



CITY OF SPARTANBURG

SOUTH CAROLINA

CITY COUNCIL AGENDA

**City Council Meeting
Via Videoconference
Monday, April 13, 2020
5:30 p.m.**

“The upcoming City Council meeting will be held via publicly accessible videoconference. Links and instructions for how to access this meeting via telephone, computer, or mobile device will be posted in City Hall, available on the City’s webpage, and provided to the local media. The meeting will be broadcast live on the City’s Facebook page.

Those wishing to utilize the public comment provisions of city code, can do so by contacting City Clerk Connie Kellner at (864) 596-2019 or ckellner@cityofspartanburg.org prior to 12:00 p.m. (noon) on the meeting date.”

- I. Moment of Silence**
- II. Pledge of Allegiance**
- III. Approval of the Minutes from the March 30, 2020 City Council Meeting and April 2, 2020 Special City Council Meeting**
- IV. Approval of the Agenda for the April 13, 2020 City Council Meeting**
- V. Public Comment**
*Refer to above instructions regarding Public Comment”
- VI. Other Business**
 - A. Award of Bid for Thornwood Drive Culvert Improvement Project**
Presenter: Jay Squires, Streets and Storm Water Manager
 - B. Approval of Title VI Plan**
Presenters: Dennis Locke, Finance Director
Natasha Pitts, Minority Business Development Coordinator
 - C. City of Spartanburg Lead Hazard Control and Healthy Homes Initiative**
Presenters: Martin Livingston, Neighborhood Services Director
David Maher, Program Manager
- VII. Staff Update on Coronavirus COVID19 Related Activities**
Presenter: Chris Story, City Manager

VIII. City Council Updates

IX. Adjournment

** Non-Agenda Items*

City Code Sec. 2-57. Citizen Appearance. Any citizen of the City of Spartanburg may speak at a regular meeting on any matter pertaining to City Services and operations germane to items within the purview and authority of City Council, except personnel matters, by signing a Citizen's Appearance form prior to the meeting stating the subject and purpose for speaking. No item considered by Council within the past twelve (12) months may be added as an agenda item other than by decision of City Council. The forms may be obtained from the Clerk and maintained by the same. Each person who gives notice may speak at the designated time and will be limited to a two (2) minute presentation.

**Agenda Items*

City Code Sec. 2-56. Addressing Council, Comments or Remarks to Council on Agenda Items Not Requiring Public Hearing. On agenda items not requiring a Public Hearing, please provide to the City Clerk prior to the opening of the meeting, your desire to speak on an agenda item. Remarks shall be limited to five (5) minutes and total remarks on any agenda item shall not exceed twenty (20) minutes.



**City Council Meeting – Videoconference via Zoom
Monday, March 30, 2020
5:30 p.m.**

“The upcoming City Council meeting will be held via publicly accessible videoconference. Links and instructions for how to access this meeting via telephone, computer, or mobile device will be posted in City Hall, available on the City’s webpage, and provided to the local media. The meeting will be broadcast live on the City’s Facebook page.

Those wishing to utilize the public comment provisions of city code, can do so by contacting City Clerk Connie Kellner at (864) 596-2019 or ckellner@cityofspartanburg.org prior to 12:00 p.m. (noon) on the meeting date.”

**(These minutes are subject to approval
at the April 13, 2019 City Council meeting.
The full content of the meeting can be found at
<https://www.cityofspartanburg.org/city-council>)**

City Council met this date with the following Councilmembers present via Zoom: Mayor White, Mayor pro tem Ruth Littlejohn, Councilmembers Erica Brown, Jerome Rice, Jamie Fulmer, Meghan Smith and Rob Rain. City Manager Chris Story and City Attorney Robert Coler were also in attendance. Notice of the meeting was posted with the Media 24 hours in advance according to the Freedom of Information Act. All City Council meetings are recorded for a complete transcript.

- I. Moment of Silence - observed**
- II. Pledge of Allegiance - recited**
- III. Approval of the Minutes from the March 16, 2020 City Council Meeting –**
Councilmember Brown made a motion to approve the minutes as received. Mayor pro tem Littlejohn seconded the motion, which carried unanimously 7 to 0.
- IV. Approval of the Agenda for the March 30, 2020 City Council Meeting –**
Councilmember Rice made a motion to approve the agenda as received. Mayor pro tem Littlejohn seconded the motion, which carried unanimously 7 to 0.
- V. Public Comment**
*Refer to above instructions regarding Public Comment”
 - 1. Allen Smith, President and CEO of Spartanburg Chamber of Commerce, spoke regarding the dire financial situation of small businesses in Spartanburg. He asked that Council do whatever was in their power to help the businesses.**

VI. Consent Agenda

- A. Ordinance to Amend the City of Spartanburg, South Carolina Zoning Ordinance and Comprehensive Plan Land Use Element, by Amending Section 206, Changes to District Boundaries, Specifically Parcel #7-13-07-014.01 (Back Portion of Property) Located on 1455 Fernwood Glendale Road, Which is Zoned R-15, with a Land Use Designation of Single Family Residential District; to Zone B-1, with a Land Use Designation of Neighborhood Shopping District and Providing for Severability and an Effective Date (Second Reading)**
Presenter: Natalia Rosario, AICP, Senior Planner
- B. Ordinance to Amend the Text of Section 507, Planned Development Districts (PDD) to Consider Enabling Small Lot Infill Redevelopment Projects, of the Zoning Ordinance of the City of Spartanburg, South Carolina; and Providing for Severability and an Effective Date (Second Reading)**
Presenter: Natalia Rosario, AICP, Senior Planner
Councilmember Brown made a motion to approve the consent agenda on second reading. Mayor pro tem Littlejohn seconded the motion, which carried unanimously 7 to 0.

VII. Emergency Ordinance

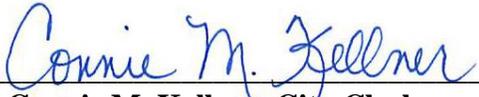
- A. To Extend the Deadline for the Payment of Hospitality Taxes Due on April 20, 2020 and May 20, 2020 Until June 20, 2020 and to Freeze the Late Payment Penalty on Business License Payments Due on February 29, 2020 at 5% (One Reading)**
Presenter: Robert Coler, City Attorney
Mr. Coler presented the item to Council as follows:
“BACKGROUND: To mitigate the financial impact of the COVID-19 pandemic on local businesses and restaurants
ACTION REQUESTED: Council is being asked to approve the ordinance that will extend the deadlines for the payment of hospitality taxes due April 20 and May 20 to June 20, 2020 and will freeze the late payment penalty for unpaid business license taxes at 5% through May 1, 2020.
BUDGET AND FINANCIAL DATA: Potential loss of late payment penalty revenue of less than \$10,000.00.”
After discussion, Councilmember Fulmer made a motion to approve the emergency ordinance as presented. Councilmember Brown seconded the motion, which carried unanimously 7 to 0.

VIII. Update from Staff on Coronavirus Response and Modified City Operations

- Presenter: Chris Story, City Manager**
City Manager Chris Story and Police Chief Alonzo Thompson updated Council on the City’s response to COVID 19. Council received the update as information. Council discussed the information and their personal concerns during the

pandemic.

- IX. City Council Updates** - *Each Councilmember gave updates on their activities since the previous council meeting.*
- X. Adjournment** – *Councilmember Rice made a motion to adjourn the meeting. Mayor pro tem Littlejohn seconded the motion, which carried unanimously 7 to 0.*



Connie M. Kellner, City Clerk



**Special City Council Meeting
Via Videoconference
Thursday, April 2, 2020
11:00 a.m.**

“The upcoming City Council meeting will be held via publicly accessible videoconference. Links and instructions for how to access this meeting via telephone, computer, or mobile device will be posted in City Hall, available on the City’s webpage, and provided to the local media. The meeting will be broadcast live on the City’s Facebook page.

**(These minutes are subject to approval
at the April 13, 2019 City Council meeting.
The full content of the meeting can be found at
<https://www.cityofspartanburg.org/city-council>)**

City Council met this date with the following Councilmembers present via Zoom: Mayor White, Mayor pro tem Ruth Littlejohn, Councilmembers Erica Brown, Jerome Rice, Jamie Fulmer, Meghan Smith and Rob Rain. City Manager Chris Story and City Attorney Robert Coler were also in attendance. Notice of the meeting was posted with the Media 24 hours in advance according to the Freedom of Information Act. All City Council meetings are recorded for a complete transcript.

- I. Call to Order – Mayor White** called the meeting to order at 11:00 a.m.
- II. Emergency Ordinance**
 - A. To State City Council’s Recognition of the Critical Importance of Taking All Reasonable Measures to Slow the Spread of the Coronavirus COVID19 and Enforcing the Regulations of the Governor’s Executive Orders Pertaining to the Declaration of a State of Emergency (One Reading)**

Presenter: Robert Coler, City Attorney

Mr. Coler presented the item to Council as follows:

“The state of South Carolina, by and through, Governor McMaster has, to date, issued 11 Executive Orders concerning efforts to respond to and stop the spread of the coronavirus COVID-19. City Council finds it necessary and appropriate to express to its residents and visitors the critical importance of abiding the CDC’s guidelines and the Governor’s Orders to stop the spread of the virus. City Council also finds it necessary to commit to protecting the health, safety and welfare of its residents by carrying out the Governor’s Orders, particularly where they promote social distancing and prohibit the gathering or congregating of groups larger than three persons.

ACTION REQUESTED: Council is being asked to approve the ordinance that

reiterates the Council’s commitment to doing everything within its legal authority to stop the spread of coronavirus COVID-19 and expressing its desire to carry out the Governor’s Executive Orders, particularly as they pertain to stemming the spread of the coronavirus COVID–19.”

After Council discussion, Councilmember Fulmer made a motion to approve the emergency ordinance as presented. Councilmember Rice seconded the motion, which carried unanimously 7 to 0.

III. Update from Staff on Response to Coronavirus COVID19

Presenter: Chris Story, City Manager

City Manager Story updated Council on staff efforts regarding COVID 19.

IV. City Council Comments - Each Councilmember gave updates on their activities since the previous council meeting.

V. Adjournment – Councilmember Rice made a motion to adjourn the meeting. Mayor pro tem Littlejohn seconded the motion, which carried unanimously 7 to 0. The meeting adjourned at 11:56 a.m.



Connie M. Kellner, City Clerk



REQUEST FOR COUNCIL ACTION

TO: Chris Story, City Manager
FROM: Jay Squires, Streets & Storm Water Manager
SUBJECT: Thornwood Drive Culvert Improvement Project
DATE: April 7, 2020

BACKGROUND: Staff received bids for the removal and installation of approximately 50 feet of 24 inch drainage pipe from under Thornwood Drive. The project would be adjacent to #1408 Thornwood Drive.

The following bids were received:

Saluda Construction	Greenville, S.C.	\$ 82,315
McMurria Grading, LLC.	Greenville, S.C.	\$ 85,370
Martin & Son Contracting, Inc.	Spartanburg, S.C.	\$ 85,528
Sossamon Construction Co, Inc.	Gaffney, S.C.	\$106,919.50

Staff has reviewed the bids and the qualifications for each of these contractors. Based on that review, staff has determined that, Saluda Construction is the responsive low bidder. No bids were submitted from MWBE certified contractors. Saluda Construction will contract with a certified MWBE contractor to complete the testing and compaction for the project. It is anticipated that it will take 30 days (depending on weather) to complete this project. Staff will give neighborhood residents advance notice using door hangers. A portion of Thornwood Drive will be closed during construction for safety reasons. A detour route will be in place for convenience while the segment of road is closed.

ACTION REQUESTED:

Allow staff to accept the bids and authorize the City Manager to enter into a contract with Saluda Construction for the completion of the project.

BUDGET AND FINANCE DATA:

\$82,315 to be paid from the Storm Water Construction Account.



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community









REQUEST FOR CITY COUNCIL ACTION

TO: Chris Story, City Manager

FROM: Dennis R. Locke, Finance Director
Natasha Pitts, Minority Business Development Coordinator

SUBJECT: Title VI Plan

DATE: April 13, 2020

BACKGROUND:

The Federal Transit Administration (FTA) requires all funded agencies to have a plan to ensure compliance with Title VI of the Civil Rights Act. Every three years the City is required to update its Title VI Plan since we are recipients of FTA funds. The Title VI Plan outlines how SPARTA shall provide information to the public regarding its Title VI obligations and apprise members of the public of the protections against discrimination, language assistance, and special meetings afforded to them by Title VI. This will be accomplished by publishing a notice in the local newspaper, flyers in the transfer center and on the website.

The contents of the notice shall include:

1. A statement that the agency operates programs without regard to race, color, and national origin.
2. A description of the procedures that members of the public should follow in order to request additional information about SPARTA'S Title VI obligations.
3. A description of the procedures that members of the public should follow in order to file a discrimination complaint against SPARTA.

ACTION REQUESTED:

Staff is recommending the approval of our updated plan that complies with FTA regulations.

BUDGET AND FINANCIAL DATA: none

Title VI Plan

SPARTA

City of Spartanburg, South Carolina

Submitted to:

U. S. Department of Transportation

Federal Transit Administration

Office of Civil Rights

Region IV

Recipient Information

Recipient: City of Spartanburg
Submittal Date:
Expiration Year: 2021
Grantee No: 5509

Contact Information

Luis R. Gonzalez

General Manager
SPARTA
150 Airflow Dr.
P.O. Box 1607
Spartanburg, SC 29306
lgonzalez@cityofspartanburg.org
Phone: 864-595-2710
Fax: 864-595-2722

Natasha Pitts

Minority Business
Development Coordinator
City of Spartanburg
P.O. Box 1749
Spartanburg, SC 29304
npitts@cityofspartanburg.org
Phone: 864-596-3449
Fax: 864-562-4419

Dennis Locke

Finance Director
City of Spartanburg
P.O. Box 1749
Spartanburg SC, 29304
dlocke@cityofspartanburg.org
Phone: 864-596-2119
Fax: 864-596-2424

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General Requirements

Public Notification

SPARTA shall provide information to the public regarding its Title VI obligations and apprise members of the public of the protections against discrimination, language assistance and special meetings afforded to them by Title VI. This will be accomplished by publishing a notice in the local newspaper, flyers in the transfer center and on the website. The contents of the notice shall include:

1. A statement that the agency operates programs without regard to race, color, and national origin.
2. A description of the procedures that members of the public should follow in order to request additional information about SPARTA's Title VI obligations.
3. A description of the procedures that members of the public should follow in order to file a discrimination complaint against SPARTA

Complaints

In compliance with 49 CFR Section 21.9(b), SPARTA has developed procedures for investigating and tracking Title VI complaints filed against them. Such procedures shall be made available to the public upon request. SPARTA's complaint procedures and complaint form are contained within the body of context.

These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest possible level. The option of informal mediation meeting(s) between the affected parties and the investigator may be utilized for resolution, at any stage of the process.

SPARTA will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will include requests for information regarding specific relief and settlement options.

Procedure

Any person who believes they have been discriminated against on the basis of race, color, or national origin by SPARTA may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. SPARTA investigates complaints received no more than 180 days after the alleged incident. SPARTA will process complaints that are complete.

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

SPARTA has 30 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 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 10 business days, SPARTA can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, they will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the

alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, they have 10 business days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Active Complaints

During this Title VI Compliance review of SPARTA, there were no active lawsuits or complaints naming SPARTA alleging discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.

Public Participation Plan

SPARTA shall seek out and consider viewpoints of minority, low-income and LEP populations in the course of conducting public outreach and involvement activities in regards to proposed transportation decisions. SPARTA shall make every effort to include the following practices:

1. Coordination with individuals, institutions, or organizations and implementing community-based public involvement strategies to reach out to members in the affected minority and/or low-income communities;
2. Utilization of locations, facilities and meeting times that are convenient and accessible to low-income and minority communities

In order to reach minority, low-income and LEP populations SPARTA will partner with local organizations such as: Hispanic Alliance, Spartanburg Housing Authority, Urban League of the Upstate and local churches.

Consequently, within the last three years SPARTA has not had any increases in the fare structure or any other changes warranting public input, therefore no public meetings or hearings were conducted during this time. Since there were no meetings or hearings there was no outreach to minority, low-income and LEP populations.

LEP Language Assistance Plan

SPARTA shall take steps to ensure meaningful access to the benefits, services, information and other important portions of programs and activities for individuals who are Limited English Proficient (LEP). Currently SPARTA utilizes Language Line Personal Interpreter Service for interpretation services via phone with passengers at the transfer center upon request. If we are in need of translation services, we will contact a local company or a local college. These services will cover all applicable languages.

Our largest and fastest growing population of LEP persons speaks Spanish. We will communicate with them by creating media in Spanish as well as engaging the Hispanic Alliance. As other languages become more prevalent, we will address them in a similar manner. We will continue to monitor our population estimates using Census data as well as be attentive to obvious changes in the participation of LEP persons with SPARTA. SPARTA has not had any requests for interpretation (Spanish) in the past three years.

As more requests for language services come in, we will evaluate the effectiveness of our existing protocols and update them as necessary. All employees and staff are trained to assist LEP persons. Per policy, if an employee encounters someone who needs language assistance, the employee will figure out what language the person speaks by using the “I Speak” cards. They then will contact, Language Line Personal Interpreter Service to find a translator.

Planning and Advisory Bodies

SPARTA currently has no nonelected or appointed bodies that advise or govern it.

Title VI Equity Analysis

No Equity Analyses were conducted, as there were no activities performed by SPARTA that warranted such.

Chapter IV Requirements

Service Standards

FTA requires all fixed route transit providers of public transportation to develop *quantitative* standards for the following indicators. Individual public transportation providers will set these standards; therefore, these standards will apply to each individual agency rather than across the entire transit industry.

- a. *Vehicle load for each mode:* Vehicles shall not exceed 150 percent of seating capacity.
- b. *Vehicle headways for each mode:* Regular transit routes shall operate a minimum of once each hour.
- c. *On-time performance for each mode:* Buses shall operate within zero minutes early to 5 minutes late at least 95 percent of the time.
- d. *Service availability for each mode:* The preferred distance between bus stops is every three blocks where practical.

Service Policies

FTA requires that all providers of fixed route public transportation develop *qualitative* policies for the following procedures. These policies are to be set by individual transit providers; therefore, these policies will apply to individual agencies rather than across the entire transit industry.

Vehicle Assignment Policy

It is SPARTA's policy that all buses are rotated on all of the fixed routes regardless of age. All vehicles are equipped with air conditioning and automated stop announcement systems.

Transit Amenities Policy

While existing locations shall be grandfathered, new shelter locations shall require a minimum of 15 daily boardings.

Appendix A – Title VI Notice to the Public

NOTICE TO BENEFICIARIES OF PROTECTION UNDER TITLE VI

Non-discrimination Notice

SPARTA provides services and operates programs without regard to race, color, and national origin in compliance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with SPARTA.

Request for Information

SPARTA shall post this notice on its website, in the passenger center and on all buses. To request additional information about SPARTA's non-discrimination obligations, send your written request to:

Natasha Pitts
Minority Business Development Coordinator
City of Spartanburg
P.O. Pox 1749
Spartanburg, SC 29304
npitts@cityofspartanburg.org

Complaint Process

As a member of the general public if you desire to file a discrimination complaint under Title VI, you may file a written complaint with the City of Spartanburg's Minority Business Development Coordinator or the 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.

Appendix B – Title VI Complaint Form

SPARTA TITLE VI COMPLAINT FORM

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
_____ _____				
Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No
Section V				
Have you filed this complaint with any other Federal, State, or local agency, or with any				

Federal or State court?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Natasha Pitts
 Minority Business Development Coordinator
 City of Spartanburg
 145 W. Broad Street
 Spartanburg, SC 29304
npitts@cityofspartanburg.org

Appendix C – Four Factor Analysis

1. SPARTA examined the US Census 2013-2017 American Community Survey 5 Year Estimates and was able to determine that approximately 10% (28,066 residents) of people spoke a language other than English. Of the 10% of people reporting they speak other languages than English, 11,210 residents of respondents speak English “less than very well”.

Subject	Total	Percent of specified language speakers	
		Speak English "very well"	Speak English less than "very well"
	Estimate	Estimate	Estimate
Population 5 years and over	279,523	96%	4%
Speak only English	251,457	(X)	(X)
Speak a language other than English	28,066	60.1%	39.9%
Spanish or Spanish Creole	16,398	60.7%	39.3%
Other Indo-European languages	7,337	65.0%	35.0%
Asian and Pacific Island languages	3,716	45.2%	54.8%
Other languages	615	73.8%	26.2%

Source: American Community Survey 5-Year Estimates: LANGUAGE SPOKEN AT HOME 2013-2017

2. SPARTA has assessed the frequency at which staff and drivers have or could possibly have contact with LEP persons. This includes analyzing Census bureau documentation, population and the service area routes. In addition, SPARTA examined phone inquiries and staff feedback. SPARTA has not had any request in the past three years for an interpreter (Spanish) and zero requests for translated documents.
3. There is no large geographic concentration of any one type of LEP individuals in the SPARTA’s service area. The overwhelming majority of the population, 96%, speaks only English. However, we are mindful of our growing Spanish speaking population and are preparing to assist them.

4. SPARTA assessed its available resources that could be used for providing LEP assistance. This included utilizing Language Line Interpreter Services for professional interpreters, available "[I Speak Cards](#)" and translated documents upon request. Language Line Interpreter Services is the company that is used when needed for SPARTA on behalf of the City of Spartanburg, provides interpretation services via phone. This service is available at the Passenger Center. When we are in need of translation services, we will reach out Language Line Interpreter Services.

Appendix D – City Council Meeting Minutes

On _____ , at a regular meeting of the Spartanburg City Council, a motion passed to accept and to approve the Title VI Plan.



MEMORANDUM

TO: Chris Story, City Manager

FROM: Martin Livingston, Neighborhood Services Director
David Maher, Program Manager

SUBJECT: City of Spartanburg Lead Hazard Control and Healthy Homes Initiative

DATE: April 13, 2020

BACKGROUND:

In August 2019, the City of Spartanburg and its partners submitted a grant application to the U.S. Department of Housing and Urban Development (HUD) for a Healthy Homes and Lead Hazard Control Grant. On October 1, staff was notified that it was awarded \$1 million in Lead Hazard Control funding and 300,000 in Healthy Homes funding. Staff has completed the negotiation phase of the process and will share information on the grant process to date at the Council meeting including the marketing campaign that was initiated to advertise the program.

ACTION REQUESTED: No action required at this time. Information only.

BUDGET AND FINANCIAL DATA: No action at this time.

City of Spartanburg Lead Hazard Reduction and Healthy Homes Grant

LEAD SAFE SPARTANBURG / HEALTHY HOMES INITIATIVE

PROJECT FLOW BULLET POINT OUTLINE

- Project outreach and visibility includes: Sparta Bus Advertising Campaign, banners or flyers at public buildings and neighborhood centers, newspaper ad and articles, full City Social Media presence, participation at all Neighborhood monthly meetings, site visits to Partner locations.
- Interested homeowners submit applications to Intake Coordinator who obtains, verifies and responds to applicant for all required documentation, once this is completed
- Intake Coordinator discusses satisfactory application with Program Director and Manager and an initial program meeting is scheduled with the owner at their home and at their earliest convenience.
- This meeting will include an initial visual assessment of the residence relative to Lead Hazard and Healthy Homes Remediation items as well as a detailed discussion reviewing the process, protocol and expectations for the applicant and the City.
- Initial lead paint/risk assessment inspection is performed by a pre-procured EPA certified Lead Assessment company with a completed LIRA submitted to the Program Manager within two days of assessment for review and approval. Lead Specialist assists Program Director and Manager to develop scope of work/cost estimates based on the Risk Assessment report
- Program Manager will schedule a meeting with the owner to provide and discuss the Lead Assessment and the scope of work that will be involved with them signing a voluntary Notice of Intent for Neighborhood Services to secure a Certified Contractor to perform this Remediation work.
- During this same time, a Tier 2 Environmental Review is completed and sent to HUD for approval.

- Based on the scope of work, Neighborhood Services in collaboration with City Procurement will provide a RFQ and advertise for EPA certified Lead Abatement/Construction companies to bid on this project with a fourteen to sixteen-day timeframe for receipt, opening and awarding of the project.
- Program Manager schedules a meeting between the homeowner and Certified Lead Abatement Contractor for project discussion to include Occupational Protection Plan, Relocation, Notice to Proceed, starting date, on-site time for unit work (10 to 12 days should be maximum), report to PM for possible job completion to schedule clearance testing.
- Clearance and report to be completed by Procured Lead Assessment company.
- With final approved clearance given, invoicing for work completion per bid, auditing of all necessary final documents for file.
- Program Manager schedules a post-remediation meeting with home or unit owner within five days of completion to include a visual and informational survey, all Lead Safe and Healthy Homes follow-up program information and signoff by owner of the project's completion.
- Unit file closed.

Is your home
a safety hazard
for your child?



City of
SPARTANBURG
south carolina

LEAD-BASED PAINT ABATEMENT PROGRAM

Available to Qualified Residents

- FREE LEAD ASSESSMENT OF YOUR HOME
- BOTH RENTAL & OWNER OCCUPIED HOUSEHOLDS
- LEAD SAFE ABATEMENT WORK GRANT FUNDED

If you meet these requirements, it's easy to get started.
Simply request an application form:

City of Spartanburg Neighborhood Services

864.580.5010

leadsafe@cityofspartanburg.org
cityofspartanburg.org/lead-safe

