Administrative Policy Directive
Issued March 5, 2019

Title VI Report

The enclosed Title VI Report is hereby adopted for the City of Durango.

Ron LeBlanc, City Manager

Location: \|Transit\|Transit Grants\|FTA Programs\|Title VI\|2019 Update
DURANGO TRANSIT
2019 Title VI Report

Part I

1) **Name of Entity Submitting:** Durango Transit, City of Durango

2) **Name of Person Completing Report:** Sarah Dodson, Assistant Transportation Director

3) **Submission Date:** March 5, 2019

4) **List of active lawsuits or complaints naming the sub-recipient which allege discrimination on the basis of race, color or national origin with respect to service or other transit related benefits:**

Durango Transit is not involved in any active lawsuits or complaints which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.

The City of Durango is not involved in any Title VI investigations conducted by any other entities.

5) **Signed Civil Rights Assurances:**

Appendix A (see attached).

The City of Durango has submitted the Annual Certification and Assurances, which include the Title VI assurance, and they have been uploaded into CoTrams.

6) **Signed LEP Policy:**

Appendix B (see attached).

An LEP Policy has been adopted by the City.

7) **Complaint Procedures:**

Appendix C, D (see attached).

The City of Durango has adopted the Title VI complaint investigation and tracking procedures found in FTA Circular 4702.1B, Chapter IX.
8) **Notification to Beneficiaries:**

Appendix E (see attached).

Durango Transit posts a notice in each vehicle that notifies riders that Durango Transit complies with FTA Title VI requirements, gives information on procedures for filing a Title VI complaint, and contact information. Compliance notice and contact information are included in current and will be included in future editions of Durango Transit Rider’s Guides and Maps.

9) **Racial Breakdown of Multimodal Advisory Board:**

Appendix F (see attached).

<table>
<thead>
<tr>
<th>Body</th>
<th>Caucasian</th>
<th>Latino</th>
<th>African American</th>
<th>Asian American</th>
<th>Native American</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>87.6%</td>
<td>9.6%</td>
<td>0.6%</td>
<td>0.9%</td>
<td>6.9%</td>
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<tr>
<td>MAB</td>
<td>92%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8%</td>
</tr>
</tbody>
</table>

*Table: Depicts Membership of City of Durango Population and Multimodal Advisory Board by Race*

Description of efforts made to increase the representation of minorities on the advisory board:

The City of Durango is located in Southwest Colorado and has a population of 18,465. There is a limited minority population in the City, however Durango Transit has required representation of the advisory board for specific interests.

The Multimodal Advisory Board is made up of seven voting members appointed by the City Council. Voting members include one representative from the 9-R School District, one representative from the City’s business community, one representative of Fort Lewis College, one representative from the City’s senior and disabled community, one representative from the City’s public health community, and two at large members one of which is a representative of the cycling community. Members of the Multimodal Advisory Board need not be residents of the City. All appointments are for a three year term commencing as of the effective date of appointment. The City Council appoints a liaison representative to the Board.
Administrative and staff support is provided to the Board. Additionally when Board terms are up for election, Durango Transit solicits new members from contacts with human service agencies, posts the opening on the buses and on www.durangotransit.com and sends out the notification in the monthly e-newsletter that has over 2500 subscribers.

10) Multimodal Advisory Board Minutes:

Appendix G (see attached).

Minutes include Board approval of 2019 Updated Title VI Program for Durango Transit.

11) Inclusive Public Participation:

In order to meet considerations expressed in the DOT Order on Environmental Justice and the Department of Transportation (DOT) Limited English Proficiency (LEP) Guidance, Durango Transit seeks and considers the viewpoints of minority, low income and LEP populations in the process of conducting public outreach activities.

Durango Transit strives to provide early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. Outreach practices for Durango Transit include but are not limited to:

A. Public involvement process including meetings with targeted stakeholders and surveys (proctored on-board, in person and online);
B. Analysis of Census and ridership data;
C. Annual Transportation Forum;
D. Coordination with local human service providers, local coordinating council, and entities whose constituents are low-income or disadvantaged;
E. Providing opportunities for public participation through conversations with administrative, and management staff;
F. Use of facilities for public meetings that are convenient and accessible to low-income and minority communities;
G. Targeted media outreach;
H. Implementation and adoption of an LEP policy;
I. Multimodal Transportation Plan Process; and
J. Mobility management and travel training programs.

12) Conducting Analysis of Construction Projects:

When preparing documentation for construction projects using FTA funds Durango Transit will:

A. Complete and submit FTA’s standard Categorical Exclusion (CE) checklist, which includes a section on community disruption and environmental justice.

B. When preparing an environmental assessment (EA) or environmental impact statement (EIS), the City of Durango will integrate the following components into the documents:

   (a) A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g. analysis of Census data, minority business directories, direct observation, or a public involvement process). A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income population.

   (b) A discussion of all positive effects that would affect the identified minority and low-income population, such as an improvement in transit service, mobility, or accessibility.

   (c) A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of any community resources destroyed by the project.

   (d) A discussion of the remaining effects, if any, and why further mitigation is not proposed.
(e) For projects that traverse predominantly minority and low-income areas and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas. Recipients and subrecipients that determine there is no basis for such a comparison should describe why that is so.
Part II

SERVICE STANDARDS FOR DURANGO TRANSIT

1) Description of Transit Service

Durango Transit buses and trolleys serve locations throughout the City limits of Durango, Colorado.

Durango Transit:

1. Fixed Route Loops: fixed routes within Durango city limits.

2. Door-to-door: Complementary paratransit service servicing populations that are elderly and disabled within 3/4 mile of the fixed route service area, and extended to include service to Mercy Regional Medical Center in the Three Springs area, the Crestview neighborhood, and US Highway 160 West.

Service Area

Durango Transit operates public transportation services within the city limits of the City of Durango. Fixed-route service area includes:


- South – US Highways 160 and 550 through Bodo Industrial Park, to Walmart. The City of Durango contracts with Southern Colorado Community Action Agency’s Road Runner Transit to offer fixed-route public transportation to Mercy Regional Medical Center in Three Springs at no additional charge to Durango Transit passholders.

- East – Goeglein Gulch Road from 8th Street to Florida Road, servicing Fort Lewis College, and Florida Road from Chapman Hill north-east to County Road 250.

- West – Camino del Rio. The City of Durango contracts with Southern Colorado Community Action Agency’s Road Runner Transit to offer fixed-route public transportation along US Highway 160 West to the Durango Tech Center at no additional charge to Durango Transit passholders. Durango Transit routes are described below.
Bus stops are serviced every 30 minutes on all routes, except the Main Avenue Trolley which runs on 20-minute headways.

Main Avenue Trolley

The Main Avenue Trolley is curb-to-curb fixed-route service serving Main Avenue from the center of the Downtown Historic District at 7th Street along Main Avenue to the Iron Horse Inn located at the north end of Durango city limits at Animas View Drive and US Highway 550. Hours of operation are 7:00 AM to 8:40 PM, seven days a week year-round. The Main Avenue Trolley runs every 20 minutes and will stop only at designated stops along the route. The trolleys are wheelchair accessible. Refer to the Rider’s Guide (Appendix H) which includes maps and schedules for all routes.

Fixed Route Bus Service – Loop Bus

Loop bus routes serve Fort Lewis College, historic downtown Durango, North and South Durango and Bodo Industrial Park. The Loop bus routes operate every 30 minutes from 7:00 AM to approximately 8:30 PM seven days a week. The buses stop at designated stops and other locations if it is safe to do so at the driver’s discretion.
All Loop buses are wheelchair accessible. Refer to the Rider's Guide (Appendix A) which includes maps and schedules for all routes.

**Contracted Service**

In order to offer fixed-route public transportation service to areas unserved by Durango Transit routes, the City of Durango entered into a contractual agreement with Southern Colorado Community Action Agency's Road Runner Transit to provide fixed-route public transportation to Durango Transit passholders at no additional charge. Road Runner Transit operates service between Mercy Regional Medical Center and the Durango Transit Center seven times per day, and operates service between the Tech Center on US Highway 160 West and the Durango Transit Center four times per day.

**Opportunity Bus/Dial-A-Ride**

The Opportunity Bus is a door-to-door service provided by Durango Transit for populations that are elderly and disabled. Hours of operation match the operating hours of the services listed above. Persons interested in the Opportunity Bus who feel they are qualified to use this service can call (970) 247-3577 for an application or for more information. Applications can be picked up at the Durango Transit Center at 250 W. 8th Street or downloaded at www.durangotransit.com. Refer to the Paratransit Eligibility Questionnaire (Appendix I).

Demand response for the general public is not a service provided by Durango Transit.

Since the last Title VI program was implemented, Durango Transit implemented a number of service changes due to reduced grant funding. The Crestview/Highway 160 route and the Mercy Route were eliminated, and the FLC route was reconfigured. The City of Durango entered into a contractual agreement with the Southern Colorado Community Action Agency's Road Runner Transit, offering fixed-route public transportation along US Highway 160 West to the Durango Tech Center and to Mercy Regional Medical Center at no additional cost to Durango Transit ridership.

The City supplies transit service to all City residents, and paratransit service to all qualified City residents and a substantial number of County residents. Durango Transit brochures are located at most transit stops, the Durango Welcome Center, on
buses, and at more than thirty other public and private facilities. Durango Transit dispatch lines are open during all transit service hours.

Durango Transit has also developed a policy to assist individuals who are Limited English Proficient (LEP). It is estimated that approximately 18% of City residents are minorities, with 10% from Hispanic or Latino descent. The City has made active efforts to reach out to this population through translated surveys on the buses. The Durango Transit Rider's Guide includes Spanish translations of maps and schedules at www.DurangoTransit.com. Durango Transit has a local translator to translate comment forms, and any changes to the printed information as needed. Translation services shall be made available to Durango Transit customers upon request.

Any person who believes Durango Transit has violated his/her Title VI protections should refer to the City of Durango's Complaint Policy (http://durangogov.org/DocumentCenter/View/4032) and fill out a Grievance Form (http://durangogov.org/DocumentCenter/View/4033). Durango Transit's Title VI policy, complaint procedures and LEP Plan shall be made available upon request by contacting the City of Durango Transportation Department at the above-noted information. For federal Title VI information please contact the Federal Transit Administration (FTA), Region 8 at 303-362-2400. Federal Title VI information, including filing complaints, can also be accessed on the FTA website.

2) System Wide Service Standards and Policies

Vehicle Load Standards
The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 30 passengers for the Hometown rubber tire trolleys; 20 passengers for the Ford StarTrans/StarCraft Type 2 cutaway buses; and 10 passengers for the Ford StarTrans/StarCraft Type 1 cutaway buses.

Vehicle Headway Standards
Bus stops are serviced every 30 minutes on all routes, except the Main Avenue Trolley which runs on 20-minute headways.
On-Time Performance Standards

Durango Transit considers a vehicle as on time if it departs a scheduled timepoint no more than 1 minute early and no more than 5 minutes late. Durango Transit’s on-time performance objective is 90% or greater. Durango Transit continuously monitors on-time performance results to the Multimodal Advisory Board. Any issues with on time performance are reported to the City Manager with weekly reports on all aspects of operations.

Service Availability Standards

Durango Transit will distribute transit service so that 85% of all residents in the service area are within a ¼ mile walk of bus service.

<table>
<thead>
<tr>
<th>WEEKDAY</th>
<th>Peak</th>
<th>Base</th>
<th>Evening</th>
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<tr>
<td>Fixed Route – Loop Bus</td>
<td>:30</td>
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<tr>
<td>Trolley Route</td>
<td>:20</td>
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</tr>
</tbody>
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* Peak 6 – 9 am and 4 – 6 pm; Base 9 am – 4 pm; Evening: 6 – 7:40 pm.

The Loop Bus routes operate every 30 minutes seven days a week from 7:00 am to approximately 8:30 pm.

The Main Avenue Trolley runs every 20 minutes seven days a week from 7:00 am to approximately 8:30 pm.

Vehicle Assignment Policy

All Durango Transit Vehicles will be assigned to the fixed route and paratransit system such that the average age of the fleet serving the fixed route service does not exceed 8 years. Trolleys are deployed on the higher-ridership line, since these buses carry a higher share of ridership than their numerical proportion of the overall bus fleet. Trolleys and loop buses are equipped with air conditioning systems and are fully accessible with wheelchair lifts.

Bus assignments take into account the operating characteristics the routes, the fixed route loops have lower ridership and are assigned the mini-buses. The Trolley route
has higher ridership and is assigned the larger trolley buses to meet the needs of the route.

**Transit Amenities Policy**

Installation of transit amenities along bus routes are based on the number of passenger boarding's at stops along those routes and right-of-way constraints. Durango Transit does not discriminate with the placement of transit amenities. Based on ridership each transit stop is designed based on a standard identified in the Multimodal Transportation Plan (the transit stop details for a standard transit stop and amenities can be found here: [http://www.durangogov.org/index.aspx?NID=360](http://www.durangogov.org/index.aspx?NID=360)). The majority of Durango Transit stops include: a shelter, one or two benches, bike racks, a trash can, and solar lighting. Durango Transit intends to install at a minimum a bench, solar lighting, and trash cans at each transit stop location. Durango Transit has budgeted funds each year to expand the stop amenities.
Fiscal Year 2019 Certifications and Assurances

Federal Fiscal Year 2019 Certifications and Assurances for FTA Assistance Programs

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: **City of Durango - Durango Transit**

The Applicant certifies to the applicable provisions of categories 01-18.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

<table>
<thead>
<tr>
<th>Category</th>
<th>Certification</th>
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<tbody>
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FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

Name of the Applicant: City of Durango, Colorado

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1996, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, “Program Fraud Civil Remedies” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature: ___________________________ Date: ____________

Name: Ron LeBlanc

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant):

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no litigation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: ___________________________ Date: ____________

Name: Dirk Nelson

Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within Transp, provided the Applicant has on file and uploaded to Transp this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.
Limited English Proficiency Plan

The enclosed Limited English Proficiency Plan is hereby adopted for the City of Durango.

Ron LeBlanc, City Manager

Location: L:\Transit\Transit Grants\FTA Programs\LEP\2019
Limited English Proficiency Plan

The Limited English Proficiency (LEP) Plan, for the City of Durango’s Transportation Department has been developed in response to federal requirements included under Section 601 of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), which provides that no person shall "on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Executive Order 13166

Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," was created to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency (LEP)...."

President Bush affirmed his commitment to Executive Order 13166 through a memorandum issued on October 25, 2001, by Assistant Attorney General for Civil Rights, Ralph F. Boyd, Jr. Federal agencies were directed to provide guidance and technical assistance to recipients of Federal funds as to how they can provide meaningful access to limited English proficient users of Federal programs. In addition, Federal agencies were told to look at how they served people who were limited in their English proficiency and to see what measures they could take in their direct contacts with LEP individuals that would increase meaningful access. In addition, a Federal Interagency Workgroup on Limited English Proficiency (Workgroup) was formed to coordinate guidance and technical assistance effort throughout the Federal Government in support of EO 13166. One of the Workgroup's first accomplishments was the creation of a Federal web site (www.LEP.gov). The site is designed to be a one-stop referral shop for recipients, Federal agencies and communities in the quest for LEP information and technical assistance. It is through the coordinated efforts of the Workgroup that this planning and self-assessment tool has been created.
Title VI

The basis for EO 13166 is Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, (hereinafter Title VI), which provides that no person shall "on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Section 602 authorizes and directs federal agencies that are empowered to extend federal financial assistance to any program or activity "to effectuate the provisions of [section 601]...by issuing rules, regulations, or orders of general applicability." 42 U.S.C. 2000d-1.

The Supreme Court, in Lau v. Nichols, 414 U.S. 563 (1974), affirmed then Department of Health, Education, and Welfare (HEW) policy (in line with HEW's Title VI regulation which is similar to that of DOJ, 45 CFR 80.3(b) (2)), stating that a recipient's failure to ensure meaningful opportunity to national origin minority, limited-English proficient persons to participate in the Federally funded program violates Title VI and Title VI regulations. In the Lau case, a San Francisco school district that had a significant number of non-English speaking students of Chinese origin was required to take reasonable affirmative steps to provide them with a meaningful opportunity to participate in the federally funded education program.

The requirement to provide meaningful access under Title VI applies beyond the education context to include all of the programs and activities of all recipients of federal financial assistance. As a recipient of federal funds, the City of Durango has developed a Limited English Proficiency (LEP) Plan to ensure compliance with Federal LEP regulations. It includes an assessment of the Limited English Proficiency needs of the area, an explanation of the steps currently taken to address these needs, and the steps the City plans to take in the future to ensure meaningful access to programs and services by persons with Limited English Proficiency.

I. INTRODUCTION

A. Purpose and Scope

Language barriers can sometimes inhibit or even prohibit individuals with Limited English Proficiency (LEP) from gaining access to, or understanding important rights, obligations and services. It is the policy of the City of Durango to take all reasonable steps to ensure timely and equal access to all individuals, regardless of national origin or primary language (Title VI of the Civil Rights Act of 1964, § 601, 42 U.S.C. 2000d).
B. Definitions

Definitions related to this policy include:

**Limited English Proficiency (LEP):** Designates individuals whose primary language is not English and who have a limited ability to read, write, speak or understand English. LEP individuals may be competent in certain types of communication (e.g. speaking or understanding), but still experience LEP for other purposes (e.g. reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations. This definition also includes individuals with sensory impairments who are deaf or hard of hearing and communicate using American Sign Language (ASL), have speech impairments, or who are blind or have visual impairments.

**Primary language:** the language in which a person is most effectively able to communicate.

**Language Assistance Services:** the provision of interpretation and/or translation services for customers who have Limited English Proficiency.

**Interpretation:** the act of listening to a communication in one language and converting it to another language, while retaining the same meaning.

**Translation:** the replacement of written text from one language into an equivalent written text in another language.

**Bilingual:** the ability to speak fluently and communicate directly and accurately in both English and another language.
C. Policy
The City of Durango (City) will take reasonable steps to ensure that people with Limited English Proficiency have access and opportunity to participate in City programs and services. LEP individuals may elect to accept language assistance services offered by the City of Durango at no cost or choose to provide their own interpreter services at their own expense. City personnel will make reasonable efforts to inform residents in their primary language that such assistance is available.

Copies of the LEP Plan will be posted on the City’s intranet portal, and on the City’s website. Hard copies will be provided upon request.

II. LIMITED ENGLISH PROFICIENCY NEEDS ASSESSMENT

To determine the appropriate measures to provide access to LEP individuals, the four-factor needs assessment outlined in the Department of Justice (DOJ) LEP Guidance to Federal Financial Assistance Recipients was used. The intent of this analysis is to create a balance that reasonably ensures meaningful access by LEP individuals to critical services, while not imposing undue burdens on the City or City personnel.

Factor 1: Number or Proportion of LEP Individuals Likely to be Encountered

The U.S. Census provides information to assist in estimating the number of limited English speakers in the permanent population. U.S Census 2010-2014 American Community Survey 5-Year Estimates provided data for the City of Durango and La Plata County. Table 1 presents information for the City of Durango and for La Plata County on Language Spoken at Home by Ability to Speak English. Information on all of La Plata County is provided for comparison purposes only.
Table 1: Breakdown of Individuals Speaking English "Not Well" or "Not at All"

<table>
<thead>
<tr>
<th>Data Category</th>
<th>La Plata County</th>
<th>Durango</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population, 2015</td>
<td>50,363</td>
<td>16,581</td>
</tr>
<tr>
<td>LANGUAGE SPOKED AT HOME, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English only</td>
<td>45,160</td>
<td>14,774</td>
</tr>
<tr>
<td>Language other than English</td>
<td>5,203</td>
<td>1,807</td>
</tr>
<tr>
<td>Speak English less than &quot;very well&quot;</td>
<td>783</td>
<td>1,581</td>
</tr>
<tr>
<td>Spanish</td>
<td>3,466</td>
<td>1,051</td>
</tr>
<tr>
<td>Speak English less than &quot;very well&quot;</td>
<td>593</td>
<td>124</td>
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<tr>
<td>Other Indo-European languages</td>
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<tr>
<td>Speak English less than &quot;very well&quot;</td>
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<tr>
<td>Asian and Pacific Islander languages</td>
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<td>Other languages</td>
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<tr>
<td>Speak English less than &quot;very well&quot;</td>
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</tr>
</tbody>
</table>


Table 1 shows that 1581 individuals or nearly 1% of residents have difficulty speaking English. Two-thirds of those who had difficulty speaking English (66%) were Spanish speakers. This data mirrors that of La Plata County, where 5203 individuals or approximately 1.03% of the population were limited English speakers and again, most non-English speakers spoke Spanish as their primary language.

Durango is also a year-round destination for tourists, some of which are from foreign countries and may have difficulty speaking English. Those departments that are most likely to encounter non-English speakers (both resident and non-resident) include Police, Transportation, Library, and Emergency Communications. Each of these departments has their own individual LEP policy with information specific to their operations. Other departments may develop their own LEP policy as long as it does not conflict with the City's policy.
Factor 2: Frequency of LEP Contact

Almost all City departments have the potential to encounter LEP individuals although the frequency of those contacts varies greatly across the organization. The Police Department and Emergency Communications (911 dispatch), along with the Durango Public Library and Durango Transit division are the most likely to encounter LEP individuals. Other City programs and services, such as the recreation center or Municipal Court may also encounter LEP individuals on a less frequent basis. Several departments primarily use bilingual employees to interpret for LEP individuals, while other departments utilize Language Assistance Services. The Durango Transit division uses a booklet developed by the Colorado Department of Transportation entitled "Basic Spanish for Transit Employees."

Factor 3: Nature and Importance of LEP Contact, Program, Information, or Service Provided

Requests for services range from business license inquiries at the City Clerk’s office to payments of parking tickets at the Finance Window. The Municipal Court, which holds proceedings in City Hall four mornings a week, sees defendants and the relatives of defendants whose primary language is one other than English. Transit drivers field questions from both local and out-of-town riders who require assistance. The Police and the Emergency Communications departments respond to a wide variety of calls for service from LEP individuals.

Factor 4: Cost of Providing LEP Assistance and the Resources Available

Though some departments require translation or interpreter services more frequently, others go months and even years without contact with LEP individuals. Several departments include a budget line item for Language Line Interpretation Services. Other departments that require the service less often can also utilize the service for a reasonable cost on a per-use basis.

Periodically, the City issues a Request for Proposals for interpretation and/or language assistance services. The resulting proposals specify the services offered and associated
costs and are used to develop a list which is available to all employees.

III. TYPES OF LEP ASSISTANCE AVAILABLE

A. Identification of LEP Individual's Primary Language
City staff will utilize all reasonably available tools, such as language identification cards, when attempting to identify an LEP individual's primary language. These materials are available at www.lep.gov.

B. Bilingual Staff
Employees utilized for LEP services need not be certified as interpreters but must have demonstrated a level of competence to ascertain whether the employee's language skills are best suited to bilingual communication, interpretation, translation, or all or none of these functions. All employees used for communication with LEP individuals must demonstrate knowledge of the ethical issues involved when functioning as a language conduit. When bilingual employees within a department are not available, employees from other City departments may be used. The LEP individual may request a non-employee interpreter.

C. Written Forms and Guidelines
Based on the frequency of translation and language requests, the LEP Coordinator will determine what forms and guidelines to translate into the languages most requested. Translation services are readily available for free on the Internet at sites such as http://translate.google.com. Translated documents will be made readily available to the public. In addition, the Durango Public Library maintains a public membership with Mango Languages which can be used by anyone with a valid library card at no charge. One of the features of this service is written translation which is also powered by the Google translator. Durango Transit administers annual ridership surveys that are translated in both English and Spanish.

D. Telephone Interpreter Services
A current list of interpreter companies and services is available to all employees on the City's intranet and maintained by the City's LEP Coordinator.
E. Other Sources of Interpretation

In very informal and non-confrontational circumstances, the use of an LEP individual's bilingual friends or family member may be used on a case-by-case basis, although the use of children is discouraged. The LEP individual's need for confidentiality is a strong consideration.

IV. Review and Reporting

A. LEP Coordinator

The City Manager will appoint an LEP coordinator for the City who is responsible for coordinating and implementing the City's LEP services. In addition, each department may designate their own LEP coordinator who will coordinate with the City's LEP coordinator to ensure consistency and compliance.

The LEP Coordinator shall assess demographic data; review the utilization data obtained from the contracted language assistance services on a regular basis to determine if there are additional interpretation and/or translation needs.

B. Reporting

Staff utilizing language assistance services or translation services should provide all documentation and information to the City's LEP Coordinator.

C. Training

Electronic copies of the plan and associated tools and documents will be available to all employees via the City's HUB (i.e. intranet site). The LEP Coordinator will be responsible for coordinating training on this plan with departments.
Complaint Process Regarding a City of Durango Facility, Service, Program, or Activity (ADA and/or Title VI)

This Complaint Process is established to meet the requirements of Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, national origin, limited English proficiency, or disability in the provision of facilities, services, activities, programs, or benefits by the City of Durango (the "City"). The City’s Personnel Regulations govern employment-related complaints of discrimination and should be referred to the Human Resources department.

A complaint regarding the provision of facilities, services, activities, programs or benefits by the City should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints will be made available for persons with disabilities upon request.

The complaint must be submitted by the complainant and/or his/her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation to:

ADA/Title VI Coordinator
City of Durango
949 E. 2nd Avenue
Durango, CO 81301

Within thirty (30) calendar days after receipt of the complaint, the City’s ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within forty-five (45) calendar days of the meeting, the City’s ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the City of Durango and offer options for substantive resolution of the complaint.

If the response by the City’s ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within thirty (30) calendar days after receipt of the response to the City Manager or his designee.

Within thirty (30) calendar days after receipt of the appeal, the City Manager will designate a third party (not a City employee) to act as appeal officer (the “Appeal Officer”). The Appeal Officer shall attempt to meet with the complainant to discuss the complaint and possible resolution. The Appeal Officer will be an attorney or someone who is well-versed in disability law, rules and regulations.

Within forty-five (45) calendar days after the meeting, the City Manager or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
The City's ADA Coordinator or his designee and the City Manager or his designee may extend the deadlines noted herein for cause and with notification to the complainant.

All written complaints received by the City's ADA Coordinator or his designee, appeals to the City Manager or his designee, and responses will be retained by the City of Durango in accordance with the adopted retention policy.

For more information about filing a complaint regarding a non-City entity, please visit the Colorado Civil Rights Division website at: http://cdn.colorado.gov/cs/Satellite/DORA-DCR/CBON/DORA/1251614735957.
Complaint Form Regarding a
City of Durango
Service, Program or Activity

Title VI of the Civil Rights Act of 1964 requires that "no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973, the City of Durango (the "City") will not discriminate against qualified individuals with disabilities on the basis of disability in its facilities, services, programs, or activities.

The following information is necessary to assist the City in processing a Title VI or ADA complaint. If any person interested in filing complaint needs assistance, including interpretation or translation assistance, please contact the City's ADA Coordinator Monday – Friday, 7:30 a.m. – 4:30 p.m. via email at ADAcoordinator@durangogov.org or by calling (970) 375-5000, TTY/TDD (Colorado) at 711, via CAP phone (hearing impaired) at (970) 375-5024, or voice at 800-659-3656.

Complete this form and return it to:

ADA/Title VI Coordinator
City of Durango
949 E. 2nd Avenue
Durango, CO 81301

Or send the form by email to ADAcoordinator@durangogov.org.

1. Complainant’s name __________________________
   Address: ______________________________________
   City: __________________ State: __________ Zip code: __________
   Telephone number (Home/cell): _______________ (Business): __________

2. Person discriminated against (if someone other than Complainant)
   Name: ______________________________________
   Address: ______________________________________
   City: __________________ State: __________ Zip code: __________
   Telephone number (Home/cell): _______________ (Business): __________

3. Which of the following best describes the reason you believe the discrimination took place?
   (Check all that apply.)
   ______ ADA  ______ Race  ______ Color  ______ National Origin  ______ Limited English proficiency
   ______ Other

4. City of Durango agency, department, or program complaint is about:
   Name: ______________________________________
   Address: ______________________________________
   City: __________________ State: __________ Zip code: __________
   Telephone number: ____________________________

Version 1.0 - 2015
5. Date of incident resulting in complaint: ____________________________

6. In your own words, describe the circumstances leading to this complaint. What happened and who was responsible? If possible, provide names of the individuals involved. For additional space, attach additional sheets of paper as necessary.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

7. If you’ve not already provided this in response to number 6 above, where did the incident take place? Please provide as much information about the location as possible.

__________________________________________________________________________

8. Were there any witnesses to the incident? If yes, please provide as much information as possible about any witness or witnesses.

Name: ____________________________________________
Address: __________________________________________
City: __________ State: ______ Zip code: __________
Telephone number (Home/cell): __________ (Business): __________

Name: ____________________________________________
Address: __________________________________________
City: __________ State: ______ Zip code: __________
Telephone number (Home/cell): __________ (Business): __________

9. Have any efforts been made to file or resolve this complaint through the internal grievance procedure of any City of Durango department?
   ___ Yes ___ No If yes, what is the status of the grievance? ____________________________

10. Have you filed a complaint about this same incident with any other federal, state or local governmental agency or with a federal or state court? Please check any that apply.
   ___ Federal agency: ____________________________
   ___ Federal court: ____________________________
   ___ State agency: ____________________________
   ___ State court: ____________________________
   ___ Local agency: ____________________________
   ___ Other: ____________________________

Version 1.0 - 2015
Please provide the contact information of the person with the agency/court/other:

Name:
Address:
City: State: Zip code:
Telephone number:
Date filed:

The information contained in this complaint may be subject to Colorado Open Records Act.

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

I hereby certify that the above complaint is true and accurate to the best of my knowledge.

Complainant’s Signature

Signature Date
Appendix E: Notification to Beneficiaries

DURANGO TRANSIT

In accordance with the American Disabilities Act of 1990 and the Civil Rights Act of 1964, and Colorado State Statutes, Durango Transit does not discriminate on the basis of race, color, national origin. For more information about these statutes or to file a complaint, write to: Durango Transit, 250 W. 8th Street, Durango, CO 81301 or call (970) 375-4941.

Tránsito de Durango

De acuerdo con el Acta de Americanos con Discapacidades de 1990, el Acta de Derechos Civiles de 1964, y los Estatutos del Estado de Colorado, Tránsito de Durango no discrimina en base a la raza, color, origen o nacionalidad. Para mayores informes acerca de estos estatutos o para registrar una queja, escriba a: Durango Transit, 250 W. 8th Street, Durango, CO 81301. O llame al teléfono (970) 375-4941.
### Multi-Modal Advisory Board

**Date of Passage:** 4/2002  
**Number of Board Members:** Seven  
**Term Expiration Date:** January 31 City: 2(2018), 1(2019), 3(2020)  
**Council Liaison:** DickWhite@durangogov.org (non-voting) Phone: 375-5005 (A requirement for Federal Funds)  
**Composition Guidelines:** Six City appointments and one representative of and appointed by Fort Lewis College. The guidelines for selection are: One Business owner or employee within the City Limits, One Senior/Disabled/Disadvantaged Community Representative, One Public Health Representative, One 9-R School District Representative, One FLC Student Representative, and Two Citizens-At-Large members (not required to live in the City Limits and may live in the County, but one must represent the cycling community.)  
**Regular Meeting Time:** 4:00 PM the 3rd Wednesday of every month in City Hall, 949 E. 2nd Ave Durango, CO 81301

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<th>NAME</th>
<th>ADDRESS E-MAIL ADDRESS</th>
<th>PHONE</th>
<th>Original Appt</th>
<th>Current Term: Appt</th>
<th>Current Term: Expiration Date</th>
<th>Term #</th>
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<tr>
<td>Kathy Morris</td>
<td><a href="mailto:kmorris@durangoschools.org">kmorris@durangoschools.org</a></td>
<td>759-0681</td>
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<td>(9-R School District Rep)</td>
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<td>Ellen Stein</td>
<td>3314 E 4th Ave <a href="mailto:ellenrobinstein@msn.com">ellenrobinstein@msn.com</a></td>
<td>970-749-8327</td>
<td>2/5/2019</td>
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<td>1/31/2020</td>
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<td>Spencer Compton</td>
<td>580 Animas View Dr. Unit 3 <a href="mailto:spencomp@gmail.com">spencomp@gmail.com</a></td>
<td>759-5267</td>
<td>1/31/2014</td>
<td>2/7/2017</td>
<td>1/31/2020</td>
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<tr>
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<td>Scott Graham</td>
<td><a href="mailto:scottgrahamdurango@gmail.com">scottgrahamdurango@gmail.com</a></td>
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<tr>
<td>Liane Jollon</td>
<td>33 Cedar Ridge Way <a href="mailto:ljollon@sjhcd.org">ljollon@sjhcd.org</a></td>
<td>769-0354 (c) 335-2036 (w)</td>
<td>2/23/2016</td>
<td>2/4/2019</td>
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<tr>
<td>David Critton</td>
<td>734 O'Brien Drive <a href="mailto:deritton@gmail.com">deritton@gmail.com</a></td>
<td>970-426-6389</td>
<td>2/7/2017</td>
<td>2/7/2017</td>
<td>1/31/2020</td>
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<tr>
<td>Lisa Brown</td>
<td><a href="mailto:lmbrown@fortlewis.edu">lmbrown@fortlewis.edu</a></td>
<td>970-317-1676</td>
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<td>Ruby Ward</td>
<td><a href="mailto:s.rubyw@durangoschools.org">s.rubyw@durangoschools.org</a></td>
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<td>Mark Mastalski</td>
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<td>247-7452</td>
<td>N/A</td>
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<td>(FLC Faculty Rep)</td>
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<td>Amber Blake, Staff</td>
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<td>375-4949 (w)</td>
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<tr>
<td>Sarah Dodson, Staff</td>
<td><a href="mailto:Sarah.dodson@durangogov.org">Sarah.dodson@durangogov.org</a></td>
<td>375-4901 (w)</td>
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**Updated 2/5/2019**
ROLL CALL

The Multimodal Advisory Board (MAB) meeting was called to order on Wednesday, March 20, 2019 at 4:04 p.m. at City Hall. Present from the board were members Spencer Compton, Scott Graham, Kathy Morris, Ellen Stein, Ruby Ward, and City Councillor Dick White. Staff present included Amber Blake, Assistant City Manager; and Ben Florine, Deputy City Clerk. Members of the public included Weston Brock, John Viner, and Mindy Nelson. Board members David Critton, Lisa Brown, and Liane Jollon were absent.

APPROVAL OF MINUTES

Ms. Stein presented a question regarding the February 20, 2019 minutes. Ms. Dodson will refer to the audio recording and clarify minutes.

Ms. Blake suggested renaming the “Discussion on Ballot Initiative” in the February minutes to more accurately reflect the presentation. Mr. White suggested that the title “Streets Needs Discussion” is more reflective of the presentation.

Ms. Stein requested that the staff action items include the Board’s request for a diagram showing the responsibilities of City boards and committees and their relationship with the potential sales tax that is proposed on the April ballot. Councillor White clarified that City Council passed a resolution on March 19 establishing a Finance Committee, along with a broad outline of functions. Council deferred to new City Council to make appointments to the new board in the same fashion as the current Board selection. Councillor White said he expects that committee to that review the money generated by the sales tax, if it passes.

With amendments, the February minutes will be approved at the April 17 meeting.

APPROVAL OF AGENDA

Mr. Graham motioned in favor of approving the agenda. Ms. Stein seconded the motion. All were in favor, motion passed.
Ms. Nelson introduced herself as a citizen of La Plata County. She stated that she does not know much about the Multimodal Division and does not understand the source of money that is used to support multimodal projects. She asked if the potential tax generated from the 1A ballot initiative is meant to cover multimodal projects. She said she feels most people do not understand the source of spending in the community and she feels the City is up to no good.

Ms. Nelson asked how 1A would be involved in funding multimodal projects. Ms. Blake explained that if 1A were to pass, the funding generated from the sales tax would be dedicated for Streets Division projects. Ms. Blake said that some Multimodal Division projects overlap with some Streets projects, such as the improvement of ADA ramps. For instance, the proposed Thomas Avenue Reconstruction project is a Streets Division project that could overlap with a Multimodal project if there were sidewalk improvements. Ms. Blake explained that multimodal projects include bicycle, pedestrian, automobile, transit, and ADA accessibility improvements. As such, there is overlap with Streets Division projects.

Ms. Blake said that later in the meeting, the Board will speak about specific funding mechanisms that have been identified for current projects. Grant funding has been obtained to help fund prioritized Multimodal projects that were identified by the public.

Mr. Viner said that he was present to listen to the discussion.

Mr. Brock said he is attending to learn and would like an overview of MAB and the Transportation Department. Ms. Blake gave a quick overview of the City's Transportation Department and current Multimodal projects. She explained how the Department relates to other City departments, such as Community Development and City Operations.

There were no announcements.

- Board to email to Ms. Dodson and copy Mr. Compton recommendations on e-bike recommendation.
There was no presentation.

NEW BUSINESS
Approval of Title VI Update

Ms. Blake explained that the Title VI Plan is required by the Federal Transit Administration (FTA) to receive grant funding. Transit agencies are required to update their plans every two years in order to remain in compliance. The Board is required by law to review and adopt the plan. Should Durango Transit receive a Title VI complaint, the Board is responsible for reviewing, evaluating, and responding.

Ms. Blake presented the slides included in the Board packet. She explained that under Title VI, discrimination does not only include intentional discrimination, but also includes any decision that has an unintentionally unequal impact. Service changes to a transit system fall under the provision of Title VI. When Durango Transit made service reductions last year, Title VI requirements were closely considered. Ms. Blake said that an updated Limited English Proficiency Plan is included within Title VI plan.

According to the FTA, the sections of the Title VI Plan that the Board needs to approve are service standards, service change policy, results of service fare equity analysis, and results of service monitoring.

Ms. Morris asked if the City of Durango addressed FLC’s transit concerns through the service reduction process in 2018. Ms. Blake said that the transit reductions were due to funding cuts, and the community’s needs and concerns were addressed as much as possible in light of necessary reductions. One issue that faces transit service at FLC is that Durango Transit no longer operates on holidays and FLC does not take many of the holidays off. The City continues to work with the ASFLC to address transit needs. Ms. Blake said that the City continues to get requests to expand service.

Ms. Stein asked about the current grants that support Durango Transit. Ms. Blake described the FTA administrative, operational, capital, and mobility management grants that fund transit service. She described vehicle maintenance and replacement policies that benefit the community through budget efficiency. Mr. White explained that transit vehicles are 80% grant funded, and only 20% comes out of the Capital Equipment Replacement Fund (CERF) budget. Mr. White applauded the smart fiscal arrangement.
Ms. Blake asked for any further questions regarding the approval of the updated Title VI Plan. Mr. Graham motioned to approve the updated Title VI Plan; Ms. Morris seconded. All were in favor; motion passed.

For the benefit of new Board members, Ms. Blake suggested moved the review of the Strategic Plan to the third item of agenda and first review the policy for Half Cent Sales Tax expenditures. She said that the Board’s job tonight is to prioritize projects for 2020-2024. To do so, it is important that all Board members know the projects that already have money appropriated, as well as the status of those projects.

The City has completed design on the Roosa Connect Project. Grant funding was awarded by CDOT through the Transportation Alternatives Program in the amount of $948,664. The anticipated construction cost for the project is $2.2 million. The project is currently scheduled for construction in 2021. The Needham Connect Phase 2 Project is fully appropriated and designed. The project went to ad on March 15, 2019 and the City is waiting for responses from contractors. Once the contractor is selected, construction will begin this spring. Funding for a feasibility study for the Camino Crossing project was appropriated in 2017 and rolled forward. The project was put on hold due to uncertainty surrounding the fire station relocation. Ms. Blake said that once staff spends the appropriated $100,000 on a feasibility study, they want to be ready to move forward on design and construction of the project. Ms. Blake said that if the Board would like to move the Camino Crossing project forward, this is the meeting to have that discussion.

Ms. Blake said that the City is facing a capacity issue regarding moving projects forward. The City’s Multimodal Coordinator, Jennifer Hill, resigned in February. All Multimodal projects are the responsibility of a two-person team: Amber Blake and Sarah Dodson. Ms. Blake said that the Multimodal Coordinator position will be rehired at some point, but right now the City does not have the capacity to go through the hiring and training process.

Ms. Blake described the joint board public process and the Strategic Plan timeline. Ms. Stein asked if the 2015 sales tax was a renewal of an existing tax. Ms. Blake said it was a tax renewal that changed the scope of the old tax and provided additional revenue for bicycle and pedestrian safety improvement projects. Ms. Stein asked if there is a
Looking at the draft 2019 Strategic Plan, Ms. Blake said that the title of the Road Diet on College and 8th needs to be updated to reflect the project name selected by the Board, which is the College and 8th Safety Project. The College and 8th Safety Project is currently under design, with construction slated for 2020. The project was awarded grant funding through a Highway Safety Improvement Program (HSIP) grant and a Funding Advancements for Surface Transportation and Economic Recovery (FASTER) grant for ADA improvements. The two grants total approximately $1 million.

Ms. Blake said that grant funding has been awarded for three projects: Roosa Connect, Needham Connect Phase 2, and the College and 8th Safety Project. The expiration for grant funding for Roosa Connect is 2027. The project needs to be completed no later than 2025. Ms. Blake said that from a staff perspective, the latest she would recommend pushing the project construction back is 2024 in order to leave time for public education and weather considerations. Ms. Blake said the College and 8th Safety Project is 50% funded by grants. This is based on the current construction costs, so the City’s local match could increase depending on how far down the road the project is pushed. Mr. Graham expressed support for taking advantage of the 50/50 match to complete the project. He is in favor of moving construction of the College and 8th project to 2020.

Ms. Blake advised against constructing two large projects such as the Camino Crossing and the Roosa Connect project in the same year based on capacity constraints of staff. Ms. Morris said she is reluctant to push the Camino Crossing forward with so many outstanding considerations along Hwy 550. Mr. White said that the Commons Building has been identified as a possible location for an Arts and Events Center and it might be a better location for a crossing of Camino when the project moves forward.

Ms. Blake said that the Camino Crossing feasibility study can look at whether there are two locations that are appropriate for crossings. The feasibility study is funded through the Half Cent Sales Tax, but was put on hold for the reasons previously described. If the Board wishes to move forward with contracting a feasibility study in 2019 or 2020, they should anticipate the study to take one year. Design money would need to be dedicated in 2020, and construction of the crossing would be scheduled in 2021. Ms. Blake said that is the quickest timeframe.
that would be feasible under the strategic plan. Mr. Graham asked if any matching funds were identified for the Camion Crossing project. Ms. Blake said there are not at this point in time. She advised that when the design is complete and the project is shovel ready, the City will have an easier time finding a source for funding, which will likely be a grant. Ms. Blake said the City has applied for several grants to fund this project, but have not been awarded funding because the project is not competitive without an identified, feasible location and complete design.

Mr. Compton asked if there was enough staff capacity to move the feasibility study forward to 2019. Ms. Blake said that likely something else would have to come off of staff’s plate to accommodate the project. The new City Council will have a new set of Council goals, and staff’s work plan will come from the priorities the new Council identifies. Ms. Stein asked if the Roosa Connect Project would be the project that gets cut. Ms. Blake said that construction would possibly be pushed back a few years. If the Board prioritizes the Camino Crossing, that would indicate to staff to start moving on issuing a Request for Proposals (RFP).

Ms. Stein would like to see pros and con list for all of the projects on the Strategic Plan. She said that there are economic development considerations and significant value to connecting the Animas River Trail to downtown through the Camino Crossing, and she would like analysis done to move forward. Ms. Blake said that the Board needs to complete a completed strategic table tonight to take to the Joint Advisory Board meeting on April 3. She said staff can create a pro and con list on projects identified through 2024.

Ms. Stein proposed moving the Camino Crossing feasibility study forward. Ms. Morris expressed concerns on behalf of Fire Chief Doughty about the impact of expense on the fire station that would fall to the fire district. While the fire chief sees the need for a crossing, he has concerns.

Ms. Blake said if Camino Crossing is moved forward as the highest priority project, that would trigger staff action. Based on the results of a feasibility study, design and engineering would be the next phase. The feasibility study does not guarantee that a crossing is a viable project. Ms. Stein asked if the feasibility study conducted in 2009 is no longer relevant. Ms. Blake said the study identified the 12th Street location for a crossing, but it was not a safe or viable option at the time. If the project is viable based on the feasibility study, design money
would be requested from the half cent sales tax in 2020 and the project scope would be based on feasibility study.

Mr. Compton asked how this might affect revenue dedicated to the College and 8th Safety Project, because there is only a certain amount of money designated to multimodal projects each year out of the half cent fund. Ms. Blake said that staff will work with the Board to look at how much money is estimated to be generated from the tax each year. It is important to make sure that multimodal projects do not go into the red at any time. If there is enough money to do both the College and 8th and Camino projects, but not the annual bike and pedestrian safety project that is scheduled to the half cent, that project would be moved out based on the Board's recommendation. Those are the items that the joint board needs to determine together.

Ms. Blake said that she wants to be very honest about capacity concerns with staff. Staff's recommendation is to switch construction years for the Roosa and College projects based on public comment and the amount of traffic on the roads. She said that the Horse Gulch medical campus has been asking that staff prioritize the College and 8th project, and that the overall impact on the community is higher for the College and 8th project than the Roosa project.

Mr. Graham said the Board should consider staff capacity, funding dollars, and safety. The benefit to increased safety is high on the College and 8th project, and he considers it a better value based on the grant funding that is available. Mr. Compton agreed to keep College and 8th a higher priority because so many questions still exist about the Camino Crossing.

Ms. Blake clarified what she heard the Board prioritizing. The priority is to construct College and 8th in 2020 and move construction of the Roosa Connect project to 2024. The Board wishes to request a feasibility study for the Camino Crossing in 2019, with design and engineering in 2021 and construction in 2022. Ms. Blake suggested that moving Roosa construction to 2023 gives more flexibility to the project in the event of bad weather, etc. Mr. Compton agreed that the changes were reasonable.

Ms. Blake said that the Board can look at the list of Tier 1 projects from the Multimodal Transportation Plan to find a project to prioritize in 2024. She said the Board can also look at the projects that the Board prioritized last year. Mr. Compton said that the 14th and 15th Street and Camino intersection is dangerous from a cycling point of view, and
could be an option for project prioritization. Ms. Morris agreed that is a problematic location.

Ms. Stein asked if the proposed bridge over 32nd Street fell within the Multimodal purview. Ms. Blake said it is the purview of the Parks and Recreation Advisory Board, as it is an extension of the Animas River Trail. The Parks and Rec Board recently voted to not fund the bridge. Councilor White said it was a divided vote that ultimately recommended deferring the project. City staff provided list of reasons to City Council why they recommend against accepting the Parks and Recreation Advisory Board’s recommendation. Councilor White said this will be a conversation for incoming Council. Ms. Blake said that bridge was part of a Great Outdoors Colorado (GOCO) grant, so if it is taken off the table the GOCO funding could potentially be lost. Ms. Stein asked if the Multimodal Advisory Board would move the proposed 32nd bike buffer project in conjunction with the North extension of the Animas River Trail. Ms. Blake said the City is unsure if buffered bike lanes are viable because of maintenance concerns and the high cost of striping. That project is currently slated for 2025.

Ms. Morris motioned to approve the prioritized projects list as amended for the 2019 Strategic Plan. Mr. Graham seconded. All were in favor; motion passed.

OLD BUSINESS
E-Bike Natural Surface Trail Recommendations

As Ms. Morris had to leave for a prior commitment, there was not a quorum to vote on an e-bike recommendation. Ms. Blake asked if the board was able to read the memo and asked that any comments be sent to staff prior to next meeting so that a useful draft version is available to vote on. Mr. Compton made comments on a previous version of the memo and said he was in favor of a more general memo of support rather than listing specific trails to include in the pilot program. Ms. Stein asked for clarification regarding the parameters of the current e-bike program.

REPORTS
Transportation Department Report – Amber Blake

Ms. Blake presented the prepared Transportation Department Report from the agenda packet. Ms. Stein asked to see month comparison data from last year. Ms. Blake said that data is not extremely useful because it is not apples-to-apples due to service reductions last year. Ms. Stein asked if the Board could see seasonal transit data comparison, as well as fare box revenue data. Ms. Blake said that fare box data is a small revenue generator for Durango Transit and that budget is not really in the Board’s purview. If the Board wishes to see fare box revenue, it can be included.
The ASFLC representative was not present.

Councillor White reported that the current City Council has one more regular meeting to approve a consent agenda on April 16 before the newly elected Council takes over. Outgoing Councilors are trying to get things done that they have familiarity with.

The updated sign code was approved on April 2 and there was a discussion regarding sandwich boards and banners. Council also made pro forma land use code revision. Council approved an option for the VOA to purchase property from the City for long-term affordable housing. A purchase agreement is underway. Mr. White said it is a slow process, but will bring important additions to Durango’s low income housing stock.

Election Day is April 2. Depending on the outcome of the proposed ballot issue, a lot could change. If IA fails, there will be an impetus to look at diverting 2015 half cent sales tax money to general operations of Parks and Recreation. If that happens, it could impact feedback from Council to the Multimodal Advisory Board regarding prioritized projects. Councillor White is considering sending a letter to editor saying he would rather see the new Council building the future than having to do damage control. The April 3 joint board meeting will be Councilor White’s last meeting with MAB as Councilor.

Ms. Ward said the high school is planning a similar event to one that the Mayor’s Youth Advisory Council (MYAC) is planning on May 6. She was absent at the recent MYAC meeting, so Mr. Florine reported that they spoke about new police chief.

The joint advisory board meeting is scheduled for Wednesday, April 3, 2019 at 5 p.m. at the Durango Recreation Center. The next regular board meeting is scheduled for Wednesday, April 17, 2019 at 4 p.m. in the City Manager’s Conference Room in City Hall. The meeting was adjourned at 5:35 p.m.

Spencer Compton, Board Chair, Multimodal Advisory Board
The historic style Trolley is a great way to see Durango. It runs from the Transit Center to the Iron Horse Inn to every 30 minutes.
FLC COMMUTER SHUTTLE

OPERATES ONLY DURING THE FLC ACADEMIC CALENDAR YEAR
MONDAY - FRIDAY  ONCE A DAY

500 NORTH CITY MARKET  7:30AM
502 E 3RD AVE & 31ST  7:31AM
504 MEMORIAL PARK  7:32AM
506 RIVERVIEW DR & MESA AVE  7:32AM
508 RIVERVIEW DR & ANIMAS PL N  7:33AM
510 RIVERVIEW DR & ANIMAS PL S  7:33AM
512 FLORIDA RD & CHAPMAN HILL  7:34AM
514 FLORIDA RD & COLORADO AVE  7:35AM
516 FLORIDA RD & ASPEN DR  7:36AM
518 FLORIDA RD & OAK DR  7:36AM
520 FLORIDA RD & N COLLEGE DR  7:37AM
522 N COLLEGE DR & WILLOW PL  7:38AM
524 RIM DR  7:39AM
526 GOERLEIN & LINDA CT  7:40AM
528 GOERLEIN & FORT LEWIS DR  7:41AM
531 FORT LEWIS COLLEGE  7:45AM

FARE $1.00

MERCEY EXPRESS ON ROAD RUNNER TRANSIT

FARE $1.00

In partnership with the Associated Students of Fort Lewis College, the City of Durango-Durango Transit offers a transit pass to all current Fort Lewis College students with their student fees.
OUR RIDERS

“Riding the bus is easy, comfortable, and it keeps me on time. My family shares one car, so being able to rely on Durango Transit saves us a ton of money.”
- Marty Pool

“Riding my bike is my Zen time! It’s my nature fix. Why would I get in my car when I can see birds and tulips and new buds on the trees on my way to work?”
- Nora Stafford

“I love the Opportunity Bus, it gets me everywhere I want to go! I like getting around town on the bus.”
- Mollie Hanson

Ben says: “We like riding the bike because it slows things down and it is fun for us to chat.” Gillian says: “I like to see the river turn to chocolate milk!”
- Ben and Gillian Thompson

“My kids get a kick out of riding the bus! They think it’s great.”
- Jeremiah Kern

“I’ve been commuting by bike in Durango for 12 years. Most of my commute is along the Animas River Trail, which I enjoy because it’s a nice and pretty ride.”
- Steve Pavlick

“I walk a lot as I can’t drive or ride a bike.” Thomas has a Veterans Pass made possible through an anonymous donor as part of the free Veterans Transit Pass Program.
- Thomas Yarrington

“I like riding because I enjoy moving and to show my son that you don’t have to drive, no matter the weather. If I ride my bike I don’t have to pay for gas or the upkeep of my car.”
- Patrick Wenger

“I like the bus and I think it’s great!” Zach appreciates the bus drivers and how they take care of him to get him where he wants to go.
- Zach Thompson

FARE PER RIDE

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<tr>
<td>Trolley</td>
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</tr>
<tr>
<td>Opportunity Bus/Dial-A-Ride</td>
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MONTHLY | ANNUAL

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</tbody>
</table>
| Free & Reduced Lunch  | FREE    | FREE     | eligible students

PASSES

Passes can be purchased at the Transit Center located at 250 W. 8th Street, Durango CO. 81301, Monday-Friday 8 a.m.-5 p.m. The Transit Center accepts cash, check, or major credit cards for passes. For information on obtaining passes or Dial-A-Ride services, visit www.durangotransit.com or inquire at the Transit Center.

OPPORTUNITY BUS/DIAL-A-RIDE

The Opportunity Bus is a door to door service that Durango Transit provides for senior citizens and people with disabilities. If you are interested in the Opportunity Bus and feel you are qualified, please call (970)259-5438 for an application or for more information. Applications can be picked up at the Durango Transit Center at 250 W. 8th Street or downloaded at www.durangotransit.com.

POLICY

In accordance with the 1990 Americans With Disabilities Act, and the Civil Rights Act of 1964, and Colorado State Statutes, Durango Transit does not discriminate on the basis of disability, race, color or national origin. For more information about these statutes or to file a complaint, write to: Durango Transit, 250 W. 8th Street, Durango, CO 81301 or call (970)259-5438.
The Durango Farmers Market is happy to partner with the City of Durango to provide market customers with clean, safe and convenient restroom facilities at the Durango Transit Center. Shop farm fresh local food at the market in the TMH Bus parking lot, just across from the Transit Center every Saturday morning from May 12-October 22. See you at the market!

GetAroundDurango.com
Facebook @GetAroundDurango
Twitter @DurangoTransit

Join the WAY TO GO! CLUB
Sign up. Log Trips. Earn rewards for clean commuting!

NO-SERVICE DAYS
New Year’s Day
Martin Luther King, Jr. Day
President’s Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Veterans Day Observed
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
Monday, January 1
Monday, January 15
Monday, February 19
Monday, May 30
Wednesday, July 4
Monday, September 3
Sunday, November 11
Monday, November 12
Thursday, November 22
Friday, November 23
Monday, December 24
Tuesday, December 25

Scan the QR code to access the Ride Systems App and track your bus in real time! Or, go to the App Store or Google Play to download the Ride Systems App.
Dear Opportunity Bus Patron:

Thank you for your interest in our paratransit bus service. In accordance with the Americans With Disabilities Act (ADA) of 1990, Durango Transit's paratransit service (the Opportunity Bus) provides service to persons qualified under the ADA or persons sixty (60) years of age or older. Please help us determine your eligibility by completing the enclosed form and returning it to Durango Transit, 250 W 8th St, Durango, CO 81301

PLEASE READ THE FOLLOWING GUIDELINES:

1. If you are already using the Opportunity Bus and are currently ADA eligible, you will need to complete the enclosed questionnaire to renew your ADA eligibility.

2. If you are already ADA eligible and currently hold an active eligibility ID card from another transportation agency, you may use it for up to three weeks on the Opportunity Bus system. If you will be using the Opportunity Bus for more than three weeks, you will need to complete the enclosed questionnaire as explained below.

3. If you are 60 years of age or older and/or you need to be certified as ADA eligible, you will need to complete the enclosed questionnaire.

4. Completion of the PARATRANSIT ELIGIBILITY QUESTIONNAIRE:
   a. All applicants need to complete PART A of the questionnaire.
   b. The completed questionnaire may be either mailed to Durango Transit or given to a Durango Transit operator. Please use the enclosed self-addressed envelope.
   c. If you answer NO to questions 2 and 3 in PART A, it is not necessary to complete PART B. Simply sign the form and return it to Durango Transit.
   d. If you answer YES to question 2 or 3 in PART A of the questionnaire and you have a disability which is self-evident (for example, you require a wheelchair), you may complete PART B of the questionnaire yourself (or have someone complete it for you) and return it to Durango Transit.
   e. If you answer YES to question 2 or 3 in PART A of the questionnaire and you have a disability which is NOT self-evident, you will need to have a health care professional complete and sign PART B. Please give the enclosed letter (addressed "DEAR HEALTH CARE PROFESSIONAL") to the professional who will be completing your questionnaire. (You may simply drop this paperwork off at his/her office.) Once completed and signed by your health care professional, the questionnaire needs to be returned to Durango Transit.

5. Durango Transit will contact you in writing with your eligibility determination within 21 days of receiving your completed questionnaire. Depending on the nature of your disability, you will receive full, conditional, or temporary eligibility status.

Thank you for taking the time to read these instructions. Please feel free to contact us at the above address or phone number if you have any questions about this.
Durango Transit Opportunity Bus
PARATRANSIT ELIGIBILITY QUESTIONNAIRE
The information obtained in this questionnaire will be used only by Durango Transit for the provision of transportation services. Please complete and return this form to: Durango Transit 250 W 8th St. Durango, CO 81301, 970-247-3577, www.durangogov.org (fax) 1-888-317-8835

PART A

CLIENT INFORMATION

| NAME: | ____________________________________________ |
| ADDRESS:(Physical) | ____________________________________________ |
| CITY & STATE | ____________________________________________ | ZIP CODE | __________________ |
| PHONE NUMBER (HOME) | __________________ | (WORK) | __________________ |

DATE OF BIRTH: Month ______ Day ______ Year ______ (Please include year)

In case of emergency, please contact:
Name & Relationship | ____________________________________________ | Day Phone # | __________________ |

(Please note - spouse must complete separate application.)

1. Are you 60 years of age or older?  
   YES [ ]  NO [ ]

2. Do you have a disability which prevents you from reaching a fixed route transit stop?  
   YES [ ]  NO [ ]

3. Do you have a disability which prevents you from using the Durango Transit’s fixed route transit services?  
   YES [ ]  NO [ ]

   • If you answered NO to questions 2 and 3 above, it is not necessary to complete PART B. You may simply sign here and return this to Durango Transit. Other applicants sign below and continue to PART B.

   

   Signed | ____________________________________________ |

   • If you answered YES to questions 2 or 3 above, you will need to complete the remainder of this form or have someone complete it for you.

   • If you have a disability that is not self-evident, PART B below must be completed by a health care professional. If disability is self-evident applicant must complete PART B.

PART B

ADA ELIGIBILITY INFORMATION

Professional’s Name and Title: | ____________________________________________ |
Office Address: | ____________________________________________ |
Office Telephone Number: | ____________________________________________ |

Dear Health Care Professional: Please complete the following information. If you believe that your client’s ability to perform some of the following is based only under certain conditions, please explain. If you have other comments relevant to their condition and/or eligibility, please make note by the appropriate question. Your cooperation is appreciated.

Can you (your client):

1. Step up 17 inches?  
   YES [ ]  NO [ ]

2. Board/disembark a vehicle unassisted?  
   YES [ ]  NO [ ]

3. Conduct the fare transaction?  
   YES [ ]  NO [ ]

4. Independently identify or communicate to the driver the desired destination?  
   YES [ ]  NO [ ]

5. Transfer between vehicles, as necessary?  
   YES [ ]  NO [ ]

6. Wait outside for 10 minutes without support?  
   YES [ ]  NO [ ]

7. Walk:  
   a. 4 blocks to a transit stop?  
      YES [ ]  NO [ ]

   b. 2 blocks to a transit stop?  
      YES [ ]  NO [ ]

   c. 200’ to a transit stop?  
      YES [ ]  NO [ ]
Do you (Does your client):

8. Have a visual disability that prevents use of fixed route transit services?  
   Explain ____________________________

9. Have a hearing disability that prevents use of fixed route transit services?  
   Explain ____________________________

10. Have a cognitive disability?  
    If yes, can they: If no, go to #11  
    a. Give addresses and phone #’s on request?  
    b. Recognize a destination or landmark?  
    c. Cope with unexpected situations or changes in routing?  
    d. Ask for, understand, and follow directions?  

11. Have a temporary condition which prevents use of the fixed route services?  
    If yes, for how long (until what date)?  

12. Use any equipment or aids for mobility or communication?  
    What type(s)?  

13. Carry an oxygen tank?  

14. Need help getting from the door to the curb?  

15. Require the assistance of a personal care attendant and/or guide animal?  

16. What is the medical diagnosis or condition causing your (client’s) disability?  
    ____________________________

17. If eligibility is conditional, please explain in detail:  
    ____________________________

If there is another contact person working with this client, please indicate his/her name, the name of the agency, and the office phone #:  
    ____________________________

Name and Signature of person(s) completing this form

Health Care Professional:  
Print Name  
Signature  
Date ____________________________  

Client/Other:  
Print Name  
Signature  
Date ____________________________  

(Relationship to client ___)

DURANGO TRANSIT USE ONLY

Date rec’d _________  Eligibility: ADA Non-ADA Cond. Temp. None
Resp. mail’d _________  
Date _________  Note: ____________________________
Date _________  Note: ____________________________
Date _________  Comment: ____________________________
Date _________  Transit Manager Signature: ____________________________