

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT For agencies under 100,000

City of Kenmore

(Name of Recipient)

August 15, 2012

(Report Submission Date)

May 31, 2010 – May 31, 2012

(Reporting Period)

Reference: WSDOT's Local Agency Guidelines Manual, Chapter 28

1. Report any changes in the organizational structure since the last reporting period.
(Example: New Title VI Coordinator, new planning or public works directors, etc).
 - Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.
 - If no changes have been made, please indicate that accordingly.

The previous Title VI Coordinator, Ron Loewen, City Engineer, has retired. Kris Overleese is the new City Engineer and is taking over as City of Kenmore's Title VI Coordinator.

New employees for this period include the following:

Name	Hire Date	Title
<i>Zack Richardson</i>	<i>7/26/10</i>	<i>Civil Engineer</i>
<i>Jarrett Smith</i>	<i>5/27/11</i>	<i>Engineering Technician</i>
<i>Carla Schnee</i>	<i>9/12/11</i>	<i>Accounting Technician</i>
<i>Brent Smith</i>	<i>1/1/12</i>	<i>City Council Member</i>
<i>Terry Paananen</i>	<i>3/6/12</i>	<i>Construction Manager</i>
<i>Art Simpson</i>	<i>4/30/12</i>	<i>Surface Water Tech</i>
<i>Rob Karlinsey</i>	<i>4/23/12</i>	<i>City Manager</i>
<i>Kris Overleese</i>	<i>5/29/12</i>	<i>City Engineer</i>

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Population Under 100,000

2. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.

City of Kenmore Demographics (2010 Census Data)

<i>Total Population:</i>	20,460
<i>Male:</i>	10,142
<i>Female:</i>	10,318
<i>Median Age:</i>	39.5

Race (Approximate Totals)

<i>White/Caucasian:</i>	80%
<i>Black/African American:</i>	1.5%
<i>Asian:</i>	10.5%
<i>Hispanic/Latino:</i>	7%
<i>Other:</i>	1%

<i>Total Households:</i>	7,984
<i>Ave. Household Size:</i>	2.55
<i>Total Housing Units:</i>	8,569

- a. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.

No Title VI activities or studies were conducted within this reporting period.

- b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

Not applicable.

3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices. Include the following:

Meetings:

- *July 12, 2010 – Quarterly Town Hall Meeting: News Release (Email distribution via ListServ)*
- *October 11, 2010 – Quarterly Town Hall Meeting: News Release*
- *January 24, 2011 – Quarterly Town Hall Meeting: News Release*
- *April 11, 2011 – Quarterly Town Hall Meeting: News Release*
- *March 19, 2012 – Quarterly Town Hall Meeting: News Release*
- *All City Council Meeting Agendas are posted on the City website, in the front lobby of City Hall, at the Kenmore Library and at the local Fire Station. They are also distributed via ListServ to those signed up for the service.*
- *Public Meetings are also posted on the City website*

Hearings:

- *April 16, 2012 – Transportation Benefit District Public Hearing – Proposal to Establish a TBD*

Project Notices:

- *March 29, 2011 – Contractor to widen SR 522 Business Access and Transit lane in Kenmore, Drivers should plan for around-the-clock closures of eastbound BAT lane beginning April 11, 2011: E-News (Email distribution via ListServ)*
- *Spring 2010 - Central Segment of SR 522 Improvement Project Nearing Completion: Article in Spring 2010 Edition of Kenmore Newsletter (distributed via mail)*
- *July 22, 2011 – Traffic Alert: Crews to Pave Sections of 68th Ave NE and NE 175th Street this Saturday July 23, 2011: E-News (Email distribution via ListServ)*
- *Winter 2011 – Public Meeting Notice for January 13, 2011 at 6:00pm: Proposed Signal Improvements for the Intersection of 61st Ave NE and NE 181st Street: winter 2011 Edition of Kenmore Newsletter (distributed via mail); also sent notice via mail to businesses and residents in the immediate project area.*
- *January 2012 – NE 145th Street Traffic Signal Project: Project Information Sign posted at project site.*

- a. How were special language needs assessed? List the special language needs assessments conducted.

Special language needs were not assessed; however, City Council Agendas include the following statement: "We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the City Clerk at least three (3) business days prior to the meeting."

- b. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social services agencies, advertised in a minority publication).

No outreach efforts were utilized within this reporting period.

- c. List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.

No special language services were provided within this reporting period.

- d. List any costs incurred for translations and interpreters for each activity.

Not applicable.

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4. List all the transportation related contracts (Federal and others) that were executed during the reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.)

- Include dollar value of each

Contract	Consultant	Description	Amount
10-C884	H.W. Lochner	On-Call Trans. Advisory Services	On-Call
10-C885	Universal Field Services	SR 522 Ph. 2 ROW Acquisition PP#1020	\$1,000.00
10-C886	GeoEngineers	68 th Ave NE Pavement Void Evaluation	\$9,737.00
10-C893	Northshore Paving, Inc.	Paving Restoration – Lake City Auto	\$12,726.09
10-C896	HCWL	SR 522 Ph. 2 Legal Descriptions	\$1,200.00
11-C948	Universal Field Services	On-Call Property Acquisition Services	\$100,000.00
11-C955	Puget Sound Energy	61 st /181 st Signal Sched. 74 Design	Actual Cost
11-C962	WSDOT	Local Agency Agmt - 61 st /181 st Signal	N/A
11-C965	WSDOT	Local Agency Agmt – SR 522 Ph. 1 St. 2	N/A
11-C970	Frontier	61 st /181 st Signal Utility Undergrounding	Actual Cost
11-C973	Kamins Construction	NE 145 th St Traffic Signal Construction	\$258,377.17
12-C980	Comcast	61 st /181 st Signal Utility Undergrounding	Actual Cost
12-C1013	WSDOT	61 st /181 st Signal - LOU for Project Admin	N/A
12-C1015	H.W. Lochner	On-Call Professional Services	\$100,000
12-C1017	Northshore Utility Dist.	61 st /181 st Signal Water/San. Sewer Work	Actual Cost
12-C1026	Puget Sound Energy	61 st /181 st Signal Sched. 74 Construction	Actual Cost
12-C1028	Intolight	61 st /181 st Street Light Authorization	\$35,091.88
12-C1029	Intolight	61 st /181 st Street Light Authorization	\$932.59

- Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency?

As there were no contract opportunities that required a DBE goal, no additional outreach was made to DMWBE within this reporting period.

- Identify the DMWBE contracts that were awarded and their dollar amount.

There were no DMWBE contracts awarded within this reporting period.

- Is there a Title VI Non-Discrimination statement included in all contracts and public notices?

A Title VI Non-Discrimination statement is included in all City contracts but not in all public notices.

- How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?

Equal opportunity was provided by including Title VI language in advertisements for services and by selecting consultants/contractors strictly based on cost, experience, references, etc.

5. Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations (i.e., impacts such as displacements, increased noise, bisecting neighborhoods, et al). Note the following:

There were no projects that impacted minority and/or low income populations within the reporting period.

- How impacts were minimized/mitigated.

Not applicable.

- Also include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.

- *The NE 145th Street Traffic Signal project is improving access to Bastyr University by creating a signalized intersection at the entrance/exit to the school.*
- *The 61st Ave NE and NE 181st Street Traffic Signal is improving safety by creating a signalized intersection which will help with traffic flow, neighborhood access and pedestrian crossings.*
- *The completed SR 522 Phase II, Phase I, Stage 1 and Phase I, Stage 3 projects have added sidewalks, landscaping and improved business access along SR 522 as well as adding an underpass for the Burke Gilman Trail at 73rd Ave NE.*

6. If Right of Way has been acquired for a transportation project, please describe:

Right of Way was acquired for the NE 145th Street/Juanita Drive Traffic Signal Project and the 61st Ave NE and NE 181st Street Traffic Signal Project.

- Identify the number of minority, low-income, elderly and disabled persons affected.
 - *NE 145th St Signal: 1 elderly homeowner, tenant possibly low income.*
 - *61st/181st Signal: 1 elderly condo owner, 2 minority condo owners, 2 minority property owners; 1 elderly property owner.*
- The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).
 - *NE 145th St Signal: There were no Limited English Proficiency issues within this reporting period.*
 - *61st/181st Signal: 1 owner had English as their second language. They could read, speak and understand English so there was no need for translators or outreach efforts.*

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- Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?
 - *NE 145th St Signal: Concerns raised included wanting to make sure their home would still be screened from the road and if the contractor had to clear any trees, they would be replanted. City is planning to plant new trees to screen the house from the road.*
 - *61st/181st Signal: Concerns raised included increased noise from construction and effects acquisition would have on property and business. All issues were worked through and resolved prior to construction.*

7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include:

The City of Kenmore did not receive any Title VI complaints within the reporting period.

- What was the allegation or concern?

Not applicable.

- Procedures used

Not applicable.

- Action taken

Not applicable.

- Resolution

Not applicable.