

# ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

## For agencies under 100,000

**City of Kenmore**

(Name of Recipient)

**June 6, 2014**

(Report Submission Date)

**May 31, 2012 – May 31, 2013**

(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.

*Kris Overleese is the Engineering & Environmental Services Director and continues to be the City's Title VI Coordinator.*

*New employees for this period include the following:*

<b>Name</b>	<b>Hire Date</b>	<b>Title</b>
<i>Adam Torres</i>	<i>6/28/12</i>	<i>Maintenance Custodian</i>
<i>Ron Loewen</i>	<i>2/14/13</i>	<i>Engineering Dept.</i>
<i>Marc Connelly</i>	<i>2/20/13</i>	<i>Parks Project Manager</i>
<i>Cindy Shelton</i>	<i>3/11/13</i>	<i>Volunteer/Events Coord.</i>
<i>Ryan Miller</i>	<i>3/18/13</i>	<i>Graduate Student Intern</i>

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

*Race (Approximate Totals)*

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

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

- 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:*

- Transportation Benefit District Board Meetings were held on 7/23/12, 10/22/12, 11/20/12, 1/28/12 and 4/22/13. TBD 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 and E-News to those signed up for the service, and via Facebook and Twitter.*
- 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 and E-News to those signed up for the service, and via Facebook and Twitter.*
- "Coffee with Council" Meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of each month and are posted on the City website, E-News, Listserv, Facebook and Twitter.*
- Public Meetings are also posted on the City website, E-News, Listserv, Facebook and Twitter.*

Project Notices:

- *January 23, 2012–May 31, 2012 – NE 145<sup>th</sup> St Traffic Signal Project (Large sign posted at project site).*
- *July 23, 2012 – Upcoming 61<sup>st</sup> Ave NE and NE 181<sup>st</sup> St Construction Project (Hand delivered to all residents and business owners who were in the vicinity of 61<sup>st</sup> Ave NE & NE 181<sup>st</sup> St intersection).*
- *August 23, 2012 – Asphalt Overlay Program to Begin Week of September 3: E-News (Email distribution via ListServ).*
- *October 24, 2012 – Transportation Benefit District Board Meeting Update, Bridge Toll To Not Go Forward At This Time: E-News (Email distribution via ListServ).*
- *November 12, 19 and 29, 2012 – Notice to Compass Pointe Condominium Residents providing information and updates about construction activities affecting road in front of condos (Hand delivered to all residents of the condominium complex).*
- *November 29, 2012 – City Awarded 5.38 Million in Grants from Transportation Improvement Board to Help Fund Two City Projects: E-News (Email distribution via ListServ). Projects included SR 522 West A (61<sup>st</sup> to 65<sup>th</sup> Avenues NE) Project and the 68<sup>th</sup> Avenue NE Sidewalk Project (east side between NE 182<sup>nd</sup> and NE 185<sup>th</sup> Streets).*
- *April 8, 2013 – New Traffic Signal Activated at 61<sup>st</sup> Ave NE and NE 181<sup>st</sup> St: E-News (Email distribution via ListServ).*
- *Kenmore Newsletter 2Q 2012 (distribution Citywide via mail) – Articles included:*
  - *Mayor’s Report: SR 522 Improvement Project Update, City Lands Add’l \$3.6 Million for Last Phase of SR 522; \$17.5 Million to Go*
  - *Construction Project Updates: New Traffic Signal at 61<sup>st</sup> Ave NE & NE 181<sup>st</sup> Street, New Traffic Signal at Juanita Drive & NE 145<sup>th</sup> Street*
  - *Council Forms Transportation Benefit District*
- *Kenmore Newsletter 1Q 2013 (distribution Citywide via mail) – Articles included:*
  - *Juanita Drive Overlay Project this Summer*
  - *Transportation Benefit District*
  - *Sammamish River Bridge Update*

- 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.*

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- 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.

*Though the service has not yet been utilized, the City contracts with LanguageLine Solutions to offer interpretation services if/when needed.*

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

*Not applicable.*

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

<b>Contract</b>	<b>Consultant</b>	<b>Description</b>	<b>Amount</b>
12-C1039	Razz Construction	61 <sup>st</sup> /181 <sup>st</sup> Traffic Signal Construction	\$1,186,835.00
12-C1048	Otak, Inc.	Juanita Dr/68 <sup>th</sup> Ave Pre-Design Report	\$17,465.00
12-C1049	N/A	ILA between Kenmore & Kenmore TBD	N/A
12-C1051	N/A	Settlement SR522 Ph 1 Stg 1 Salon Zeka	\$13,600.00
12-C1053	KBA, Inc.	61 <sup>st</sup> /181 <sup>st</sup> Traffic Signal Construction Mgmt	\$261,800.00
12-C1054	HWA Geosciences	61 <sup>st</sup> /181 <sup>st</sup> Signal: Materials Testing Support	\$31,705.00
12-C1069	H.W. Lochner	61 <sup>st</sup> /181 <sup>st</sup> Signal: Const. Support Services	\$25,000.00
12-C1081	Osborn Consulting	On-Call Surface Water Services	\$425,000.00
12-C1082	Perteet, Inc.	On-Call Traffic Engineering/Transportation	\$675,000.00
12-C1094	TIB Grant	Funds for 68 <sup>th</sup> Ave Sidewalk Improvements	\$178,457.00
12-C1095	TIB Grant	Funds for SR522 West A (61 <sup>st</sup> to 65 <sup>th</sup> )	\$5,201,840.00
13-C1103	H.W. Lochner	SR522 West (57 <sup>th</sup> to 65 <sup>th</sup> ) PS&E	\$699,283.00
13-C1113	WSDOT	ILA/WSDOT Fund Authorization SR522 West	\$2,890,174.00

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

*No additional outreach was made to DMWBE within this reporting period.*

- Identify the DMWBE contracts that were awarded and their dollar amount.
  - 12-C1039: Razz Construction – 61<sup>st</sup> Ave/181<sup>st</sup> St Traffic Signal Construction \$1,186,835.00
  - 12-C1053: KBA, Inc. (Woman owned) – 61<sup>st</sup> Ave/181<sup>st</sup> St Traffic Signal Construction Management \$261,800.00

- 12-C1081: Osborn Consulting (Woman owned) – Surface Water On-Call \$425,000.00

- 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 61<sup>st</sup> Ave NE and NE 181<sup>st</sup> Street Traffic Signal improved safety and access by creating a signalized intersection with ADA ramps and landings, sidewalk segments, lighting and crosswalks to help with traffic flow, neighborhood and business access and pedestrian crossings.*

*The NE 145<sup>th</sup> St and Juanita Drive NE Traffic Signal Project improved safety and access by creating a signalized intersection with ADA ramps and landings, sidewalk segments, lighting and crosswalks to help with traffic flow and pedestrian crossings and by accommodating past and future growth of the Bastyr University campus as well as access to St. Edward State Park.*

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

*Right of Way was acquired for the 61<sup>st</sup> Ave NE and NE 181<sup>st</sup> Street Traffic Signal Project. The amount of Right of Way acquired was minimal to allow installation of ADA ramps, sidewalk, widen the intersection and add a northbound lane on 61<sup>st</sup> Ave NE.*

*A permanent easement (approximately 7 feet wide and 58 feet long) was acquired for the NE 145<sup>th</sup> Street and Juanita Drive Project to accommodate construction of a retaining wall.*

- Identify the number of minority, low-income, elderly and disabled persons affected.

*61<sup>st</sup>/181<sup>st</sup> Traffic Signal Project: Affected persons included 1 elderly condo owner, 2 minority condo owners, 2 minority property owners; 1 elderly property owner.*

*NE 145<sup>th</sup> Street and Juanita Drive Project: None affected.*

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- The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).

*61<sup>st</sup>/181<sup>st</sup> Traffic Signal Project: 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.*

*NE 145<sup>th</sup> Street and Juanita Drive Project: No outreach efforts were necessary.*

- Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

*61<sup>st</sup>/181<sup>st</sup> Traffic Signal Project: 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. A mailbox location issue was resolved by the post office working directly with the property owner.*

*NE 145<sup>th</sup> Street and Juanita Drive Project: No concerns were raised.*

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.*