Water State Revolving Fund Loan administered by GEFA to finance the upgrade to a new fixed-based meter read system and to replace the SCADA system for the well, pump station and tank systems and other related appurtenances. The loan will not exceed \$1,057,792.00 at an interest rate of 1.09% per annum. The loan will be repaid in monthly installments for twenty (20) years. In addition, GEFA will forgive \$423,117.00 of the principal portion of this debt (which is 40%) if all the funds are drawn. Proposed Resolution #2016-19 would authorize the Mayor and/or the City Manager to

sign documents related to this loan. After a discussion, Mayor Pro Tem Shaw moved to adopt proposed Resolution #2016-19 authorizing the Mayor and/or the City Manager to execute the loan agreement and the promissory note on behalf of the City of Hinesville with the Georgia Environmental Finance Authority to finance the upgrade to a new fixed-based meter read system and to replace the SCADA system for the well, pump station and tank systems and other related appurtenances for an amount of \$1,057,792.00. Councilmember Jenkins seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

City Manager Edwards reported that at the March 17, 2016 Council Meeting, notification was given that the Georgia Department of Transportation (GDOT) are making available to cities and counties across the State of Georgia special allocations of funds to assist local governments in improving safety in their communities. Application was filed with GDOT for use of the 2016 Special Local Maintenance & Improvement Grant (LMIG) funding for restriping local streets in the City, as well as installing a street light in the traffic circle on North Main Street and Memorial Drive. Our request was for \$115,754.00 of LMIG funding which we would match with \$49,609.00 in local funds. The award is for \$80,000.00 of LMIG funds which the City will have to match with at least \$34,286.00 for a project total of \$114,285.00. Our original estimated project total was \$165,363.00. We can fund the \$51,078.00 shortfall by using a portion of our remaining Special Purpose Local Option Sales Tax (SPLOST) V funds. City Manager Edwards explained that this project could be funded with \$80,000.00 LMIG funds and either \$34,286.00 or \$85,364.00 of SPLOST V funds depending on the number of streets Council would like to have resurfaced. City Manager Edwards recommends the City continue with the project budget of \$165,363.00 by utilizing \$85,364.00 of the remaining SPLOST V funds. After a discussion, Councilmember Jenkins moved to authorize the City Manager to proceed with the original LMIG project budget of \$165,363.00 by utilizing \$85,364.00 of the remaining SPLOST V funds. Mayor Pro Tem Shaw seconded. Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

Flash Foods, LLC, (new ownership) applicant and Karin Popp, Local Manager of **Flash Foods #3**, located at 1025 West Oglethorpe Highway, Hinesville, Georgia, 31313, applied for a new **2016 Alcoholic Beverage License**, consumption off premise of beer and wine only. Yokesha Greene, Tax and Business License Coordinator, recommend approval of Flash Foods, LLC request. After a discussion, Councilmember Floyd moved to approve Flash Foods, LLC request for a new 2016 Alcoholic Beverage License for Flash Foods #3, located at 1025 West Oglethorpe Highway, Hinesville, Georgia, consumption

off premise of beer and wine only. Councilmember Reid seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

Flash Foods, LLC, (new ownership) applicant and Corrine Crivello, Local Manager of **Flash Foods #6**, located at 725 East Oglethorpe Highway, Hinesville, Georgia, 31313, applied for a new **2016 Alcoholic Beverage License**, consumption off premise of beer and wine only. Yokesha Greene, Tax and Business License Coordinator, recommend approval of Flash Foods, LLC request. After a discussion, Councilmember Floyd moved to approve Flash Foods, LLC request for a new 2016 Alcoholic Beverage License for Flash Foods #6, located at 725 East Oglethorpe Highway, Hinesville, Georgia, consumption off premise of beer and wine only. Councilmember Reid seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

Flash Foods, LLC, (new ownership) applicant and Sylvia Devillars, Local Manager of **Flash Foods #198**, located at 463 West Oglethorpe Highway, Hinesville, Georgia, 31313, applied for a new **2016 Alcoholic Beverage License**, consumption off premise of beer and wine only. Yokesha Greene, Tax and Business License Coordinator, recommend approval of Flash Foods, LLC request. After a discussion, Councilmember Floyd moved to approve Flash Foods, LLC request for a new 2016 Alcoholic Beverage License for Flash Foods #198, located at 463 West Oglethorpe Highway, Hinesville, Georgia, consumption off premise of beer and wine only. Councilmember Jenkins seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

Vimesh Patel, applicant and Brandon Bell, manager of **The Vape Loft**, located at 556 West Oglethorpe Highway, Unit B, Hinesville, Georgia 31313, applied for a new **2016 Alcoholic Beverage License**, consumption off premise of beer only. Yokesha Greene, Tax and Business License Coordinator, recommend approval of Mr. Patel's request. After a discussion, Councilmember Floyd moved to approve Mr. Patel's request for a new 2016 Alcoholic Beverage License for The Vape Loft, located at 556 West Oglethorpe Highway, Hinesville, Georgia, consumption off premise of beer only. Councilmember Reid seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd and Nelson voted for the motion. Councilmember Jenkins abstained.

MOTION CARRIED

City Manager Edwards reported that state law recently changed that requires the Police Chief and the Business License Office to notify the Georgia Department of Revenue of any violations that occur of

certain disciplinary actions by alcoholic beverage license establishments. Proposed Ordinance #2016-02 amends the Code of the City of Hinesville, Georgia, Chapter 3, Article II, Division I, Section 3-33 to provide the duty of the Chief of Police and the duty of the Tax and License Coordinator to report violations of Chapter 3-Alcoholic Beverages of the Code of the City of Hinesville; to provide notice to the Department of Revenue of certain disciplinary actions relating to the same of sale of alcoholic beverages within forty-five (45) days of filing disciplinary action; and for other purposes allowed by law will be presented at the June 16, 2016 Council Meeting as an informational item and presented at the July 7, 2016 Council Meeting for discussion/adoption.

City Manager Edwards explained that at the May 19, 2016 Council Meeting he informed Council that the City of Hinesville medical, pharmaceutical, dental and vision insurance policy terms runs from July 1 of each year through June 30 of the following year; therefore, it is time to renew our policies. The City's medical insurances with Cigna runs July 1 of each year through June 30th of the following year. There is a proposed premium increase of approximately 17% if we continue with our current coverage package. The City pays an amount equal to 2/3 of the Base Plan premiums of all premium tiers for our employees. The employee is responsible for 1/3 of the premium plus the difference between the Base Plan and Buy Up Plan premium if they choose the Buy Up Plan coverage. To mitigate the financial impact to the City and our employees, Cigna has offered three (3) alternatives to our current coverage package (see attached). City Manager Edwards gave an overview of all the proposed alternate plans offered by Cigna. City Manager Edwards recommends that the Council approve Alternate Plan 1, beginning July 1, 2016. This would result in an approximately 10% increase as opposed to a 17% increase. The premium for the vision and dental coverage through Guardian will remain unchanged. After a discussion, Councilmember Floyd moved that the City of Hinesville accept proposed Alternate Plan 1 from Cigna for the Group Medical Insurance from July 1, 2016 through June 30, 2017. Councilmember Jenkins seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

BOARD APPOINTMENT:

Coastal Regional Commission Aging Services Advisory Council: David Anderson's appointment on the Aging Services Advisory Council expires on June 30, 2016. Allen Burns, Executive Director of the Coastal Regional Commission asked that Mr. Anderson be reappointed to fill a three (3) year term or appoint a new member to serve. The membership of the Advisory Council shall consist of persons over sixty (60) years of age, consumers, aging advocates, other interested individuals and local elected officials. This appointment will be made by Mayor and Council at the June 16, 2016 Council Meeting.

June 2, 2016

Council Meeting Minutes

Page 7 of 9

PUBLIC COMMENT:

Joseph B. Stuart of 733 Sharon Street, Hinesville, Georgia, 31313 appeared before Council to voice several concerns regarding taxation in the County and cars parked in residential neighborhoods in the City.

Joel Feagin of 502 Azalea Street, Hinesville, Georgia 31313 appeared before Council to ask why the City of Hinesville Council Meetings cannot start after 5:00 p.m. so citizens can attend after they get off from work. Council explained that in the past when Council Meetings were held after 5:00 p.m. there was hardly any or no participation from the citizens. Mayor Brown explained that Council will take Mr. Feagin's suggestion into consideration.

COUNCILMEMBER'S REPORTS:

Councilmember Floyd reported that Shalee Dodd, Water Department and Teanessa Fabian, Community Development Department celebrated birthdays during the month of June 2016. **Yokeshia Greene, Tax and Business License Coordinator**, acknowledged the Business License Department's Monthly Report for May 2016 that revealed eleven (11) new businesses and four (4) changes in ownership. Ms. Greene also reported that at the end of May 2016 there were 935 active licensed business/accounts. **Kimberly Ryon, CFO**, appeared before Council to present the budget to actual revenue and expenditure report for the City's General Fund, Water & Sewer, Sanitation, Transit and Stormwater Utility Funds for April 2016.

CITY MANAGER'S REPORT:

City Manager Edwards reported the following as information:

- **Council Work Session:** Council will hold a work session on June 8, 2016 from 3:00 p.m. until 5:00 p.m. in the City Hall Council Chamber. The purpose of the work session is to discuss the use of the remaining Special Purpose Local Option Sales Tax (SPLOST) V funds as well as the potential use of SPLOST VI funds.
- **2015 Water Quality Report:** The Hinesville, Georgia's Water Quality Report for water treated in 2015 includes details about where our water comes from, what it contains, and how it compares to Environmental Protection Agency (EPA) standards.

City Manager Edwards requested authorization for the City of Hinesville to participate in the federally funded Workforce Innovation Opportunity Act (WIOA) Program. This program pays youths ages 18 – 24 years old, high school seniors, or those that graduate in May 2016 for working up to 12 hours and provide Workman's Compensation Insurance while they work. This program will help these youths gain work experience, build work ethics, learning job related skills, and acquiring the attitudes that will enable them to become more employable. City Manager Edwards recognized Yvette Tippins, the owner of a company that is under contract with the Federal Government to administer the program. Ms. Tippins's office is located at 140 & 142 M. L. King Jr., Drive, Hinesville, Georgia, 31313. City Manager Edwards recommends that the City of Hinesville enter into a WIOA Agreement with Coastal Workforce Investment Board through Paxen Learning Service. Ms. Tippins appeared before Council to answer questions and concerns regarding the program. After a discussion, Councilmember Jenkins moved that the City of

Hinesville enter into an agreement with Paxen Learning Service. Mayor Pro Tem Shaw seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

City Manager Edwards presented a copy of the draft notes from the City Planning Workshop that was held May 12 – 14, 2016 at St. Simons, Island, Georgia as information.

City Manager Edwards also presented information regarding the U.S. Army's 241st Birthday Celebration at the Farmers Market (June 2, 2016) and other notices of events in the City of Hinesville.

There being no further business of this Council, Councilmember Jenkins made a motion that this meeting adjourn at 4:21 p.m. Mayor Pro Tem Shaw seconded. Mayor Pro Tem Shaw and Councilmembers Reid, Floyd, Nelson and Jenkins voted for the motion.

CARRIED UNANIMOUSLY

APPROVED:


Allen Brown, Mayor

ATTEST:


Sarah R. Lumpkin, City Clerk

From: [Schwartz-Washington, Eileen A](#)
To: ["Nils Gustavson"](#)
Cc: [Hawkins, Antoine](#); [Letman, Theophalas T](#); [Donita Gaulden](#); [Wade, Nadara](#)
Subject: RE: Public Hearing Requirements Liberty Transit
Date: Wednesday, April 20, 2016 2:05:16 PM

Thank you Nils,

The Department has reviewed the City of Hinesville- Liberty Transit System's revised changes to Appendix F 'Public Participation Plan' of the Title VI Plan. Based on the information presented, it appears that all required federal requirements for soliciting and considering public comments on fare increases and major service reductions as described in FTA C.930.1E, Ch.VI, Section 1.a (12) have been adhered to . Therefore, this concurrence is given to proceed with the adoption and/implementation of the revised plan.

Sincerely,

Eileen Schwartz- Washington
Transit Planner
Division of Intermodal
Aviation - Rail - Transit - Waterways
Georgia Department of Transportation
600 W. Peachtree St., NW | One Georgia Center
Atlanta, GA 30308
eschwartz-washington@dot.ga.gov | www.dot.ga.gov
T: 404.631.1236

From: Nils Gustavson [<mailto:ngustavson@thelcpc.org>]
Sent: Tuesday, April 19, 2016 4:27 PM
To: Schwartz-Washington, Eileen A
Subject: FW: Public Hearing Requirements Liberty Transit
Eileen, I tried to provide a process that could be effective and documented. Please see the attached.

Nils Gustavson

LCPC - HAMPO - LRWRC
(912) 408-2039
Planning a sustainable future for Liberty County, Georgia

From: Donita Gaulden [<mailto:dgaulden@cityofhinesville.org>]
Sent: Tuesday, April 19, 2016 3:50 PM
To: Letman, Theophalas T; nwade@dot.ga.gov; Hawkins, Antoine
Cc: Billy Edwards; Nils Gustavson; 'Jackson, Theodis A'
Subject: Public Hearing Requirements

Good afternoon Mr. Letman,

Please see attachment for proposed amendment to the Title VI Public Participation Plan for your review and concurrence. Upon your assessment, please advise if you have any questions or require additional information.

Appendix D: Title VI Sample Notice to Public

Notifying the Public of Rights Under Title VI

Liberty Transit

- Liberty Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Liberty Transit.
- For more information on Liberty Transit's civil rights program, and the procedures to file a complaint, contact Mr. Billy Edwards, City Manager, Phone (912) 876-3564, Georgia Relay 711, email info@libertytransit.org; or visit our administrative office at 115 East MLK Jr. Drive Hinesville, GA 31313. For more information, visit www.libertytransit.org.
- If information is needed in another language, contact (912) 876-3564.
- You may also file your complaint directly with the FTA at: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR 1200 New Jersey Ave., SE, Washington, DC 20590

Notificar a la pública de derechos bajo Título VI

Libertad Tránsito

- La libertad de tránsito opera sus programas y servicios sin distinción de raza, color y origen nacional con arreglo al título VI de la ley de derechos civiles. Cualquier persona que cree que él o ella ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja con la libertad de tránsito.
- Para más información sobre el programa derechos civiles de libertad tránsito y los procedimientos para presentar una queja, comuníquese con el Sr. Billy Edwards, administrador de la ciudad, teléfono (912) 876-3564, Georgia Relay 711, correo electrónico info@libertytransit.org; o visite nuestra oficina administrativa en 115 East Martin Luther King Jr. Drive Hinesville, GA 31313. Para obtener más información, visite www.libertytransit.org.
- Si necesita información en otro idioma, póngase en contacto con (912) 876-3164
- También puede presentar su queja directamente con el FTA en: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR 1200 New Jersey Ave., SE, Washington, DC 20590

Please see the following for Complaint Form in English and Spanish.

Title VI Discrimination Complaint Form

Title VI of the Civil Rights Act of 1964 states “No person in the United States shall, on the grounds 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 Environmental Justice component of Title VI guarantees fair treatment for all people. Liberty Transit is required to identify and address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations. Liberty Transit is also required to take reasonable steps to ensure that Limited English Proficiency (LEP) person have meaningful access to the programs, services, and information Liberty Transit provides.

If you feel that you have been discriminated against, please provide the following necessary information in order to facilitate the processing of your complaint. Should you require assistance in completing this form, please let us know. Once completed, return a signed copy to:

Liberty Transit

Attn: Mr. Billy Edwards

115 East MLK Jr. Drive

Hinesville, GA 31313

(phone) 912-876-3564 (fax) 912-369-2416 Georgia Relay 711

Note: To protect your rights, your complaint must be filed within **30** days of the occurrence. Failure to file within **30** days may result in dismissal of the complaint.

Complainant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: (Home) _____ (Work) _____ (Cell) _____

Person discriminated against (if someone other than Complainant)

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone #: (Home) _____ (Work) _____ (Cell) _____

Upon what premise is your discrimination complaint based? (check all that apply)

☐ Race/Color

☐ Religion

☐ Disability

☐ National Origin

☐ Gender

☐ Limited English Proficiency (LEP)

Date of alleged discrimination: _____

Describe the alleged discrimination. Explain what happened and who you believe was responsible.
(For additional space, attach additional sheets of paper or use back of the form) _____

Where did the incident take place? Please provide location, time, bus number etc.? _____

Witnesses? Please provide their contact information.

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone #: (Home) _____ (Work) _____ (Cell) _____

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone #: (Home) _____ (Work) _____ (Cell) _____

How can this complaint be resolved (how can the problem be corrected)? _____

Did you file this complaint with another federal, state, or local agency or with a federal or state court? (*check the appropriate space*) ☐ Yes ☐ No

If your answer is yes, check each agency with which a complaint was filed:

☐ Federal Agency

☐ Federal Court

☐ State Agency

☐ State Court

☐ Local Agency

☐ Other

Please provide contact information for the agency you also filed the complaint with: _____

Date of Filing: _____

If you need any special accommodations for communication regarding this complaint, please specify which alternative format you require.

☐ Braille ☐ Large Print (specify the font size) _____ ☐ CD (compact disk)

☐ Sign Language Interpreter (specify language) _____

☐ Language Interpreter (specific language) _____

Sign the complaint in space below. Attach any documents you believe supports your complaint.

Complainant's Signature

Signature Date

Office use only:

Date received: _____ by: _____

Formulario de quejas de discriminación título VI

Título VI de la ley de derechos civiles de 1964 Estados "ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional, excluida de la participación en, ser negada los beneficios de o ser objeto de discriminación bajo cualquier programa o actividad recibiendo asistencia financiera federal".

El componente de justicia ambiental del título VI garantiza un trato equitativo para todas las personas. Libertad de tránsito es necesario para identificar y tratar, según proceda, desproporcionadamente alta y los efectos adversos de sus programas, políticas y las actividades sobre las minorías y las poblaciones de bajos ingresos. La libertad de tránsito también es necesaria para tomar las medidas razonables para asegurar que habilidad limitada en inglés persona tener acceso significativo a los programas, servicios, y proporciona información de libertad de tránsito.

Si usted siente que ha sido discriminado, proporcione la siguiente información necesaria con el fin de facilitar la tramitación de su queja. Si necesita ayuda para completar este formulario, por favor háganoslo saber. Una vez completado, envíe una copia firmada a:

La libertad tránsito

Attn: Sr. Billy Edwards

115 East Martin Luther King Jr. Drive

Hinesville, GA 31313

Teléfono:912-876-3564 Relé de Georgia: 711 Fax:912 -369-2416

Nota: Para proteger sus derechos, su queja debe ser presentada con **30** días de la ocurrencia. Falta de archivo dentro de los **30** días pueden resultar en el despido de la queja.

Nombre del denunciante: _____

Dirección: _____

Ciudad: _____ estado: _____ código postal: _____

Numero de teléfono: (Inicio) _____ (trabajo) _____ (celular) _____

Persona discriminada (si alguien que no sea querellante)

Nombre: _____

Dirección: _____

Ciudad: _____ estado: _____ código postal: _____

Numero de teléfono: (Inicio) _____ (trabajo) _____ (celular) _____

¿En qué premisa se basa su queja de discriminación? (marque todas las que apliquen)

☐ Raza/Color

☐ Religión

☐ Discapacidad

☐ De origen nacional

☐ Género

☐ Habilidad limitada en inglés

Fecha de la supuesta discriminación: _____

Describir la discriminación alegada. Explicar qué sucedió y quién crees que fue el responsable.
(Espacio adicional, adjuntar hojas adicionales de papel o use la parte posterior de la forma) _____

¿Donde ocurren los hechos? ¿Proporcione por favor la ubicación, tiempo, autobús número etc.?

¿Los testigos? Por favor proporcione su información de contacto.

Nombre: _____

Dirección: _____

Ciudad: _____ estado: _____ código postal: _____

Numero de teléfono: (Inicio) _____ (trabajo) _____ (celular) _____

Nombre: _____

Dirección: _____

Ciudad: _____ estado: _____ código postal: _____

Numero de teléfono: (Inicio) _____ (trabajo) _____ (celular) _____

¿Cómo pueden resolver esta denuncia? (¿Cómo puede el problema ser corregida?)_____

¿Presentó esta denuncia con otra agencia federal, estatal o local o ante un tribunal federal o estatal? (*Compruebe el espacio correspondiente*) ☐Sí ☐No

Si tu respuesta es Sí, compruebe cada organismo con el cual se presentó una queja:

☐ Agencia Federal

☐ Tribunal Federal

☐ Agencia estatal

☐ Estado de corte

☐ Agencia Local

☐Otros

Proporcione información de contacto de la agencia con que también presentó la queja:_____

Fecha de presentación:_____

Si necesita cualquier arreglos especiales para la comunicación con respecto a esta queja, por favor especifique formato alternativo requiere.

☐ en Braille ☐ CD (disco compacto)

☐ Impresión de gran tamaño (especificar el tamaño de fuente)_____

☐ Intérprete de lenguaje de señas (especificar idioma)_____

☐ Intérprete de lengua (idioma)_____

Firme la demanda en el espacio de abajo. Adjunte cualquier documento que crees que es compatible con su queja.

Firma del demandante

Firma fecha

Uso de oficina solamente (Office use only)

Date received:_____

by:_____

Appendix F: Public Participation Plan

Introduction

The Public Participation Plan (PPP) for Liberty Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for Liberty Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Liberty Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. Liberty Transit also recognizes the importance of many types of stakeholders in the decision-making process, including other units of government, metropolitan area agencies, community based organizations, major employers, passengers and the general public, including low-income, minority, LEP, and other traditionally underserved communities.

Goals

The main goal of the PPP is to offer meaningful opportunities for all interested segments of the public, including, but not limited to, low-income, minority and LEP groups, to comment, about Liberty Transit and its operations. The goals for this PPP include:

- **Inclusion and Diversity:** Liberty Transit will proactively reach out and engage low-income, minority, and LEP populations for the Liberty Transit service area so these groups will have an opportunity to participate.
- **Accessibility:** All legal requirements for accessibility will be met. Efforts will be made to enhance the accessibility of the public's participation – physically, geographically, temporally, linguistically and culturally.
- **Clarity and Relevance:** Issues will be framed in public meetings in such a way that the significance and potential effect of proposed decisions is understood by participants. Proposed adjustments to fares or services will be described in language that is clear and easy to understand.
- **Responsive:** Liberty Transit will strive to respond to and incorporate, when possible, appropriate public comments into transportation decisions.
- **Tailored:** Public participation methods will be tailored to match local and cultural preferences as much as possible.
- **Flexible:** The public participation process will accommodate participation in a variety of ways and will be adjusted over time as needed.

Public Participation Methods

The methods of public participation included in this PPP were developed based upon best practices in conjunction with the needs and capabilities of Liberty Transit. Liberty Transit intends to achieve meaningful public participation by a variety of methods with respect to service and any changes to service.

Liberty Transit will conduct community meetings and listening sessions as appropriate with passengers, employers, community based organizations, and advisory committees to gather public input and distribute information about service quality, proposed changes or new service options.

The public will be invited to provide feedback on the Liberty Transit website www.libertytransit.org. All feedback on the site will be documented and passed on to Liberty Transit management. The public will also be able to call the Liberty Transit office at 912-877-1472 during its hours of operation. Feedback collected over the phone will be documented and passed on to Liberty Transit management. Formal customer surveys to measure performance, and listening sessions to solicit input, will be conducted periodically. The comments recorded as a part of these participation methods will be responded to as appropriate.

Meeting formats will be tailored to help achieve specific public participation goals that vary by project or the nature of the proposed adjustment of service. Some meetings will be designed to share information and answer questions. Some will be designed to engage the public in providing input, establishing priorities, and helping to achieve consensus on a specific recommendation. Others will be conducted to solicit and consider public comments before implementing proposed adjustments to services. In each case, an agenda for the meetings will be created that work to achieve the stated goals and is relevant to the subject and not overwhelming for the public.

For all public meetings, the venue will be a facility that is accessible for persons with disabilities and, preferably, is served by public transit. If a series of meetings are scheduled on a topic, different meeting locations may be used, since no one location is usually convenient to all participants.

For community meetings and other important information, Liberty Transit will use a variety of means to make riders and citizens aware, including some or all of the following methods:

- In-vehicle advertisement
- Posters or flyers in transit center
- Posting information on website
- Press releases and briefings to media outlets
- Multilingual flyer distribution to community based organizations, particularly those that target LEP population
- Flyers and information distribution through various libraries and other civic locations that currently help distribute timetables and other information
- Communications to relevant elected officials
- Other methods required by local or state laws or agreements

All information and materials communicating proposed and actual service adjustments will be provided in English and any other language that meets the “safe harbor” criteria.

Public Hearing Requirements

FTA C. 9030.1E, Ch.VI, Section 1.a (12): Public Comment on Fare and Service Changes. According to 49 U.S.C. 5307(c)(1)(I), the recipient must certify that it has a locally developed process to solicit and consider public comment before raising a fare or implementing a major reduction of public transportation service.

The recipient is expected to have a written policy that describes the public comment process on increases in the basic fare structure and on major service reductions. The recipient is responsible for defining a major service reduction. The policy should provide an opportunity for a public hearing or public meeting for any fare increase or major service reduction and should describe how the recipient will conduct such meetings and how the recipient will consider the results of such meetings in the process of changing fares and service. A public meeting is not mandatory; however, an opportunity for a public meeting in order to solicit comment must be provided. During a triennial review, the recipient should be able to provide evidence that public comments were considered. Guidance on this requirement is available in FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients."

The following public hearing policy shall be followed for any changes in the operation of the fixed route bus system operated by Liberty Transit:

- 1) **Minor Change:** A minor change to Liberty Transit System transit operations will not warrant a public hearing. A Minor Change is defined as:
 - a) An adjustment to a route that will increase or decrease a route's headway by less than fifteen minutes.
 - b) Bus stop relocation within 500' of the existing stop being moved.
 - c) Any bus stop addition on an existing route or a bus stop subtraction when the distance between bracketing stops is less than one-half mile.
 - d) Addition or subtractions of an end of route stop of less than one-half mile.
 - e) Temporary disruptions to service such as detours due to road construction, emergencies or other short temporary disruption.

The minimum public notice required is posting to the website, on-board posters and/or driver handouts on the impacted route for at least fifteen days before the change. For temporary disruptions to service such as detours due to road construction, emergencies or other short temporary disruption, provide as much notice as possible with driver handouts and/or on board notices.

2) **Major Change:** The following service changes require public hearing process as defined below. A Major Change to Liberty Transit System operation is defined as:

- a) An adjustment to a route that will increase or decrease a route's headway by more than fifteen minutes.
- b) Bus stop relocation greater than 500' from the existing stop being moved.
- c) A bus stop subtraction when the distance between the bracketing stops is greater than one-half mile.
- d) Addition or subtractions of end of route stops is greater than one-half mile.
- e) Establishment of a new bus route and the initial schedule and headway parameters for that route.
- f) Significant deviations in the geographical path traversed by any routes, which may impact 25% of the existing average daily ridership or could be considered out the corridor of direct service
- g) Modification to increase in fare charged to the public for transit services.

Public Hearing Process: Liberty Transit shall solicit and consider public comments prior to implementing a "Major Change" in transit service in the manner provided herein. In the event that the Major Change impacts transit service to the other municipalities that are members, the public hearing and consideration of the authorizing resolution shall be presented to both or all City Councils.

1) Pre-Public hearing Review: The FTA and GDOT Multi Modal require a 30 day review period prior to the start of the public hearing process. Submit the Major Change and achieve concurrence.

2) Prior to start of the thirty day comment period, the notification will be emailed to GDOT Multi Modal with additional notifications placed in transit vehicles, on website, at public service agencies, bus shelters, etc.

- 3) A public notice with an overview of the service change will be placed in the legal newspaper (ad).
- 4) The thirty day public comment period begin the day after publication of the ad. The ad shall run at least twice and at least seven days apart.
- 5) At least one public meeting (open house) shall be held with the public comment period but not sooner than two days after the date of second ad.
- 6) After the open house, a public hearing will be held by the City Council(s) prior to conclusion of the thirty day comment period. The item shall be placed as an agenda item for information and public hearing, both in accordance with the City Council(s) policy.

- a) The public meeting(s) allow the opportunity for transit staff to summarize the proposed changes as well as receive passenger feedback and suggestions for alternatives. The attendance and discussion of each public meeting will be documented.

Task	date	c'days
1) To FTA/GDOT for 30d review:	Wed - Feb 10, 2016	
2) Distribute Notice:	Fri - Mar 11, 2016	+30
3) First Ad in Paper:	Sun - Mar 13, 2016	+2
4) Start 30 day Public Hearing:	Mon - Mar 14, 2016	+1
3) Second Ad in Paper:	Sun - Mar 27, 2016	+13
5) Open House meeting	Thu - Mar 31, 2016	+4
6) City Council (Board) Meeting:	Thu - Apr 7, 2016	+7
4) End Pubic Hearing:	Wed - Apr 13, 2016	+6
7) To FTA/GDOT for 30d review:	Wed - Apr 20, 2016	+7
8) City Council (Board) Meeting:	Thu - Jun 2, 2016	+43
9) Effective Date of Change (Ad):	Mon - Jun 6, 2016	+3
9) Implement Major Service Change:	Mon - Jun 20, 2016	+18

- 7) Post-Public Hearing Review: The FTA and GDOT Multi Modal require a thirty day review period after the close of the public hearing process. Submit the Major Change, participation documentation and achieve concurrence.
- 8) At a meeting of the City Council(s), the Major Change shall be placed as an agenda item for action by resolution. The resolution shall certify the major change was in accordance with the public hearing process.
- 9) The effective date of the change shall be no sooner than fifteen days after a single ad. The notice will include the effective date and overview of the service change. Prior to date of this ad, this information shall be posted to the website and by on-board posters and/or by driver handouts on all routes.

Exhibits:

- (A) Sample Border Ad
- (B) Resolution
- (C) On Board Poster
- (D) Driver Handout

LCB Meetings (Local Coordinating Board)

The Transit Steering Committee meets on a monthly basis with the City of Hinesville Chief Executive Officer chairing the session. Meeting attendance is documented. Various matters are discussed to include annual budget, grant funding, application opportunities, citizen comments, ridership, and system performance.

PUBLIC NOTICE

Liberty Transit is seeking public comments on providing public transit for the City of Walthourville as a pilot project. The proposed bus route is available at either the Hinesville and Walthourville City Halls or <http://www.libertytransit.org>.

Open House

June 9, 2016 at 5:30 to 6:30 PM
Walthourville City Hall, Downstairs Conference Room
222 Busbee Road, Walthourville

Public Hearings

June 14, 2016 at 6:30 PM
Walthourville City Hall Council Room
192 Talmadge Road, Walthourville
and

June 16, 2016 at 3:00 PM
Hinesville City Hall Council Room
115 East M.L. King, Jr. Drive, Hinesville

Please note that the public comment period closes on June 29, 2016. If you have any comments or questions, please contact Theodis Jackson, Liberty Transit General Manager, (912) 877-1472 or theodis.jackson@transdev.com.

Dates of publication: May 29 and June 5, 2016

**RESOLUTION OF THE MAYOR AND COUNCIL
OF THE CITY OF HINESVILLE, GEORGIA
APPROVING THE EXPANSION OF TRANSIT SERVICE
TO THE CITY OF WALTHOURVILLE**

WHEREAS, the City of Hinesville operates the fixed route bus system known as Liberty Transit and receives section 5307 grant funding from the US Department of Transportation and the Georgia Department of Transportation, Division of Intermodal; and

WHEREAS, the City of Walthourville has agreed to partner with the City of Hinesville by participating in, and by sharing the cost of, operating Liberty Transit on an equitable basis; and

WHEREAS, the City of Hinesville has agreed to extend the services of Liberty Transit into Walthourville in accordance the terms of the Intergovernmental Agreement for the Provision of Metropolitan Transportation Services between the parties,

WHEREAS, the public hearing process for major changes in transit service have been followed.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. Liberty Transit services shall be provided to City of Walthourville in accordance with the Intergovernmental Agreement for the Provision of Metropolitan Transportation Services, and
2. The initial bus route and schedule shall be as attached, and
3. The first day service shall be August 15. 2016.

APPROVED this 21st day of July 2016.

Allen Brown, Mayor

Jason Floyd, Councilmember

Kenneth Shaw, Mayor Pro Tem

Vicky C. Nelson, Councilmember

Diana F. Reid, Councilmember

Keith Jenkins, Councilmember

ATTEST:

Sarah R. Lumpkin, City Clerk

Exhibit C: On Board Poster

Liberty Transit

PUBLIC NOTICE

Liberty Transit is seeking public comments on providing public transit for the City of Walthourville as a pilot project. The proposed bus route is available at either the Hinesville and Walthourville City Halls or <http://www.libertytransit.org>.

Open House

June 9, 2016 at 5:30 to 6:30 PM

Walthourville City Hall, Downstairs Conference Room
222 Busbee Road, Walthourville

Public Hearings

June 14, 2016 at 6:30 PM

Walthourville City Hall Council Room
192 Talmadge Road, Walthourville
and

June 16, 2016 at 3:00 PM

Hinesville City Hall Council Room
115 East M.L. King, Jr. Drive, Hinesville

Please note that the public comment period
closes on June 29, 2016.

If you have any comments or questions, please contact:
Theodis Jackson, Liberty Transit General Manager
(912) 877-1472 or theodis.jackson@transdev.com.

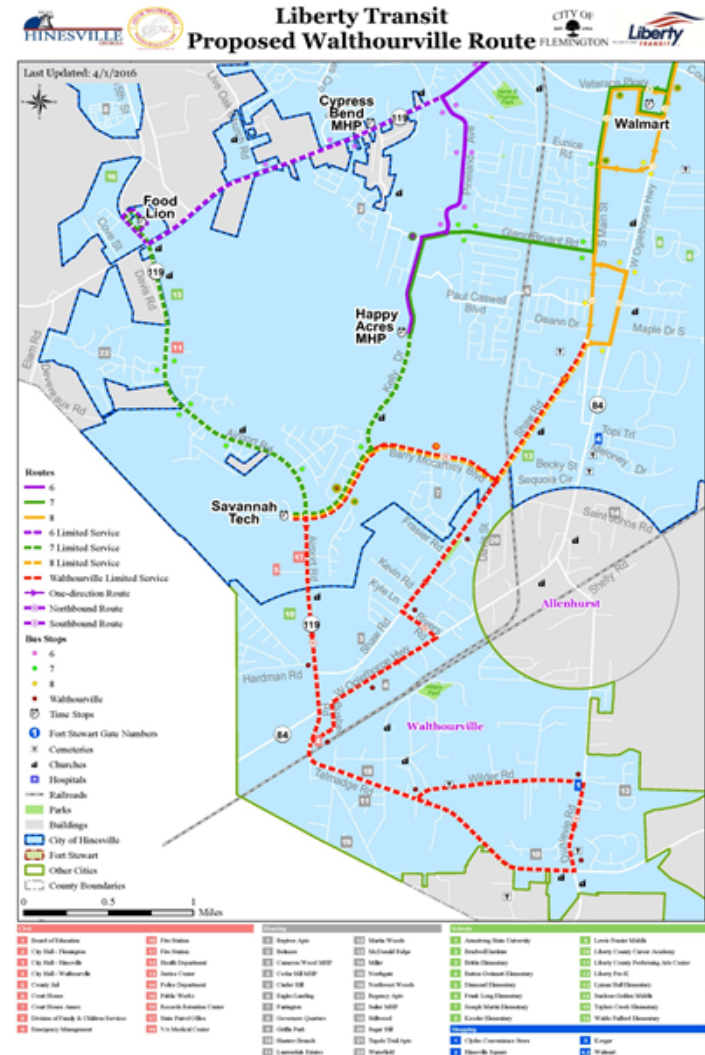


Exhibit D: Driver Handout

Liberty Transit

PUBLIC NOTICE

Liberty Transit is seeking public comments on providing public transit for the City of Walthourville as a pilot project. The proposed bus route is available at either the Hinesville and Walthourville City Halls or <http://www.libertytransit.org>.

Open House

June 9, 2016 at 5:30 to 6:30 PM
Walthourville City Hall, Downstairs Conference Room
222 Busbee Road, Walthourville

Public Hearings

June 14, 2016 at 6:30 PM
Walthourville City Hall Council Room
192 Talmadge Road, Walthourville
and
June 16, 2016 at 3:00 PM
Hinesville City Hall Council Room
115 East M.L. King, Jr. Drive, Hinesville

Please note that the public comment period closes on June 29, 2016.

If you have any comments or questions, please contact:
Theodis Jackson, Liberty Transit General Manager
(912) 877-1472 or theodis.jackson@transdev.com.

Libertad de Tránsito

AVISO PÚBLICO

Libertad de tránsito está buscando comentarios públicos en la prestación de transporte público de la ciudad de Walthourville como un proyecto piloto. La ruta propuesta está disponible en Hinesville y la de ciudad de Walthourville o <http://www.libertytransit.org>.

Casa Abierta

9 de junio de 2016 de 5:30 hasta 6:30 PM
Walthourville Ayuntamiento, sala planta baja
222 Busbee Road, Walthourville

Audiencias Públicas

14 de junio de 2016 a las 6:30 PM
En la Sala de Consejo de ciudad Walthourville
192 Talmadge Road, Walthourville
Y el
16 de junio de 2016 a las 3:00 PM
En la sala de consejo de ciudad de Hinesville
115 East M.L. King, Jr. Drive, Hinesville

Tenga en cuenta que el periodo de comentarios públicos se cierra el 29 de junio de 2016.

Si tienes algún comentario o pregunta, póngase en contacto con:
Theodis Jackson, Gerente de tránsito de la libertad
(912) 877-1472 o theodis.jackson@transdev.com.

Appendix G: Language Assistance Plan (LAP)

Liberty Transit operates a transit system within Liberty County. The Language Assistance Plan (LAP) has been prepared to address Liberty Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In the Liberty Transit service area there are 1,725 residents or 2.98% who describe themselves as not able to communicate in English "very well" (Source: US Census). Liberty Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Liberty Transit has utilized the U.S. Department of Transportation (USDOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP.

The U.S. Department of Transportation Handbook, titled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers, (April 13, 2007) " (hereinafter "Handbook"), states that Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance (Handbook, page 5). The Handbook further adds that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination (Handbook, page 5).

Executive Order 13166 of August 16, 2000 states that recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons (Handbook, page 6). Additionally recipients should use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are LEP (Handbook, page 6). These provisions are included in FTA Circular 4702.1B in Paragraph 9 of Chapter III (pages III-6 to III-9).

For many LEP individuals, public transit is the principal transportation mode available. It is important for Liberty Transit be able to communicate effectively with all of its riders. When Liberty Transit is able to communicate effectively with all of its riders, the service provided is safer, more reliable, convenient, and accessible for all within its service area. Liberty Transit is committed to taking reasonable steps to ensure meaningful access for LEP individuals to this agency's services in accordance with Title VI.

This plan will demonstrate the efforts that Liberty Transit undertakes to make its service accessible to all persons without regard to their ability to communicate in English. The plan addresses how services will be provided through general guidelines and procedures including the following:

- Identification: Identifying LEP populations in service areas
- Notification: Providing notice to LEP individuals about their right to language services
- Interpretation: Offering timely interpretation to LEP individuals upon request
- Translation: Providing timely translation of important documents
- Staffing: Identifying Liberty Transit or City of Hinesville staff to assist LEP customers
- Training: Providing training on LAP to responsible employees.

I. Four Factor Analysis

The analysis provided in this report has been developed to identify LEP population that may Liberty Transit services and identify needs for language assistance. This analysis is based on the “Four Factor Analysis” presented in the Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons, dated April 13, 2007, which considers the following factors:

1. The number and proportion of LEP persons in the service area who may be served or are likely to encounter a Liberty Transit program, activity or service.
2. The frequency with which LEP persons come in contact with Liberty Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by Liberty Transit to the LEP population.
4. The resources available to Liberty Transit and overall costs to provide LEP assistance

a. Factor 1: The Number and Proportion of LEP Persons Serviced or Encountered in the Eligible Service Population

Of the 58,131 residents in the Liberty Transit service area 1,725 residents describe themselves as speaking English less than “very well”. People of Spanish or Spanish Creole descent are the primary LEP persons likely to utilize Liberty Transit services. For the Liberty Transit service area, the American Community Survey of the U.S. Census Bureau shows that among the area’s population 7.96% speak English “very well”. For groups who speak English “less than very well”, 1.91% speak Spanish/Spanish Creole and 0.23% speak Korean. Spanish/Spanish Creole and Korean are the most spoken languages within the service area for the largest groups of LEP persons.

b. Factor 2: The Frequency with which LEP Individuals Come into Contact with Your Programs, Activities, and Services

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

Liberty Transit has assessed the frequency with which LEP individuals come in contact with the transit system. The methods utilized for this assessment include analysis of Census data, examining phone inquiries, requests for translated documents, and staff survey. As discussed above, Census data indicates that Spanish/Spanish Creole is the most prominent LEP group. Phone inquiries and staff survey feedback indicated that Liberty Transit staff and drivers interact infrequently with LEP persons. The majority of these interactions have occurred with LEP persons who mainly spoke Spanish or Korean. Over the past 4 years, Liberty Transit has had 10 requests for translated documents.

c. Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Recipient to People's Lives

Liberty Transit provides service to an area without an ethnic majority. The area is culturally diverse due to its proximity to Fort Stewart. Liberty Transit realizes the importance of being able to communicate with individuals from many ethnic and cultural backgrounds. The annual ridership survey will include questions concerning language.

d. Factor 4: The Resources Available to the Recipient and Costs

Liberty Transit assessed its available resources that are currently being used, and those that could be used, to provide assistance to LEP populations. These resources include verbal translation upon request by staff or members of the community, written translation of ride guides and flyers.

II. Language Assistance Plan

In developing a Language Assistance Plan, FTA guidance recommends the analysis of the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the plan

The five elements are addressed below.

a. Element 1: Identifying LEP Individuals Who Need Language Assistance

Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis.

Liberty Transit has identified the number and proportion of LEP individuals within its service area using United States Census data (see Appendix H). As presented earlier, 89.06% of the service area population speaks English only. The largest non-English spoken language in the service area is Spanish/Spanish Creole (6.32%).

Of those who primary spoken language is Spanish/Spanish Creole approximately 1.91% identify themselves as speaking less than “very well”. Those residents whose primary language is not English or Spanish/ Spanish Creole and who identify themselves as speaking English less than “very well” account for 1.07% of the service area population.

Liberty Transit may identify language assistance need for an LEP group by:

1. Examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Having Census Bureau Language Identification Flashcards available at Liberty Transit related meetings. This will assist Liberty Transit in identifying language assistance needs for future events and meetings.
3. Having Census Bureau Language Identification Flashcards on all transit vehicles to assist operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to obtain contact information to give to Liberty Transit management to follow-up.
4. Vehicle operators and front-line staff (i.e. Dispatchers, Transit Operation Supervisors, etc.) will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

b. Element 2: Language Assistance Measures

Federal Guidance suggests that an effective LAP should include information about the ways in which language assistance will be provided. This refers to listing the different language services an agency provides and how staff can access this information.

For this task Federal Guidance recommends that transit agencies consider developing strategies that train staff as to how to effectively deal with LEP individuals when they either call agency centers or otherwise interact with the agency.

Liberty Transit will undertake the following actions to improve access to information and services for LEP individuals:

1. Survey transit drivers and other front-line staff annually on their experience concerning any contacts with LEP persons during the previous year.
2. Provide Language Identification Flashcards onboard transit vehicles and in the Liberty Transit offices.
3. When an interpreter is needed in person or on the telephone, staff will attempt to access language assistance services from City staff, qualified community volunteers, or a professional translation service.

Liberty Transit will utilize the demographic maps provided in Appendix I in order to better provide the above efforts to the LEP persons within the service area.

c. Element 3: Training Staff

Federal guidance states staff members of an agency should know their obligations to provide meaningful access to information and services for LEP persons and that all employees in public contact positions should be properly trained.

Suggestions for implementing Element 3 of the Language Assistance Plan, involve: (1) identifying agency staff likely to come into contact with LEP individuals; (2) identifying existing staff training opportunities; (3) providing regular re-training for staff dealing with LEP individual needs; and (4) designing and implementing LEP training for agency staff.

In the case of Liberty Transit, the most important staff training is for Customer Service Representatives and transit drivers.

The following training will be provided to Drivers and Staff:

1. Information on Title VI Procedures and LEP responsibilities
2. Use of Language Identification Flashcards
3. Documentation of language assistance requests
4. How to handle a potential Title VI/LEP complaint

d. Element 4: Providing Notice to LEP Persons

Liberty Transit will make Title VI information available in English and Spanish on the agency's website www.libertytransit.org. Key documents are written in English and Spanish. At a minimum, the notice will be posted on the Liberty Transit website at libertytransit.org, at stops with a shelter, in transit vehicles. Additionally, the notice will be posted on a digital display at City Hall and the Live Oak Public Library.

Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

e. Element 5: Monitoring and Updating the Plan

The plan will be reviewed on an annual basis in conjunction with the July Transit Steering Committee Meeting. Updates will consider the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether Liberty Transit financial resources are sufficient to fund language assistance resources needed

Liberty Transit understands the value that its service plays in the lives of individuals who rely on this service, and the importance of any measures undertaken to make the use of system easier. Liberty Transit is open to suggestions from all sources, including customers, Liberty Transit staff, other transportation agencies with similar experiences with LEP communities, and the general public, regarding additional methods to improve their accessibility to LEP communities.

III. Safe Harbor Provision

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Liberty Transit service area does have LEP populations which qualify for the Safe Harbor Provision. As shown in Appendix H, 1,111 speakers qualify for the Safe Harbor Provision as the number of person which speak English less than "very well" is counted as 1.91% and 1,111 persons.

The Safe Harbor Provision applies to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. Liberty Transit may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures.

Appendix H: Operating Language Data

Liberty Transit Service Area

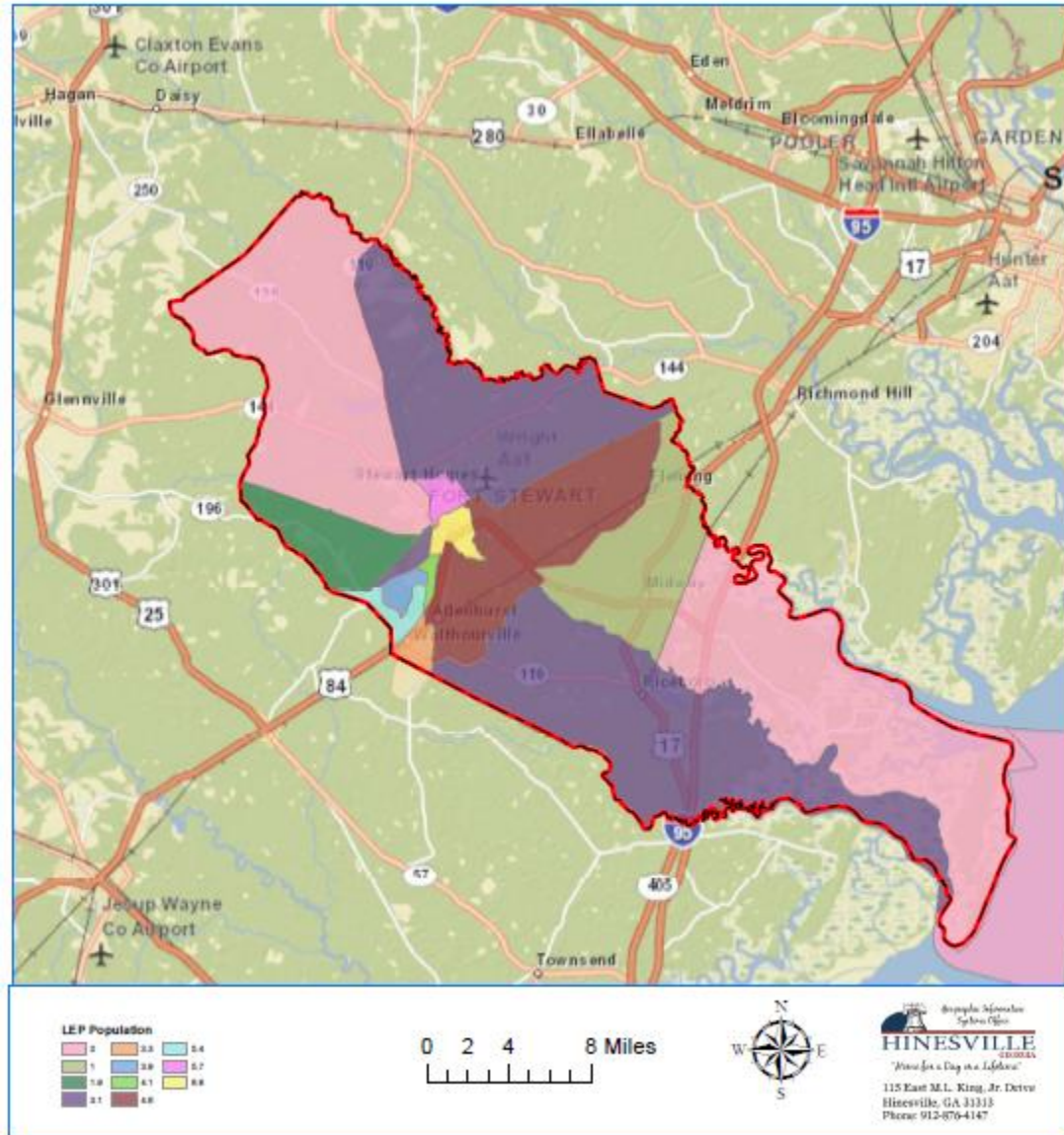
<u>Language</u>	<u>County</u>	<u>Percent of Population</u>
Total	58,131	100.00
Speak only English	51,774	89.06
Spanish or Spanish Creole	3,674	6.32
Speak English "very well"	2,563	4.40
Speak English less than "very well"	1,111	1.91
French (incl. Patois, Cajun)	106	0.18
Speak English "very well"	106	0.18
Speak English less than "very well"	0	0
French Creole	60	0.10
Speak English "very well"	60	0.10
Speak English less than "very well"	0	0
Italian	71	0.12
Speak English "very well"	48	0.08
Speak English less than "very well"	23	0.04
Portuguese or Portuguese Creole	94	0.16
Speak English "very well"	27	0.05
Speak English less than "very well"	67	0.12
German	628	1.08
Speak English "very well"	563	0.97
Speak English less than "very well"	65	0.11
Yiddish	0	0
Speak English "very well"	0	0
Speak English less than "very well"	0	0
Other West Germanic languages	0	0
Speak English "very well"	0	0
Speak English less than "very well"	0	0
Scandinavian languages	0	0
Speak English "very well"	0	0
Speak English less than "very well"	0	0
Greek	180	0.31
Speak English "very well"	180	0.31
Speak English less than "very well"	0	0
Russian	27	0.05
Speak English "very well"	27	0.05
Speak English less than "very well"	0	0
Polish	0	0
Speak English "very well"	0	0
Speak English less than "very well"	0	0

Language	County	Percent of Population
Serbo-Croatian	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
Other Slavic Languages	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
Armenian	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
Persian	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
Gujarati	353	0.61
Speak English “very well”	343	0.59
Speak English less than “very well”	10	0.02
Hindi	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
Urdu	15	0.03
Speak English “very well”	15	0.03
Speak English less than “very well”	0	0
Other Indic languages	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
Other Indo-European Languages	21	0.04
Speak English “very well”	18	0.03
Speak English less than “very well”	3	0.01
Chinese	46	0.08
Speak English “very well”	24	0.04
Speak English less than “very well”	22	0.04
Japanese	83	0.14
Speak English “very well”	28	0.05
Speak English less than “very well”	55	0.09
Korean	212	0.36
Speak English “very well”	78	0.13
Speak English less than “very well”	134	0.23
Mon-Khmer, Cambodian	12	0.02
Speak English “very well”	0	0
Speak English less than “very well”	12	0.02
Hmong	0	0
Speak English “very well”	0	0

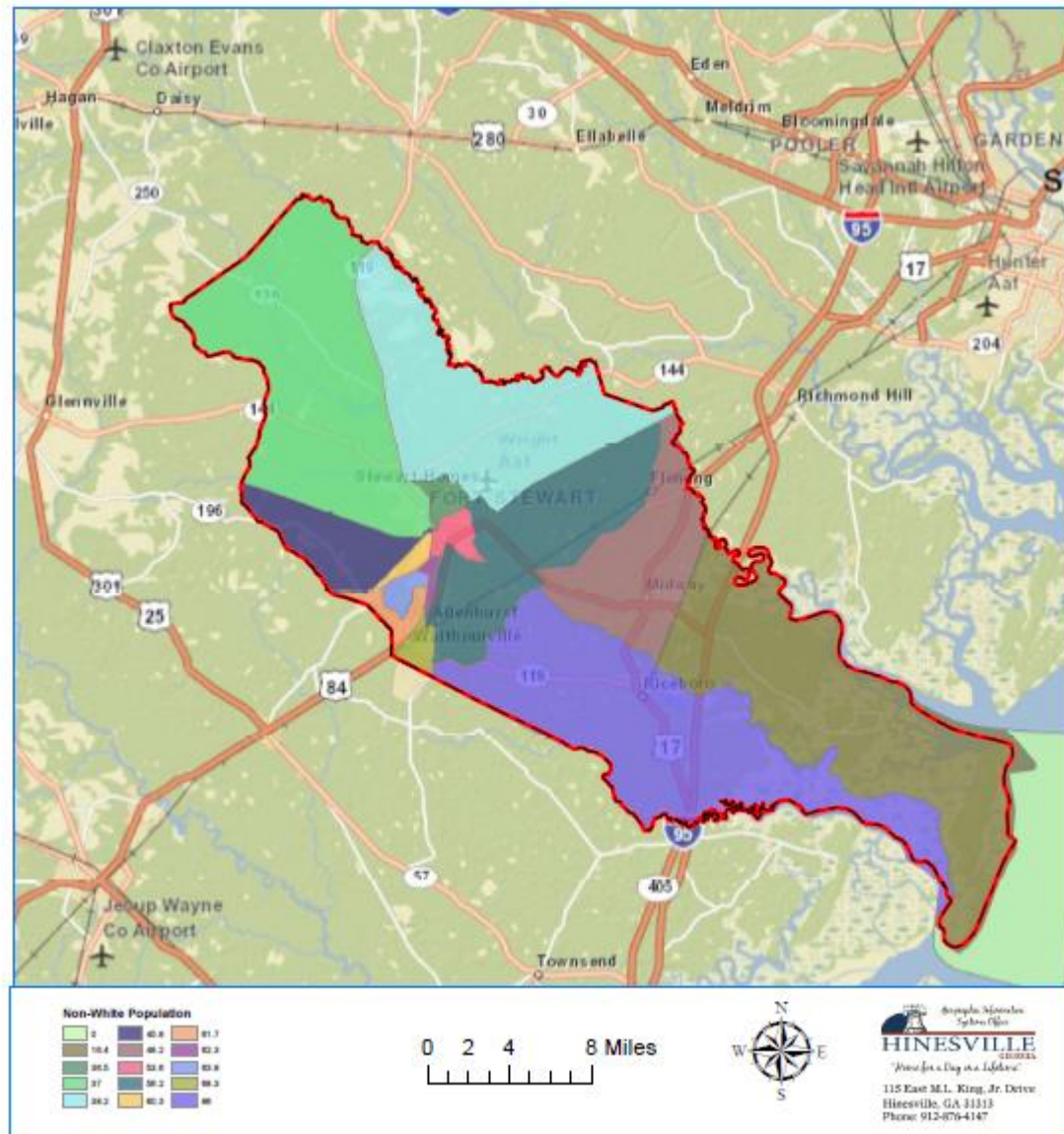
Language	County	Percent of Population
Speak English less than “very well”	0	0
Thai	47	0.08
Speak English “very well”	32	0.06
Speak English less than “very well”	15	0.03
Laotian	30	0.05
Speak English “very well”	30	0.05
Speak English less than “very well”	0	0
Vietnamese	92	0.16
Speak English “very well”	0	0
Speak English less than “very well”	92	0.16
Other Asian languages	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
Tagalog	227	0.39
Speak English “very well”	159	0.27
Speak English less than “very well”	68	0.12
Other Pacific Island languages	182	0.31
Speak English “very well”	67	0.12
Speak English less than “very well”	115	0.20
Navajo	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
Other Native American languages	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
Hungarian	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
Arabic	20	0.03
Speak English “very well”	7	0.01
Speak English less than “very well”	13	0.02
Hebrew	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0
African languages	177	0.30
Speak English “very well”	114	0.20
Speak English less than “very well”	63	0.11
Other and unspecified languages	0	0
Speak English “very well”	0	0
Speak English less than “very well”	0	0

Appendix I: Demographic Maps

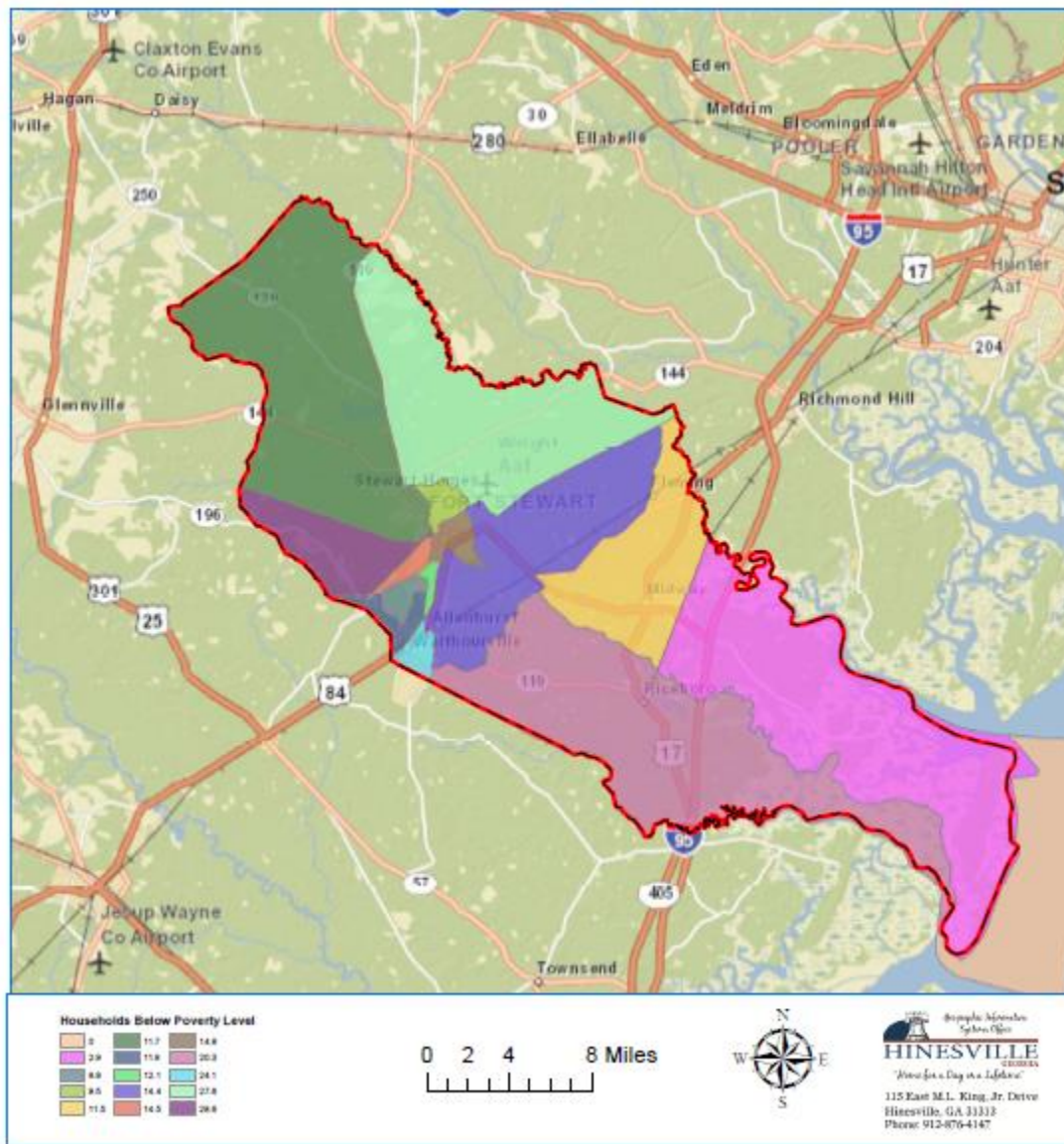
LEP Population



Non-White Population



Households Below Poverty Level



Appendix J: Title VI Equity Analysis

Liberty Transit has not performed a Title VI Equity Analysis.