

# ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

## For agencies under 100,000

**City of Kenmore**

(Name of Recipient)

**July 31, 2020**

(Report Submission Date)

**June 1, 2019 – May 31, 2020**

(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 Title VI Coordinator designation has been assigned to City Engineer, John Vicente. Janet Quinn, Permit & Administrative Specialist-Engineering, now lead liaison.

Changes in Organization/Racial\*\*/Gender Composition:

\*\*Due to the total number of City of Kenmore staff being less than 100, Human Resources does not inquire about or track racial composition for Kenmore's employees. So as not to make assumptions, race is listed as "unknown" for all employees. Org Chart is **Addendum A** to this report.

New employees for this period include the following:

Name	Hire Date	Title	Status	Sex	Race
William Baker	6/18/19	Seasonal PW Maint.	Seasonal	Male	Unknown
Stephanie Brown	6/17/19	Volunteer & Events Supvsr	Replaced Female	Female	Unknown

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Lauren Chomiak	2/18/20	Communications Specialist	Replaced Female	Female	Unknown
Austin Fischer	6/10/19	PT Temp PW Maint.	Seasonal	Male	Unknown
Thomas Joachimides	10/14/19	Devel. Review Engineer	Previously contracted svcs.	Male	Unknown
Elijah Magnan	6/24/19	PT Temp Intern	Temporary	Male	Unknown
Robert Milligan	2/6/20	PT Temp	New Position	Male	Unknown
Crystal Moore	6/14/19	PT Temp Office	New Position	Female	Unknown
Victoria Mount	6/17/19	PT Temp SWM	Seasonal	Female	Unknown
Adam Nebenzahl	4/27/20	PT Temp Mgmt Intern	Replaced Male	Male	Unknown
Maura Query	8/5/19	Admin. Specialist	Replaced Female	Female	Unknown
Jesus Sanchez	1/23/20	PT Temp Intern	Replaced Male	Male	Unknown
Rob Sayre-McCord	6/10/19	Parks Project Manager	Replaced Female	Male	Unknown
Jordan Woltjier	6/10/19	PT Temp Intern	Extra Help/Temporary	Male	Unknown

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 (World Population Review – 2020; % increase since 2010 17.85% per this source)

Total Population: 24,113  
Male: 50.61%  
Female: 49.39%

\*\*U.S. Census Bureau QuickFacts July 2019 estimated population is 23,097 (Percent of Increase from 4/1/10 – 7/1/19 is 12.89%)

Race (Approximate Totals): Source - US Census 2010 Data

White/Caucasian: 80.3%  
Black/African American: 1.4%  
Asian: 11.6%  
Hispanic/Latino: 8.1%  
Mixed: 4.8%  
Other: 0.7%

Households: Source – U.S. Census Bureau QuickFacts July 2019 (most recent)

Total Households: 8,699  
Ave. Household Size: 2.57  
Total Housing Units: N/A

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Languages Spoken at Home: Source – World Population Review (from 2018 ACS 5-Year Est.)

English Only	77.9%
Spanish	5.4%
Other Indo-European Languages	7.9%
Asian & Pacific Island Languages	8.4%
Other Languages	0.3%

English Language Learners (ELL): Source – Washington State Office of Superintendent of Public Instruction (OSPI) for 2019-2020 School Year (Only Spanish language ELL identified)

Arrowhead Elementary	8.8%
Kenmore Elementary	21.3%
Moorlands Elementary	10.1%
Kenmore Middle School	7.9%
Inglemoor High School	6.7%

Household Income: Source – U.S. Census Bureau 2014-2018 American Community Survey 5-Year Estimates

Total households	8,699
Less than \$10,000	4.7%
\$10,000 to \$14,999	2.1%
\$15,000 to \$24,999	2.1%
\$25,000 to \$34,999	4.7%
\$35,000 to \$49,999	9.0%
\$50,000 to \$74,999	13.1%
\$75,000 to \$99,999	12.7%
\$100,000 to \$149,999	19.8%
\$150,000 to \$199,999	15.1%
\$200,000 or more	16.6%
Median household income (dollars)	\$105,007
Mean household income (dollars)	\$126,364

Free and Reduced Lunch Data by Kenmore School: Source – Northshore School District, Director of Accelerated Models and Programs, March 2020 data from Email Communication dated 7/29/2020. (NOTE: While all of the schools listed are within Kenmore City Limits, the zip codes of students attending the schools include other jurisdictions due to school attendance boundaries, waivers, and the presence of special programs such as International Baccalaureate [IB] at Inglemoor High School.)

Arrowhead Elementary	10.39%	45 head count (HC)
Kenmore Elementary	40.32%	229 HC
Moorlands Elementary	8.01%	51 HC
Kenmore Middle School	22.6%	165 HC
Inglemoor High School	14.39%	258 HC

Education (25 Years and Over): Source: U.S. Census Bureau QuickFacts 2014-2018 (most recent)

Less than 9 <sup>th</sup> Grade	1.68%
9 <sup>th</sup> to 12 <sup>th</sup> Grade Attainment	3.23%
High School Graduate (only)	11.97%
Some College	18.95%
Associates Degree	6.92%
Bachelor Degree	34.57%
Graduate Degree	22.69%
Condensed:	
High school graduate or higher	95.1%

Bachelor's degree or higher 57.3%

- 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.

The Parks, Recreation and Open Space (PROS) Plan was updated in 2019-20 and adopted by City Council by resolution on February 24, 2020. When doing the update – demographics on Kenmore's population were updated including income levels, race/ethnicity, physical environment and travel habits with current data, analyzed and reported on. You can find a copy of the adopted PROS Plan (328 pages) on our website [here](#). Although a statistically valid survey was conducted in Jan-April 2019 (before the reporting period), the results are used for PROS Plan data analysis and included in the 2/24/20 Adopted Plan. Attached as **Addendum B and C** are the survey and the contract with ETC Institute who conducted the survey for the City, respectively. The survey included a Spanish translation to request help in completing the survey. A follow-up informal online and man on the street survey was conducted in the summer of 2019 to reach a larger population on key questions of the statistically valid survey. The outreach efforts concluded in a public open house meeting held September 25, 2019. The public invitation was sent to all households in Kenmore. No translation language was included in the mailed flyer and no interpretive services used.

No other specific activities and/or studies conducted during this reporting period, although City of Kenmore's Communications Specialist (Becky Range until she left City of Kenmore employment on 9/6/2019) and the lead liaison for Title VI (Janet Quinn) facilitated meetings of the Kenmore Complete Count Census 2020 Committee and outreach for completion of the 2020 Census was a key component of committee work. Outreach in Spanish was provided on multiple occasions, and examples are attached as **Addendum D and E** to this report.

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

The PROS Plan is still being reviewed for application to future Title VI activities. The census committee made a limited study of demographics in Kenmore Census Tracts and included Spanish language translations on flyers and yard signs to encourage 2020 Census participation.

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:**

- City Council Meetings are held on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Monday of each month at 7:00pm. City Council agendas are available to the public from the City Clerk's office the Friday prior to the Monday meeting and are posted on the iCompass File Pro website. Agendas are also posted at Kenmore City Hall, and Kenmore Library. Copies are available at the Council meeting. Agendas are also posted on the City website and distributed via email distribution using GovDelivery (for those signed up for the service). Meetings are advertised in the quarterly printed newsletter mailed to all residents. (Moved to Zoom during COVID-19 Stay at Home Order.)
- "Coffee with Council" Meetings are typically held twice a month on the 1<sup>st</sup> Monday at 7:30am and the 3<sup>rd</sup> Saturday at 8:00am. Citizens are encouraged to attend these informal sessions to ask questions, discuss issues and offer suggestions on any topic of interest. Notifications are posted on the City website, via email distribution using GovDelivery (for those signed up for



the service) and in the City newsletter. Meetings are advertised in the quarterly printed newsletter mailed to all residents. (Moved to Zoom during COVID-19 Stay at Home Order.)

- Planning Commission Meetings are typically held twice a month on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7:00pm unless otherwise posted on the City's website and in outreach. Agendas are posted on the City website, in the front lobby of City Hall, and at the Kenmore Library. They are also distributed via email distribution by GovDelivery (for those signed up for the service). Meetings are advertised in the quarterly printed newsletter mailed to all residents. It should be noted that during the COVID-19 Stay At Home Order, meetings were held via Zoom and were held with less frequency and consistency.
- Public Meetings are posted on the City website, via email distribution (for those signed up for the service) and in E-News (for those signed up for the service). Select meetings are also posted via Facebook and Twitter, listed in the City newsletter if timing allows, and/or have mailers sent to targeted groups and sometimes city-wide. (Moved to Zoom during COVID-19 Stay at Home Order.)

#### **Project Notices:**

- West Sammamish River Bridge Replacement Project and Juanita Dr. NE and 68<sup>th</sup> Ave. NE Ped/Bike safety Projects Notices:
  - January 13, 2020 – Notice of January 29, 2020 Open House at City Hall and February 12, 2020 Informal Information Drop-In at the Hangar were mailed to all addresses in the City. Title VI language was included on the flyers and information was provided in Spanish on how to find project information. Notice also sent via GovDelivery emails, posted on City website and disseminated via newsletters. In addition, signs were placed on the project corridor alerting drivers and pedestrians to the date and time of the Open House. Both the Open House and Informal Drop-in Session included project information on all of the above noted projects. Information flyer is included as **Addendum F** to this report.
- Parks, Recreation & Open Space (PROS) Plan Notices:
  - September 25, 2019 – Parks, Recreation & Open Space (PROS) Plan Update Public Open House Flyer/Mtg: Flyer sent to all households in Kenmore. No translation language. No interpretive services were requested or used during the public meeting. Advertised on website, E-News and Newsletter, and in the Bothell/Kenmore Reporter.
  - June to September 2019 – PROS Plan Follow-up Community Survey: Advertised on City website, E-News and in person at special events (Movie Nights/Summer Concerts). No translation or interpretive services were requested or used.
- Kenmore News Releases (Email distribution via GovDelivery)  
Transportation Related News Releases Included:
  - June 25, 2019 – Summertime Driving Tips for Teens
  - July 23, 2019 – Boat Cruise Adventures on the Sammamish River
  - August 2, 2019 – Invitation to respond to Sound Transit (ST) survey regarding its ST System Access Fund 2019
  - September 3, 2019 – Arrowhead Pedestrian Safety – 153<sup>rd</sup> PI Safe Routes to Schools Sidewalk Project completion
  - September 10, 2019 – Kenmore Wins VISION 2040 Award
  - October 2, 2019 – Helpful Tips to Prepare for Storm Season
  - December 20, 2019 – Invitation to Participate in King County Metro Survey regarding Potential Ferry Service to Kenmore
  - January 17, 2020 – New Car Seat Laws Now in Effect

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- January 17, 2020 – Utility Work to Start on 68<sup>th</sup> Ave NE & Juanita Drive NE Projects
- January 17, 2020 – Update on the West Sammamish Bridge Project
- January 17, 2020 – Impact of I-976 on City’s Street Operating Fund
- February 13, 2020 – West Sammamish River Bridge Construction Coming Soon
- February 24, 2020 – PROS Plan Adoption: Document included a summary of public outreach efforts in 2019-2020 summarized in the document and appendix. Statistically Valid survey had translation language (see Attachments in Addendum)
- February 26, 2020 – Log Boom Park/Squire’s Landing Park Walkways and Waterways Project 60% Design Public Open House Flyer/Meeting: Meeting flyer sent to all households in Kenmore. No translation language. No interpretive services were requested or used during the public meeting. Advertised on City website, E-News, Newsletter and in the Bothell/Kenmore Reporter.
- February 28, 2020 – Construction Updates: West Sammamish River Bridge and Walkways & Waterways Transportation Projects
- March 13, 2020 – West Sammamish River Bridge Replacement Project Construction Began March 2, 2020
- March 27, 2020 - West Sammamish River Bridge Replacement Project Update
- April 2, 2020 - West Sammamish River Bridge Replacement Project Update
- April 10, 2020 – West Sammamish River Bridge Replacement Project Update
- May 6, 2020 – West Sammamish River Bridge Replacement Project Update
- May 22, 2020 – West Sammamish River Bridge Replacement Project Update
- May 29, 2020 – West Sammamish River Bridge Replacement Project Update
- City of Kenmore Postings to NextDoor Social Media
  - June 27, 2019 - ORCA To-Go Mobile Van will be in Kenmore
  - July 19, 2019 – Traffic Alert and notice of ADA curb ramp installation
  - August 6, 2019 – Notice of slurry sealing on selected City of Kenmore streets
  - August 30, 2019 – Safe Routes to Schools 153<sup>rd</sup> PI Sidewalk Project completion
  - September 10, 2019 – Notice of Traffic Impacts Due to Downed Power Line
  - September 23, 2019 – Helpful Tips to Prepare for Storm Season
  - October 25, 2019 – Notice of Striping on NE 153<sup>rd</sup> Place as part of Safe Routes to Schools Sidewalk Project follow-up
  - April 10, 2020 – Power Outage and Road Closure Notice
- Kenmore E-Newsletter Articles  
Transportation Related E-Newsletter Articles Included:
  - August 2019
    - Sound Transit (ST) survey notice for ST System Access Fund 2019 funding and public comment
    - Link to project information on SR 522 Improvements for Cities of Kenmore and Bothell between 83<sup>rd</sup> PI NE and 91<sup>st</sup> Ave NE, including Business Access and Transit (BAT) lanes, sidewalks, center medians, and streetlights
  - September 2019
    - NE 153<sup>rd</sup> Safe Routes to Schools project on NE 153<sup>rd</sup> Place near Arrowhead Elementary nearing completion, with link to details
    - School Bus Safety alert, with link to area bus stops and school bus laws
    - Parks, Recreation and Open Space (PROS) Plan Open House invitation and survey link
  - October 2019
    - Storm season preparation suggestions related to keeping storm drains clear and location of sandbags provided by the City.
    - City Council Resolutions stating official Council positions, including on State Initiative 976 Limits on Motor Vehicle Taxes and Fee Measure, plus a link to general information on the ballot measure
    - King County Vote Center satellite location at Kenmore City Hall

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- December 2019
  - Ferry Service to Kenmore? Link to survey on potential passenger-only ferry service
  - Utility Work to Start on 68<sup>th</sup> Avenue NE & Juanita Drive NE Projects: notice of utility facility relocation in advance of these two projects, and potential for traffic delays
  - Target Zero suggestions for safe travel during rainy and dark season, and availability of free reflective flashing lights and reflective tote bags available at City Hall
- January 2020
  - Washington State Car Seat Laws Changing Now in Effect: Recap of new state legislation and link to additional information
  - Utility Work on 68<sup>th</sup> Avenue NE and Juanita Drive NE Projects: Reminder of continuing utility work and Open House notice for these projects and the West Sammamish River Bridge Replacement Project
  - Update on the West Sammamish Bridge Project: Notice that bids came in significantly higher than projected, City Council action related to the extra cost, and notice of Council meeting when award of bid to lowest responsible bidder would be considered
  - How Initiative 976 Impacts Kenmore: disclosure to residents of 22% loss in street maintenance funding per annum
- February 2020
  - West Sammamish River Bridge Construction Coming Soon! Notice of expected start date, warning of significant traffic impacts, and link to kenmoreconstruction.com website set up to provide information on this project and 68<sup>th</sup> Ave. NE Pedestrian and Bicycle Safety Improvements and Juanita Drive NE Pedestrian and Bicycle Safety Improvements (NOTE: kenmoreconstruction.com, which provides information on the major transportation projects in Kenmore, uses Google Translate functionality to readily translate the entire site into over 100 languages)
  - Open House: Log Boom & Squires Landing Waterfront Project Updates: Invitation to project Open House to view updated design work for these two parks that provide water access and walkways in natural settings
  - Summer Sports and Skate Camps: Notice of summer camps (later cancelled due to COVID-19) for skateboarding
- May 2020
  - COVID-19 Stay Home Order: Information on Washington's Phased Approach to Reopening businesses and resuming activities
  - West Sammamish River Bridge Replacement Project Construction Update: Notice of reduction in speed limit, instructions for drivers, pedestrians and bicyclists with construction underway, with link to kenmoreconstruction.com website (NOTE: kenmoreconstruction.com, which provides information on the major transportation projects in Kenmore, uses Google Translate functionality to readily translate the entire site into over 100 languages)
  - Signals set to Pedestrian Recall to Help Prevent Spread of COVID-19: Information for pedestrians on the automatic activation of pedestrian walk signs on a timed cycle at signaled intersections in Kenmore
- Kenmore Newsletter (Distribution citywide via USPS delivery to each residence through Spring 2020 Edition. Transitioning to Electronic Distribution only beginning with Summer 2020)  
Newsletter articles included:
- Summer 2019
  - ORCA To-Go Mobile Van coming to Kenmore: Mobile Van in Kenmore's Rhododendron Park/Kenmore Senior Center to:
    - Issue reduced fare permits for Seniors, riders with disability and Medicare card holders
    - Replace lost or stolen ORCA cards
    - Add value and load product to existing ORCA card

- Help determine best product fit
- Slurry Sealing to Extend Road Life in Kenmore: Information about pavement preservation strategy scheduled for the summer
- NE 153<sup>rd</sup> Safe Routes to School Construction: Notification of start of construction project to add new sidewalk and angled parking for enhanced walkability and safety
- Washing Your Car at Home? Comparison information on ecological impacts of washing cars at home vs. professional or self-serve car wash
- Trail Safety 101: Part of Kenmore's Target Zero program, providing guidelines for safe trail usage
- "Flyway" building construction information: Mixed use building including underground parking, residential units, and commercial space opportunities. Part of development that totaled more than \$100M of new private sector investment in one block in downtown Kenmore across from City Hall and close to multiple bus stops
- St. Edward Lodge: Restoration of former Seminary building on St. Edward State Park grounds, a high-use park with extensive trails
- Fall 2019
  - City of Kenmore "Walkways and Waterways" Bond Measure Update: Construction updates on the five projects with funding in the City's first bond measure:
    - 68<sup>th</sup> Ave. NE Pedestrian and Bicycle Safety Project
    - Juanita Drive NE Pedestrian and Bicycle Safety Project
    - Log Boom Park Waterfront Access and Viewing
    - Rhododendron Park Waterfront & Natural Open Space Access
    - Squire's Landing Park Waterfront and Natural Open Space Access
- Winter/Spring 2020
  - Kenmore Wins Prestigious VISION 2040 Award: Recap of the City's projects envisioned and carried out to convert nearly 10 acres of downtown property to a mixed-use, walkable center
  - Construction on West Sammamish River Bridge and Two Transportation Walkways & Waterways Projects scheduled to start in 2020: Alert to drivers and other users of the Juanita/68<sup>th</sup> corridor that significant traffic impacts are expected
  - U.S. Census 2020: Residents encouraged to participate in Census 2020 which helps determine federal funding for transportation and other projects
  - How Initiative 976 Impacts Kenmore: Details of 22% funding loss in street maintenance funding through the passage of this initiative last year
  - Walkways and Waterways Open House in February for Walkways and Waterways Parks projects
  - SR 522 Bus Rapid Transit Planning update
  - Safely Walk, Bike and Drive in Rainy and Dark Weather: Traffic safety tips for the wet and dark winter season
- The City of Kenmore actively uses Facebook and Twitter to convey information to the public and occasionally posts messages in Spanish
  - February 7, 2020 – King County Vote Center satellite location at Kenmore City Hall
  - May 1, 2020 – Census
  - May 11, 2020 – Referred readers to KC COVID-19 website with language options
  - May 18, 2020 – Face masks and people with disabilities info
- a. How were special language needs assessed? List the special language needs assessments conducted.

Special language needs were assessed by select project managers and consultants who had personal knowledge of the languages spoken within the project area. This knowledge was gathered first-hand while making site visits and speaking with residents within the area.

For West Sammamish River Bridge Replacement Project: Information was inserted on mailers/emails that translation services and services for persons with disabilities are arranged upon request, with contact information provided. The notice also had the following sentence displayed prominently on the flyer: "Para información sobre los proyectos llame al 425-201-4147." There were no calls to the phone number requesting Spanish language assistance. (see Bridge Construction Open House flyer **Addendum F**).

City Council Agendas include the following statement: "If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please call the City Clerk at 425-398-8900."

The City Council page on the City of Kenmore Website also includes the following statement: "The City now has assisted listening devices available for use during Council meetings. A necklace-style device is available for those who wear hearing aids. An ear bud (in-ear) style, or an over-the-ear style, are available for those without hearing aids. Please contact the City Clerk as far in advance of the meeting as possible, preferably no later than the morning of 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).

For West Sammamish River Bridge Replacement Project: Mailers and website and public notices were utilized. Open House at City Hall and Informal Drop-In at the Hangar provided equal access to information but were scheduled on different days during different hours and at different locations to accommodate various needs. Both meeting locations were within 1 block of public transit.

Posted English and Spanish Language Yard Signs related to job opportunities with the U.S. Census Bureau. Signs were intentionally placed within close proximity of City Hall and known Spanish-speaking neighborhoods

Posted English and Spanish Language Yard Signs encouraging participation in the 2020 U.S. Census Bureau Survey. Signs were intentionally placed within close proximity of City Hall and known Spanish-speaking neighborhoods

Translation and interpretation services were utilized as outlined in Section C below.

- 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.

For West Sammamish River Bridge Replacement Project: No special language services or other accommodations were requested.

The City contracts with LanguageLine Solutions to offer interpretation and translation services if, and when needed. Services were also provided by Trusted Translations, Fluent Language Solutions and Rey Translations. The following services were used within this reporting period:

Name of Service: LanguageLine  
Type of Service: Phone Translation Services  
Date Provided: February 29, 2020  
Cost: \$35.37

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Number of People Served: One

Description: Development Services Department Permit Technician used the language line to speak to a man whose primary language was Spanish. He was seeking information on acquiring a shoreline permit, and although he understood some English the Permit Tech used the language service to make sure he understood the nuances of the required permit. The balance of communications between them were via email, in English.

Name of Service: LanguageLine

Type of Service: Phone Translation Services Date Provided: November 30, 2019

Cost: \$5.52

Number of People Served: One

Description: Permit Tech used the language line to assist a caller with permit questions

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

Costs are listed in Section C above.

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	Date Executed	Consultant	Description	Amount
19-C1977	2/11/2020	Ceccanti, Inc.	W Sammamish River Bridge Replacement Project	\$30,301,418.00
19-C2032	6/28/2019	Judha of Lion Landscaping and Services LLC	Pavement and Monument Repair Project	\$41,665.00
19-C2033	6/28/2019	VSS International, Inc.	2019 Slurry Seal Project	\$562,255.00
19-C2059	5/29/2019	Carolyn Law, Consulting Public Artist	Consulting Public Artist for three Park Walkways & Waterways Projects	\$13,225.00
19-C2067	5/30/2019	AltaTerra Consulting, LLC	Little Swamp Creek Relocation Feasibility Analysis	\$3,520.00
19-C2091	8/13/2019	O'Connor Consulting Group	Lakepointe Project	\$60,000.00
19-C2098	3/3/2020	KPFF Consulting Engineers	2020/2021 Transportation Engineering On-Call Services	\$1,200,000.00
19-C2104	7/13/2020	Transp Group USA, Inc.	2018 Citywide Safety - Signing & Lighting Project Design Services	\$62,800.00

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19-C2117	1/1/2020	Puget Sound Energy	Takeover of NE 181st St New Street Lighting System	\$44.47/month
19-C2099	2/3/2020	Jennifer Dixon, Public Artist	Design Contract for three Park Walkways & Waterways Projects	\$20,000.00
20-C2130	4/30/2020	Lakeside Industries, Inc.	Simonds Road Overlay	\$881,481.75
20-C2135	Approved by Council; TBD	Northshore Utility District	Interlocal Agreement for 68th Ave NE Pedestrian and Bicycle Safety Improvements Project	\$2,690,171 (pre-bid cost est. to NUD)
20-C2136	4/23/2020	Northshore Utility District	Interlocal Agreement for Juanita Dr NE Pedestrian and Bicycle Safety Improvements Project	\$1,459,722 (pre-bid cost est. to NUD)
20-C2137	3/11/2020	Puget Sound Energy	Schedule 53 Street Lighting Upgrades Agreement for 68th Ave NE Pedestrian and Bicycle Safety Improvements Project	\$25,775.06 plus \$505.32/month
20-C2138	3/11/2020	Puget Sound Energy	Schedule 53 Street Lighting Upgrades Agreement for Juanita Dr NE Pedestrian and Bicycle Safety Improvements Project	\$31,499.16 plus \$558.76/month
20-C2140	3/24/2020	Sound Transit	Sound Transit System Access Fund Grant-Juanita Drive	\$1,500,000.00
20-C2141	2/25/2020	Davidson-Macri Sweeping, Inc.	2020 Street Sweeping Services	\$40,000.00
20-C2144	5/27/2020	Thomco Construction, Inc.	Juanita Dr NE Pedestrian and Bicycle Safety Improvements Project Construction Contract	\$10,994,869.07
20-C2166	4/3/2020	Washington State Patrol	Vehicle Weight Limit Enforcement for West Sammamish River Bridge	\$40,000.00

- 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.

The "Directory of Certified Firms" search tool on the website for the Washington State Office of Minority & Women's Business Enterprises was used for each contractor listed in the contract table above.

Per the website, the following firm is certified:

Name	Contract	Amount	Certification Type	UBI Number	Certification Number
Altaterra Consulting LLC	19-C2067	\$3,520.00	WBE	603350623	W2F0023373

- 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:

- How impacts were minimized/mitigated.
- 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.
  - Project 0184 – West Sammamish River Bridge (Bidding Fall 2019, Construction estimated to begin in Winter 2020): The project will replace the existing southbound bridge which was constructed in the 1930s and nears the end of its life. The City has increased monitoring of the structure, completed a scour analysis, geotechnical review, and load limit study. The bridge is currently load restricted until replacement occurs. Components include new approaches and enhanced pedestrian and bicycle facilities. Typical construction noise is expected but no specific impacts to minority and/or low-income populations were identified. The website created by the City's consultant ([www.kenmoreconstruction.com](http://www.kenmoreconstruction.com)) for this and the Walkways and Waterways Transportation Projects (Projects 0212 and 0213) has the capability of translating the entire website into over 100 languages to provide access to all information related to the projects. The consultant, EnviroIssues, reports that no language accommodations have been requested either via the project phone hotline or the email address associated with the projects ([info@kenmoreconstruction.com](mailto:info@kenmoreconstruction.com)) during the reporting period.
  - Project 0214 – NE 181<sup>st</sup> St Sidewalks – 65<sup>th</sup> Ave NE to 67<sup>th</sup> Ave NE (Preferred design concept selected in March 2018, Construction April 2019 – July 2019): The purpose of this project is to provide a safe, comfortable pedestrian facility with downtown amenities along the north side of NE 181<sup>st</sup> Street between 65<sup>th</sup> Avenue NE and 67<sup>th</sup> Avenue NE. The project includes the design and construction of curb & gutter, sidewalk, planter strips, street trees, parallel parking stalls, curb ramps, street and pedestrian lighting, asphalt widening, driveways, storm drainage, utility relocation, and retaining walls. Project was completed during this reporting period. Typical construction noise occurred but no specific impacts to minority and/or low-income populations were identified.
  - Project 0218 – NE 153<sup>rd</sup> St Safe Routes to School (Design/Permitting 2017-2018, Construction began June 25,2019): The project area consists of a narrow shoulder with undefined driveways along the south side of the road. The purpose of this project is to provide a safe, comfortable pedestrian facility along NE 153rd Place for children and the public to access Arrowhead Elementary School. The project includes the design and construction of curb & gutter, sidewalk, curb ramps, angled parking, paving, driveways, storm drainage, landscaping, irrigation and cast-in place feature wall along the south side of NE 153rd PI between Juanita Drive NE and 70<sup>th</sup> Avenue NE. Project was completed during this reporting period. Typical construction noise occurred but no specific impacts to minority and/or low-income populations were identified.



- Project 0234 – Simonds Road Overlay (Design began early 2019): This project will install a pavement overlay and associated upgrades including curb ramps on Simonds Rd NE between NE 162<sup>nd</sup> Ct and 92<sup>nd</sup> Ave NE. Curb ramps at 6 intersections along the project limits will be designed and evaluated for ADA compliance. Typical construction noise has occurred. No impacts to minority and/or low-income populations were identified. Construction noise is being mitigated by restricting work hours to normal business hours M-F. See contracts list above for details on award.
- Project 0235 – 2019 Pavement Sealing - Crack and Slurry (Construction Summer 2019): The City plans to slurry seal an estimated 220,000 square yards of pavement. In preparation for slurry sealing, pavement cracks must be cleaned and sealed and allowed time to cure. Over 44,000 linear feet of road will receive new crack sealing or crack sealing touch-up in preparation for slurry sealing. The work will be completed in time to allow the crack sealing to cure for 6 weeks before beginning slurry sealing in the late summer. Typical construction noise occurred but no impacts to minority and/or low-income populations were identified and transportation accommodations were offered on a case-by-case basis. Work was completed in August 2019, with striping and other road markings deferred to the 2020-2021 reporting period due to weather. See contracts list above for details on award.
- Walkways and Waterways Improvements (\$19.75 million bond measure includes the following transportation projects):
  - Project 0212 – Juanita Drive Pedestrian and Bicycle Improvements (2017-20: Design / Permitting / Grant Applications, 2020-23: Construction) This safety project consists of new sidewalk and landscaped amenity zone, buffered bicycle lanes, bus stop improvements, road widening, retaining walls, road reconstruction, new stormwater infrastructure, improved street lighting, traffic signal modifications and utility relocation as needed. Typical construction noise is expected but no specific impacts to minority and/or low-income populations were identified. Construction noise is being mitigated by restricting work hours to normal business hours M-F. See contracts list above for details on award.
  - Project 0213 – 68<sup>th</sup> Ave Pedestrian and Bicycle Improvements (2017-20: Design/ Permitting/Grant Applications, 2021-23: Construction): This project consists of new sidewalk with retaining walls, buffered bicycle lanes, stormwater infrastructure and utility relocation. Typical construction noise is expected but no specific impacts to minority and/or low-income populations were identified. Construction noise will be mitigated by restricting work hours to normal business hours M-F. Invitation to bid is expected to be advertised in fall 2020, with construction to commence in spring 2021.
- Lakepointe Development (Potential project): This project is a proposal for a mixed-use development which would be built in phases on approximately 45 acres on Lake Washington where Sammamish River enters the lake. Lakepointe is intended to integrate different land uses and activities in a complementary manner to minimize the conflicts and integrate the usage among residents, shoppers, vehicles, pedestrians and cyclists. The development will provide almost a mile of Lake Washington and Sammamish River channel shoreline public access. Potential impacts to minority and/or low-income populations will be identified if the project design progresses. Additional scenarios for development have been performed. No analysis on impacts to minority and/or low-income populations has been performed yet.

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

Right of way was acquired for transportation projects. No minority, low-income, elderly, or disabled persons were affected. Translators were made available if needed; none were requested. No concerns were raised by minority or women regarding the Right of Way process.

- Project 0234 – Simonds Road Overlay (Design began early 2019): No Right of Way acquisition was needed for this project.
- Project 0235 – 2019 Pavement Sealing - Crack and Slurry (Construction Summer 2019): No Right of Way acquisition was required for this project.
- Walkways and Waterways Improvements (\$19.75 million bond measure includes the following transportation projects):
  - Project 0212 – Juanita Drive Pedestrian and Bicycle Improvements (2017-20: Design / Permitting / Grant Applications, 2020-23: Construction): Right of Way acquisition was required and has been completed. Although not required, the City used federal guidelines for right-of-way property acquisition for this project. Of the properties acquired, only one was owned by non-English speakers and they declined the offer of translation services because their daughter was present and fluent in both English and Korean, their native language.
  - Project 0213 – 68<sup>th</sup> Ave Pedestrian and Bicycle Improvements (2017-20: Design/ Permitting/Grant Applications, 2021-23: Construction): Project is in the Design phase and Right of Way acquisition was not required.
- Identify the number of minority, low-income, elderly and disabled persons affected.

Minority:

- None Identified

Low-Income:

- None Identified

Elderly:

- None Identified

Disabled:

- None Identified

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

There were no outreach efforts necessary to address Limited English Proficiency issues other than that noted in the Walkways and Waterways Juanita Drive NE Pedestrian & Bicycle Improvements Projects Right-of-Way Acquisition noted above. Costs of all translation services are listed in question 3, Part C.

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

There were no concerns raised by minorities or women regarding these issues.

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

The City of Kenmore hasn't received any official Title VI related complaints as a result of transportation activities or projects. The City has received Service Requests related to sidewalks in Kenmore located in the 61<sup>st</sup> Ave. NE corridor, along 73<sup>rd</sup> Ave. NE and NE 151<sup>st</sup> St.

#### 61<sup>st</sup> Ave. NE Corridor

- What was the allegation or concern?  
Sidewalk along the 61<sup>st</sup> Ave NE corridor are suffering from invasion by roots from trees growing in the area. The trees provide a beautiful canopy appreciated by drivers but presenting challenges for sidewalk maintenance. This corridor is being studied for future proposal to City Council.
- Procedures used  
The City of Kenmore has a dedicated email address and an online portal for submission of Service Requests, and concerns are logged and dispatched to the department responsible for correcting or addressing the concerns. Responses to submissions are logged if submissions include contact information. In the case of submissions relative to the 61st corridor, Callers' concerns were acknowledged and responded to with information about the corridor study being undertaken.
- Action taken  
Callers were informed of the corridor study and inclusion of the location noted.
- Resolution  
Corridor study is currently underway and anticipated to be presented to City Council in 2021. It's unknown what the impact of COVID-19 revenue loss to the City will have on sidewalk reconstruction plans.

#### 73<sup>rd</sup> Ave. NE Sidewalks

- What was the allegation or concern?  
Uneven sidewalk presenting tripping hazard
- Procedures used  
The City of Kenmore has a dedicated email address and an online portal for submission of Service Requests, and concerns are logged and dispatched to the department responsible for correcting or addressing the concerns. Responses to submissions are logged if submissions include contact information. In the case of submissions relative to 73<sup>rd</sup> Ave. NE, Callers' concerns were acknowledged and responded to with information that the location was added to the City's spreadsheet on sidewalk problem areas.
- Action taken  
Callers were informed of the inclusion of the location noted in spreadsheet.
- Resolution  
Collection of data is complete and the information will be included in the City's future ADA Transition Plan. It's unknown what the impact of COVID-19 revenue loss to the City will have on sidewalk reconstruction plans.

#### NE 151<sup>st</sup> St. Sidewalks

- What was the allegation or concern?  
Damaged sidewalk in front of addresses along NE 151<sup>st</sup> St. were identified by a recently retired resident concerned about the condition of sidewalks.
- Procedures used  
The City of Kenmore has a dedicated email address and an online portal for submission of Service Requests, and concerns are logged and dispatched to the department

responsible for correcting or addressing the concerns. Responses to submissions are logged if submissions include contact information. In the case of submissions relative to NE 151<sup>st</sup> St., Callers' concerns were acknowledged and responded to with information that the location was added to the City's spreadsheet on sidewalk problem areas.

- Action taken  
Callers were informed of the inclusion of the location noted in spreadsheet.
- Resolution  
Collection of data is complete and the information will be included in the City's future ADA Transition Plan. It's unknown what the impact of COVID-19 revenue loss to the City will have on sidewalk reconstruction plans.

### GOALS:

City of Kenmore Title VI goals for 2017-2019 reporting period (in red) and progress in meeting them:

- Designate John Vicente as the new Title VI Coordinator for the city as Kris Overleese is no longer working here. Accomplished
- Add additional information to the existing Title VI page on the City of Kenmore website including agreement, annual reports and approvals, and complaint procedures. Still in transition. The City of Kenmore transitioned to a new website on June 15, 2020, with accessibility features built in. We're still in the process of loading content and expect to have current and past reports available via the website before the end of the calendar year.
- Work with Communications Specialist to identify and implement translation requirements on public outreach information citywide. In progress. The City of Kenmore's Communications Specialist transferred to a new position for the City of Bothell and we had a gap of several months with no Communications Specialist. A new Specialist was hired in February 2020 and she has helped with the transition to a new website, but she has little experience with Title VI. The City recognizes that we can make improvements in outreach, dissemination of information and solicitation of input from a broader public and are committed to making progress on this during the 2020-2021 reporting period.
- Transition Title VI reporting duties out of Public Works Operations department. This remains a goal of Public Works but no clear transition plan has been outlined. The City is aware that Title VI reporting is an important function. A companion goal is to revise all of our communications templates to include Title VI language in at least Spanish. Census 2020 data will help us understand with better clarity what the language demographics of our population are.

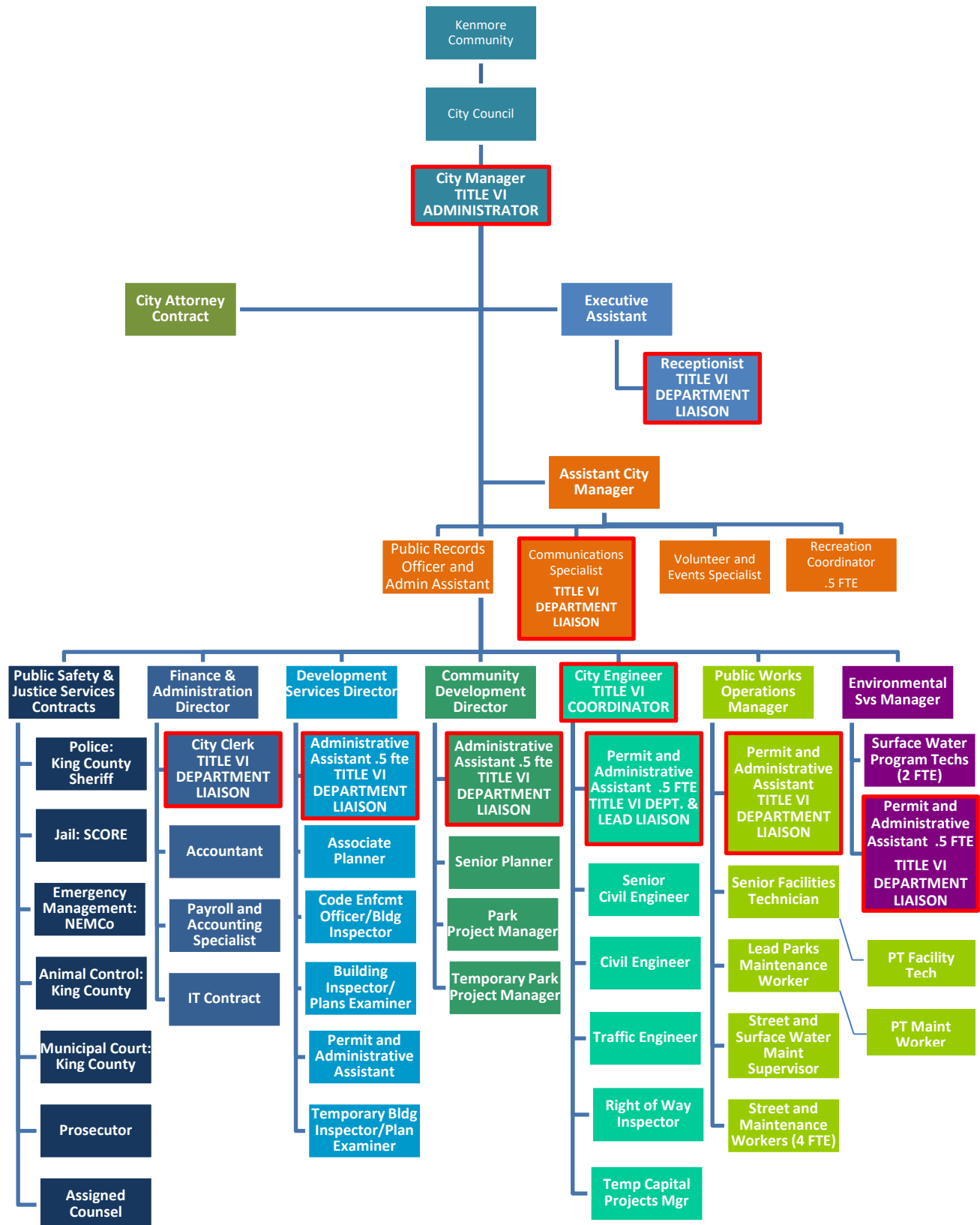
City of Kenmore Title VI goals for 2020-2021 (in addition to continuation of progress on goals above):

- Examine the 2020 Census data when it becomes available to more accurately assess language needs.
- City Engineer/Title VI Coordinator is participating in a four-part Webinar Series during the last half of 2020 titled, "FHWA Americans with Disabilities Act 30<sup>th</sup> Anniversary Webinar Series." (Webinar Flyer is attached as **Addendum G**)

# CITY OF KENMORE

## 2019-2020 Organizational Chart

TITLE VI DUTY DESIGNATIONS ARE OUTLINED IN RED





The City of Kenmore would like your input to help determine parks and recreation priorities for our community. This survey will take approximately 10-15 minutes to complete. When you are finished, please return your survey in the enclosed postage paid return-reply envelope. If you prefer, this survey may be completed online instead at this unique link [www.KenmoreParkSurvey.org](http://www.KenmoreParkSurvey.org) that only can be used once by you. Your responses will remain completely confidential. We greatly appreciate your time.

*La Ciudad de Kenmore esta pidiendo su opinion sobre servicios recreos. Si usted prefiere hacer la encuesta en espanol, por favor llame gratis al (844) 811-0411. Sus respuestas individuales seran mantenidas de forma confidencial. Muchas gracias.*

**1. From the following list, please CHECK ALL the City of Kenmore parks or recreation facilities that you are aware of.**

- |   |   |
|---|---|
| <input type="checkbox"/> (01) City Hall Park/Jack Crawford Skate Park | <input type="checkbox"/> (07) Squire's Landing Park       |
| <input type="checkbox"/> (02) Linwood Park                            | <input type="checkbox"/> (08) Tolt Pipeline Trail         |
| <input type="checkbox"/> (03) Log Boom Park                           | <input type="checkbox"/> (09) Town Square/Hangar Building |
| <input type="checkbox"/> (04) Moorlands Park                          | <input type="checkbox"/> (10) Twin Springs Park           |
| <input type="checkbox"/> (05) Northshore Summit Park                  | <input type="checkbox"/> (11) Wallace Swamp Creek Park    |
| <input type="checkbox"/> (06) Rhododendron Park                       | <input type="checkbox"/> (12) Other: _____                |

**2. In the past 12 months, have you or any member of your household visited any of the City of Kenmore park and recreation facilities listed in Question 1?**

- (1) Yes [Answer Q2a.]       (2) No [Skip to Q3.]

**2a. Overall, how would you rate the physical condition of ALL the City of Kenmore parks and recreation facilities you have visited?**

- (1) Excellent       (2) Good       (3) Fair       (4) Poor

**3. From the following list, please CHECK ALL the City of Kenmore parks or recreation facilities you visit regularly.**

- |   |   |
|---|---|
| <input type="checkbox"/> (01) City Hall Park/Jack Crawford Skate Park | <input type="checkbox"/> (07) Squire's Landing Park       |
| <input type="checkbox"/> (02) Linwood Park                            | <input type="checkbox"/> (08) Tolt Pipeline Trail         |
| <input type="checkbox"/> (03) Log Boom Park                           | <input type="checkbox"/> (09) Town Square/Hangar Building |
| <input type="checkbox"/> (04) Moorlands Park                          | <input type="checkbox"/> (10) Twin Springs Park           |
| <input type="checkbox"/> (05) Northshore Summit Park                  | <input type="checkbox"/> (11) Wallace Swamp Creek Park    |
| <input type="checkbox"/> (06) Rhododendron Park                       | <input type="checkbox"/> (12) Other: _____                |

**3a. How often do you visit the City of Kenmore park and recreation facilities you checked in Question 3?**

- (1) Daily       (2) Weekly       (3) Monthly       (4) Quarterly

**3b. How do you access the City of Kenmore parks and recreation facilities you checked in Question 3?**

- (1) Walk       (2) Bike       (3) Bus       (4) Drive

**4. On a scale from 1 to 10, where 1 is "Not at all satisfied" and 10 is "Extremely satisfied," how satisfied are you with the number of city-owned parks and recreation facilities in the City of Kenmore?**

Your rating: \_\_\_\_\_

5. On a scale from 1 to 10, where 1 is "Not at all satisfied" and 10 is "Extremely satisfied," how satisfied are you with the progress that the city is making in improving and investing in parks and recreation facilities in the City of Kenmore?

Your rating: \_\_\_\_

6. From the following list, please CHECK ALL the parks and recreation facilities operated by OTHER providers that you visit regularly in the City of Kenmore.

- |  |                                 |
|--|---------------------------------|
| ____(01) Aqua Club Swimming Pool                         | ____(06) Kenmore Senior Center  |
| ____(02) Bastyr University Outdoor Recreation Facilities | ____(07) School Athletic Fields |
| ____(03) Burke Gilman Trail                              | ____(08) School Playgrounds     |
| ____(04) Inglewood Golf Course                           | ____(09) St. Edward State Park  |
| ____(05) Kenmore Community Club                          | ____(10) Other: _____           |

7. From the following list, please check the FOUR park features found in public parks that are MOST IMPORTANT to you and your household.

- |                                    |                          |  |
|------------------------------------|--------------------------|--|
| ____(01) Benches and Picnic Tables | ____(05) Park Lighting   | ____(09) Signage                       |
| ____(02) Bike Racks                | ____(06) Parking         | ____(10) Trash Receptacles and Removal |
| ____(03) Drinking Fountains        | ____(07) Picnic Shelters | ____(10) Walking Paths                 |
| ____(04) Landscaping               | ____(08) Restrooms       | ____(11) Other: _____                  |

8. Of the park features listed in Question 7, please choose the THREE park features you feel are MOST IMPORTANT to be added or improved in Kenmore? [Using the numbers in Question 7, please write in the numbers of the park features that are your 1st, 2nd, and 3rd, choices, or circle "NONE."]

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_ NONE

9. From the following list, please CHECK ALL the organizations that you and members of your household use for parks, recreation and cultural programs and facilities.

- |   |   |
|---|---|
| ____(01) Aqua Club  | ____(13) Northshore Performing Arts Center          |
| ____(02) Arts of Kenmore  | ____(14) Northshore School District                 |
| ____(03) Boys and Girls Club  | ____(15) Northshore Senior Center                   |
| ____(04) Cities of Bothell, Kirkland, Woodinville, Lake Forest Park | ____(16) Private agencies and organizations         |
| ____(05) City of Kenmore  | ____(17) Private clubs (tennis, health and fitness) |
| ____(06) Inglewood Golf Club  | ____(18) Private schools                            |
| ____(07) Kenmore Community Club                                     | ____(19) Private youth sports leagues               |
| ____(08) Kenmore Heritage Society Events                            | ____(20) State Parks                                |
| ____(09) Kenmore Senior Center                                      | ____(21) YMCA Facility                              |
| ____(10) Kenmore Waterfront Activities Center (KWAC)                | ____(22) YMCA Off-Site Summer Lunch Program         |
| ____(11) King County Parks  | ____(23) Other: _____                               |
| ____(12) Non-profit organizations                                   |   |

10. On a scale from 1 to 10, where 1 is "No opportunities" and 10 is "Extensive opportunities," how would you rate the recreational opportunities in the City of Kenmore?

Your rating: \_\_\_\_

11. On a scale from 1 to 10, where 1 is "Lowest quality" and 10 is "Highest quality," how would you rate the quality of recreation programs or classes in the City of Kenmore?

Your rating: \_\_\_\_

**12. How do you currently get information about recreational, cultural, and community event programs in the City of Kenmore?**

- |  |                               |
|--|-------------------------------|
| ____(01) Bothell-Kenmore Reporter newspaper        | ____(07) Local social media   |
| ____(02) City of Kenmore printed newsletter        | ____(08) Online search engine |
| ____(03) City of Kenmore social media              | ____(09) Radio                |
| ____(04) City of Kenmore's electronic newsletter   | ____(10) Seattle Times        |
| ____(05) City of Kenmore's website (Kenmorewa.gov) | ____(11) Other: _____         |
| ____(06) Friends and family/word of mouth          |                               |

**13. Listed below are a number of potential actions the City of Kenmore could take in the future to improve and expand parks and recreation facilities in Kenmore. Using a scale of 1 to 4, where 4 means "Very Supportive" and 1 means "Not Supportive," please indicate how supportive you and your household are of the City taking each of the following actions.**

How supportive are you of having the City of Kenmore...		Very Supportive	Somewhat Supportive	Not Sure	Not Supportive
01.	Acquire shoreline for water/beach access	4	3	2	1
02.	Acquiring properties for developing new parks/open space or recreation facilities	4	3	2	1
03.	Acquiring properties to preserve natural open space and wildlife habitat	4	3	2	1
04.	Develop a community garden	4	3	2	1
05.	Develop new sports courts (Tennis, Pickleball, Basketball)	4	3	2	1
06.	Develop a new indoor community recreation center with gymnasium, weight room, rental/meeting space, fitness/dance room	4	3	2	1
07.	Develop a new outdoor at grade water play area (Splash Pad/Spray Park)	4	3	2	1
08.	Develop a new regional indoor community aquatic center with features such as water slides, zero depth/walk in entry, lap lanes for exercise, spray fountains, etc.	4	3	2	1
09.	Develop an off-leash dog area	4	3	2	1
10.	Develop multipurpose paths/trails in parks	4	3	2	1
11.	Develop multipurpose trails connecting to parks	4	3	2	1
12.	Develop non-motorized water craft launches and rowing facilities	4	3	2	1
13.	Develop parks with play equipment and swings	4	3	2	1
14.	Develop skateboarding areas	4	3	2	1
15.	Upgrade existing neighborhood parks and playgrounds	4	3	2	1
16.	Upgrade natural areas	4	3	2	1
17.	Upgrade nature trails	4	3	2	1
18.	Upgrade or develop outdoor multi-use athletic fields (soccer/lacrosse/ultimate frisbee, etc. and baseball//softball)	4	3	2	1
19.	Other: _____	4	3	2	1

**14. Which THREE of the actions from the list in Question 13 are MOST IMPORTANT to you and members of your household? [Using the numbers in Question 13, please write in the numbers of the park features that are your 1st, 2nd, and 3rd, choices, or circle "NONE."]**

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_ NONE



15. **Facility Needs.** Please indicate if YOU or any member of your household has a need for each type of facility listed below by circling YES or NO to the right of each type of facility. If YES, please answer the questions to the right of the facility regarding "How well are your needs being met in the City of Kenmore?."

Type of Facility	Have a Need for this Facility in Kenmore?		How well are your needs met in Kenmore?			
	Yes	No	Fully Met	Mostly Met	Partly Met	Not Met
01. Art gallery/indoor theater	Yes	No	4	3	2	1
02. Community/Recreation Center	Yes	No	4	3	2	1
03. Indoor exercise/fitness facilities	Yes	No	4	3	2	1
04. Indoor gymnasiums (basketball, volleyball, etc.)	Yes	No	4	3	2	1
05. Indoor swimming pool/aquatic center	Yes	No	4	3	2	1
06. Large community parks	Yes	No	4	3	2	1
07. Natural areas/reserves	Yes	No	4	3	2	1
08. Nature trails	Yes	No	4	3	2	1
09. Non-motorized watercraft launches	Yes	No	4	3	2	1
10. Off-leash dog parks	Yes	No	4	3	2	1
11. Outdoor multi-use athletic fields (soccer/lacrosse/ultimate frisbee, etc. and baseball/softball)	Yes	No	4	3	2	1
12. Outdoor pickleball courts	Yes	No	4	3	2	1
13. Outdoor pools	Yes	No	4	3	2	1
14. Outdoor spray parks	Yes	No	4	3	2	1
15. Outdoor tennis courts	Yes	No	4	3	2	1
16. Paved walking/biking paths	Yes	No	4	3	2	1
18. Picnic shelters/areas	Yes	No	4	3	2	1
19. Playgrounds	Yes	No	4	3	2	1
20. Skateboarding areas	Yes	No	4	3	2	1
21. Small neighborhood parks	Yes	No	4	3	2	1
22. Other: _____	Yes	No	4	3	2	1

16. Which FOUR of the facilities from the list in Question 15 are MOST IMPORTANT to your household? [Using the numbers in Question 15, please write in the numbers of the facilities that are your 1st, 2nd, 3rd, and 4th choices, or circle "NONE."]

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_ 4th: \_\_\_\_ NONE

17. On a scale from 1 to 10, where 1 is "No opportunities" and 10 is "Extensive opportunities," how would you rate the opportunity to attend community event(s) in the City of Kenmore?

Your rating: \_\_\_\_

18. In the past 12 months, have you or any member of your household attended any community event(s) in the City of Kenmore?

\_\_\_\_(1) Yes [Answer Question 18a.]      \_\_\_\_ (2) No [Go to Question 19.]

- 18a. Which of the following community event(s) did you attend?

- |   |  |
|---|--|
| ____(01) Arts of Kenmore Gallery          | ____(07) Lunchtime Food Truck Fridays              |
| ____(02) Halloween at the Hall            | ____(08) Movies at the Square                      |
| ____(03) Jack V. Crawford Day             | ____(09) National Night Out                        |
| ____(04) Kenmore Fourth of July Fireworks | ____(10) Seasonal Nature Walks in Parks            |
| ____(05) Kenmore Play Day                 | ____(11) Tree Lighting Festival and Holiday Market |
| ____(06) Kenmore Summer Concert Series    | ____(12) Why I Love Kenmore Summer Party           |
|   | ____(13) Other: _____                              |

19. **Program/Activity Needs.** Please indicate if YOU or any member of your HOUSEHOLD has a need for each type of program or activity listed below by circling YES or NO to the right of each type of program or activity. If YES, please answer the questions to the right of the program or activity regarding "How well are your needs being met in the City of Kenmore?."

Type of Facility	Have a Need for this Facility in Kenmore?		How well are your needs met in Kenmore?			
	Yes	No	Fully Met	Mostly Met	Partly Met	Not Met
01. Adult fitness and wellness programs	Yes	No	4	3	2	1
02. Adult painting, arts, sculpturing classes	Yes	No	4	3	2	1
03. Adult rowing programs	Yes	No	4	3	2	1
04. Adult sports programs	Yes	No	4	3	2	1
05. Adult theatre, dance, singing, musical instrument classes	Yes	No	4	3	2	1
06. Before and after school programs	Yes	No	4	3	2	1
07. Community event programs	Yes	No	4	3	2	1
08. Community garden programs	Yes	No	4	3	2	1
09. Cultural event programs	Yes	No	4	3	2	1
10. Gymnastics and tumbling programs	Yes	No	4	3	2	1
11. Inclusive/adaptive recreation programs	Yes	No	4	3	2	1
12. Martial arts programs	Yes	No	4	3	2	1
13. Nature/environmental education programs	Yes	No	4	3	2	1
14. Park stewardship/volunteering programs	Yes	No	4	3	2	1
15. Preschool programs/early childhood	Yes	No	4	3	2	1
16. Programs for adults 50 and over	Yes	No	4	3	2	1
17. Programs for people with disabilities	Yes	No	4	3	2	1
18. Tennis lessons and leagues	Yes	No	4	3	2	1
19. Water fitness programs	Yes	No	4	3	2	1
20. Youth fitness and wellness classes	Yes	No	4	3	2	1
21. Youth Learn to Swim programs	Yes	No	4	3	2	1
22. Youth painting, arts, sculpturing classes	Yes	No	4	3	2	1
23. Youth rowing programs	Yes	No	4	3	2	1
24. Youth sports programs	Yes	No	4	3	2	1
25. Youth summer camps	Yes	No	4	3	2	1
26. Youth theatre, dance, singing, musical instruments classes	Yes	No	4	3	2	1
27. Other: _____	Yes	No	4	3	2	1

20. **Which FOUR of the programs or activities from the list in Question 19 are MOST IMPORTANT to your household? [Using the numbers in Question 19, please write in the numbers of the programs or activities that are your 1st, 2nd, 3rd, and 4th choices or circle "NONE."]**

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_ 4th: \_\_\_\_ NONE

21. **Please rate your level of satisfaction with the overall value your household receives from the City of Kenmore for parks, recreation and community events.**

\_\_\_\_(1) Very satisfied      \_\_\_\_ (3) Neutral      \_\_\_\_ (5) Very dissatisfied  
 \_\_\_\_ (2) Somewhat satisfied      \_\_\_\_ (4) Somewhat dissatisfied      \_\_\_\_ (9) Don't know

## Demographics

**22. Counting yourself, how many people in your household are...**

Under 5 years: \_\_\_\_      15-19 years: \_\_\_\_      35-44 years: \_\_\_\_      65-74 years: \_\_\_\_  
5-9 years: \_\_\_\_      20-24 years: \_\_\_\_      45-54 years: \_\_\_\_      75-84 years: \_\_\_\_  
10-14 years: \_\_\_\_      25-34 years: \_\_\_\_      55-64 years: \_\_\_\_      85+ years: \_\_\_\_

**23. What is your age?** \_\_\_\_\_ years

**24. How many years have you lived in the City of Kenmore?** \_\_\_\_\_ years

**25. Your gender:** \_\_\_\_ (1) Male      \_\_\_\_ (2) Female      \_\_\_\_ (3) Other/Non-Binary

**26. Are you of Hispanic or Latino Ancestry?** \_\_\_\_ (1) Yes      \_\_\_\_ (2) No

**27. Which of the following best describes your race/ethnicity? [Check all that apply.]**

\_\_\_\_ (1) African American/Black      \_\_\_\_ (4) Pacific Islander/Native Hawaiian  
\_\_\_\_ (2) Asian      \_\_\_\_ (5) White/Caucasian  
\_\_\_\_ (3) Native American/Alaska Native      \_\_\_\_ (6) Other: \_\_\_\_\_

**28. Is English your first language?** \_\_\_\_ (1) Yes      \_\_\_\_ (2) No

**29. What is your primary language spoken in your home? [Check all that apply.]**

\_\_\_\_ (1) English      \_\_\_\_ (4) Vietnamese      \_\_\_\_ (7) Tagalog  
\_\_\_\_ (2) Spanish      \_\_\_\_ (5) Amharic/Tigrinya      \_\_\_\_ (8) Other: \_\_\_\_\_  
\_\_\_\_ (3) Mandarin/Cantonese      \_\_\_\_ (6) Korean

**30. What is your total annual household income?**

\_\_\_\_ (1) Under \$25,000      \_\_\_\_ (3) \$50,000 to \$74,999      \_\_\_\_ (5) \$100,000 to \$149,999  
\_\_\_\_ (2) \$25,000 to \$49,999      \_\_\_\_ (4) \$75,000 to \$99,999      \_\_\_\_ (6) \$150,000 or more

**This concludes the survey. Thank you for your time!**

Please return your completed survey in the enclosed return-reply envelope addressed to:  
ETC Institute, 725 W. Frontier Circle; Olathe, Kansas 66061

Your responses will remain completely confidential. The address information printed below will ONLY be used to help identify geographic areas with special interests.

*Sus respuestas serán completamente confidenciales. La información de la dirección impresa a continuación se usará SOLAMENTE para ayudar a identificar áreas geográficas con intereses especiales.*

City of Kenmore Contract No. 18-C1956  
2019 PROS Plan Community Interest & Opinion Survey

CONSULTANT CONTRACT

This Agreement is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and ETC Institute, ("Consultant") whose principal office is located at 725 W. Frontier Circle, Olathe KS 66061.

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit "A" of this Agreement. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

The City shall pay Consultant:

[Check applicable method of payment]

According to the rates set forth in Exhibit "B."

A sum not to exceed \$18,750.00

Other (describe): \_\_\_\_\_

The Consultant shall complete and return to the City Exhibit "D," federal tax Form W-9, prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on execution and ending June 30, 2019 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

5. Independent Consultant. The Consultant and the City agree that the Consultant is an independent Consultant with respect to the services provided pursuant to this Agreement. The Consultant will be solely responsible for its acts and for the acts of its agents, employees, subconsultants or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties.

6. Indemnification.

A. Consultant shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

C. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

D. The provisions of this section shall survive the expiration or termination of this Agreement.

7. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent Consultants and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provision. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A-VII.

E. Verification of Coverage. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

F. Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

H. No Limitation. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement, unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement. All work products, data, studies, worksheets, models, reports and other materials in support of the performance of the service, work products, or outcomes fulfilling the contractual obligations are the products of the City.

10. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, presence of any sensory, mental or physical disability, or other circumstance prohibited by federal, State or local law or ordinance, except for a bona fide occupational qualification.

12. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

13. Conflict of Interest. The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

14. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and

shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

16. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. If there is a conflict between the terms and conditions of this Agreement and the attached exhibits, then the terms and conditions of this Agreement shall prevail over the exhibits. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. Notices. Notices to the City of Kenmore shall be sent to the following address:

City Clerk  
City of Kenmore  
18120 68<sup>th</sup> Avenue NE  
Kenmore, Washington 98028-2701  
(425) 398-8900

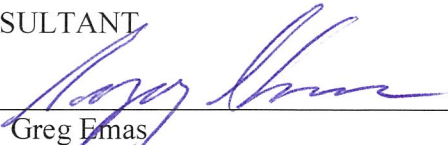
Notices to the Consultant shall be sent to the following address:

Jason Morado, Senior Project Manager  
ETC Institute  
725 W. Frontier Circle  
Olathe KS 66061.  
(913) 254-4514

18. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

19. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.


CONSULTANT

By:   
Greg Emas

Title: Chief Executive Officer

Date: 11/16/18

CITY OF KENMORE

By:   
Debbie Bent

Title: Community Development Director

Date: 11/19/18





**ETC INSTITUTE**

MARKETING RESEARCH, DEMOGRAPHY, STATISTICAL APPLICATIONS

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725 W. FRONTIER CIRCLE, OLATHE, KANSAS 66061  
(913) 829-1215 FAX: (913) 829-1591

November 11, 2018

Maureen Colaizzi  
Park Project Manager  
City of Kenmore WA  
(425) 984-6157  
[mcolaizzi@kenmorewa.gov](mailto:mcolaizzi@kenmorewa.gov)

**Subject: Proposal to Conduct a Citizen Interest and Opinion Survey for the City of Kenmore**

Dear Ms. Colaizzi:

ETC Institute is pleased to submit a quote to conduct a Citizen Interest and Opinion Survey for the City of Kenmore, WA. If selected for this project, ETC Institute will provide the following services:

**Task 1: Design the Survey and Prepare the Sampling Plan.** Task 1 will include the following services:

- Working with City staff to develop the content of the survey. Although ETC Institute will tailor the survey to the City's needs, our firm will provide sample questions from other communities to make the development of the survey instrument as easy as possible. It is anticipated that 3-4 drafts of the survey will be prepared before the survey is approved by the City.
- Participating in meetings by phone to develop the survey.
- Conducting a pilot test of the survey to ensure the questions are understood by residents. Based on the results of the pilot test, ETC Institute will recommend changes (if needed) to the survey.
- Selecting a random sample of residents to be contacted for the survey. The sample will be address-based.

Deliverable Task 1. ETC Institute will provide a copy of approved survey instrument.

**Task 2: Administer the Survey.** Task 2 will include the following services:

- ETC Institute will administer the survey by a combination of mail, Internet and phone.
- ETC Institute will mail the survey and a cover letter (on City letterhead) to a random sample of households in the City. Only one survey per household will be sent. Postage-paid envelopes will be provided by ETC Institute for each respondent. The City will provide a cover letter for the mailed survey. The cover letter will contain a link to an online version of the survey. Residents who receive the survey will have the option of returning the printed survey by mail or completing it on-line.
- Approximately 7-10 days after the surveys are mailed, ETC Institute will follow-up via e-mail and/or phone with households that received a mailed survey. ETC Institute will continue following up with households until reaching the minimum goal of 400 completed surveys. A sample of 400 completed surveys will provide results that have a margin of error of +/-4.9% at the 95% level of confidence at the City level. The results would be statistically valid City-wide. In addition, statistically valid analysis of the data could be provided for 3-4 sub areas within the City.
- ETC Institute will monitor the distribution of the sample to ensure that the sample reasonably reflects the demographic composition of the City with regard to age, geographic dispersion, gender, race/ethnicity and other factors.

Deliverable Task 2. ETC Institute will provide a copy of the overall results for each question on the survey.

**Task 3: Analysis and Final Report.** ETC Institute will submit a final report to the City. At a minimum, this report will include the following items:

- Formal report that includes an executive summary of the survey methodology and a description of major findings.
- Charts and graphs that show the overall results of each question on the survey.
- Benchmarking analysis showing how the City compares to residents in other communities.
- Priorities-Investment Rating analysis that will identify the facilities and programs that should receive the highest priority for investment from the City.
- Cross-tabulations that show the results for different demographic groups and other variables as desired by the City
- Tabular data that shows the results for each question on the survey, including open ended questions.
- A copy of the survey instrument

Deliverable Task 3: ETC Institute will submit the draft final report in an electronic format

and 5 hard copies of the final report. ETC Institute will also provide the raw data in an Excel database, or other format as requested by the City.

***Project Schedule***

Listed below is ETC Institute’s typical timeline for administering a community survey. Since the surveys will be administered entirely in-house, the completion date for the project is completely within our control. If desired, we can meet a more ambitious timeline and are available to start at a date most convenient for the City.

- **Month 1**  
Design survey instrument  
Finalize sampling plan
  
- **Month 2**  
Administer the survey
  
- **Month 3**  
Draft Report Submitted for review  
Prepare and Deliver the Final Report

***Fee***

The total cost to provide the services described in this proposal is \$18,750. The table below shows a breakdown of the fees.

<b>Task</b>	<b>400 Surveys</b>
Design Survey & Prepare Sampling Plan	\$ 3,000.00
Administration of a 15-20 minute survey	\$ 9,500.00
Formal Report with summary and charts	Included
Benchmarking Analysis	Included
Priority Investment Rating Analysis	\$ 1,500.00
Cross-Tabular Data	\$ 1,500.00
GIS Maps	\$ 1,500.00
On-site presentation of survey results	\$ 1,750.00
<b>TOTAL</b>	<b>\$ 18,750.00</b>

## ETC Institute Hourly Rates and Estimated Labor Hours

Position	Direct Labor Rate/Hour	Hours	Total Direct Labor
Project Manager	\$ 71.63	30	\$ 2,148.90
Asst Project Manager	\$ 66.39	25	\$ 1,659.75
Researcher	\$ 24.32	50	\$ 1,216.00
Support Staff Supervisor	\$ 19.48	25	\$ 487.00
Support Staff	\$ 17.49	78	\$ 1,364.22
	<b>Subtotal Direct Labor</b>		<b>\$ 6,875.87</b>
	<b>Overheard and Administration (157% of Direct Labor)</b>		<b>\$ 10,795.12</b>
	<b>Profit (10% of DL +OH&amp;A)</b>		<b>\$ 1,079.01</b>
	<b>GRAND TOTAL FOR ALL SERVICES</b>		<b>\$ 18,750.00</b>

**CLOSING:** We appreciate your consideration of this proposal, and look forward to your decision. If you have any questions, please do not hesitate to call me at (913) 254-4514.

Sincerely,



Jason Morado  
 Senior Project Manager  
 ETC Institute  
 725 W. Frontier Circle  
 Olathe, KS 66061  
 (913) 254-4514  
[jason.morado@etcinstitute.com](mailto:jason.morado@etcinstitute.com)

**EXHIBIT C**

City of Kenmore  
Billing Invoice

To: City of Kenmore  
18120 68<sup>th</sup> Avenue NE  
Kenmore, Washington 98028-2701  
Phone: (425) 398-8900  
Fax: (425) 481-3236

Contract Number: 18-C1956

Specific Program/Project: 2019 PROS Plan Community Interest and Opinion Survey

Consultant: ETC Institute

Mailing Address: 725 W. Frontier Circle, Olathe KS 66061

Telephone: (913) 254-4514

Invoice Number: \_\_\_\_\_ Date of Invoice: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Amount requested this invoice: \$ \_\_\_\_\_

Attach or provide below a brief description of services for work during this reporting period based on contract tasks. Please attach financial back-up for current request.

-----  
BUDGET SUMMARY

Total contract amount	\$ <u>18,750.00</u>
Previous payments	\$ _____
Current request	\$ _____
Balance remaining	\$ _____

-----  
*For Department Use Only*

Approved for Payment by: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Required)



EXHIBIT D

Form **W-9**  
(Rev. November 2017)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**ETC Institute**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_
- Other (see instructions) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**725 W. Frontier Lane**

6 City, state, and ZIP code

**Olathe, KS 66061**

Requester's name and address (optional)

7 List account number(s) here (optional)

Print or type.  
See Specific Instructions on page 3.

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					

or

Employer identification number									
4	8	-	0	9	4	5	0	2	3

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶

Date ▶

10/30/18

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/8/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Sagebrush Insurance Services, Inc 500 SW Market Street Suite A  Lees Summit MO 64063		<b>CONTACT NAME:</b> Janice Byrd <b>PHONE (A/C, No, Ext):</b> (913) 529-7227 <b>FAX (A/C, No):</b> (913) 498-9096 <b>E-MAIL ADDRESS:</b> jbyrd@sagebrush-ins.com	
<b>INSURED</b> ETC Institute, Inc. 725 W Frontier Ln  Olathe KS 66061		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> EMCASCO Insurance Company NAIC # 21407 <b>INSURER B:</b> Employers Mutual Casualty Company 21415 <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES** CERTIFICATE NUMBER: 18 19 MASTER #1 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	ISUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Add'l Insd w/contract <input checked="" type="checkbox"/> Wvr of Subro w/contract GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		5D51347	5/1/2018	5/1/2019	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	GENERAL AGGREGATE \$ 2,000,000						
PRODUCTS - COMP/OP AGG \$ 2,000,000							
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			5E51347	5/1/2018	5/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X		5J51347	5/1/2018	5/1/2019	EACH OCCURRENCE \$ 5,000,000
	AGGREGATE \$ 5,000,000						
	\$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	5H51347	5/1/2018	5/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	E.L. EACH ACCIDENT \$ 1,000,000						
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000						
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
City of Kenmore Citizen Interest and Opinion Survey  
City of Kenmore is included as an Additional Insured when required by written contract but limited to the operations of the Named Insured under said contract, and subject to the policy terms, conditions and exclusions.

<b>CERTIFICATE HOLDER</b>  City of Kenmore 18120 68th Ave NE Kenmore, WA 98028	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Joseph Piatczyc/JBYRD

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**11/06/2018**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Katzman Insurance Services, Inc.</b>  <b>1385 Bunker Court</b> <b>Vero Beach, FL 32966</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C. No., Ext): (800) 967-5252</b> <b>FAX (A/C. No.): 443-569-3373</b> <b>E-MAIL ADDRESS: jack@katzmanins.com</b>														
<b>INSURED</b>  <b>ETC Institute</b>  <b>725 W. Frontier Circle</b> <b>Olathe KS 66061</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : <b>PHILADELPHIA IND INS CO</b></td> <td><b>18058</b></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : <b>PHILADELPHIA IND INS CO</b>	<b>18058</b>	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : <b>PHILADELPHIA IND INS CO</b>	<b>18058</b>														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>  <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Fa occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Fa accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS    OTH-FR E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>A</b>	<b>ERRORS &amp; OMISSIONS</b> <b>PROFESSIONAL LIABILITY</b>			<b>PHSD1321352</b>	<b>05/31/2018</b>	<b>05/31/2019</b>	<b>PER CLAIMS MADE 2000000</b> <b>AGGREGATE 2000000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CITY OF KENMORE CITIZEN INTEREST AND OPINION SURVEY**

<b>CERTIFICATE HOLDER</b>  <b>CITY OF KENMORE</b> <b>18120 68TH AVE NE</b>  <b>KENMORE, WA 98028</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <DA>
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Addendum D

**WE'RE  
HERE.**

**WE  
COUNT.**



**#kenmorecounts**

**Complete the census.**

**CENSUS  
2020**  
2020census.gov

Every 10 years, the U.S. counts every person living in the country through a national census. The results inform how funding is distributed *for the next decade* for things like schools, affordable housing, hospitals, and public transportation. The count also determines how many representatives we'll have in Congress. When we all complete the 2020 Census, we show our community's strength. Together, we can show our nation:  
**We're Here. We Count.**

This message is supported by the Kenmore Complete Count Committee and the Center for Human Services.

**DO YOU HAVE QUESTIONS OR NEED  
ASSISTANCE COMPLETING THE  
CENSUS?**

**CALL THE 2020 CENSUS HOTLINE:  
1-844-330-2020**

**VISIT:  
2020CENSUS.GOV**

**FIND A CENSUS ASSISTANCE EVENT:  
KENMOREWA.GOV/CENSUS2020**

## **3 WAYS TO COMPLETE THE CENSUS:**

**online:** [www.2020census.gov](http://www.2020census.gov)

**phone:** 1-844-330-2020

**mail:**

If you do not respond online or by phone, a paper questionnaire will be sent to you that can be returned via mail.

Language assistance is available in 59 languages  
online and 17 over the phone:

**2020CENSUS.GOV/LANGUAGES**

**Estamos aquí.**

**Nosotros  
contamos.**

**#kenmorecounts**

**Constestar el Cuestionario del Censo**

**CENSUS  
2020**  
2020census.gov

Cada 10 años, EE. UU. Cuenta a cada persona que vive en el país a través de un censo nacional. Los resultados informan cómo se distribuyen los fondos para la próxima década como son escuelas, viviendas accesibles, hospitales y transporte público. El recuento también determina cuántos representantes tendremos en el Congreso. Cuando todos completamos el Censo 2020, mostramos la fortaleza de nuestra comunidad. Juntos, podemos mostrarle a nuestra nación: **Estamos aquí. Nosotros contamos.**

**Este mensaje es apoyado por el Comité de conteo completo de Kenmore y el Centro de Servicios Humanos.**

**¿TIENE PREGUNTAS O NECESITA  
ASISTENCIA PARA COMPLETAR EL CENSO?**

**LLAME AL NUMERO DIRECTO DEL CENSO 2020:  
1-844-330-2020**

**VISITA:  
2020CENSUS.GOV**

**ENCUENTRE UN EVENTO DE ASISTENCIA AL CENSO:  
KENMOREWA.GOV/CENSUS2020**

### **3 MANERAS DE CONTESTAR EL CUESTIONARIO DEL CENSO:**

**online:** [www.2020census.gov](http://www.2020census.gov)

**teléfono:** 1-844-330-2020

**mail:** Si no responde en línea o por teléfono, se le enviará un cuestionario en papel que se puede devolver por correo.

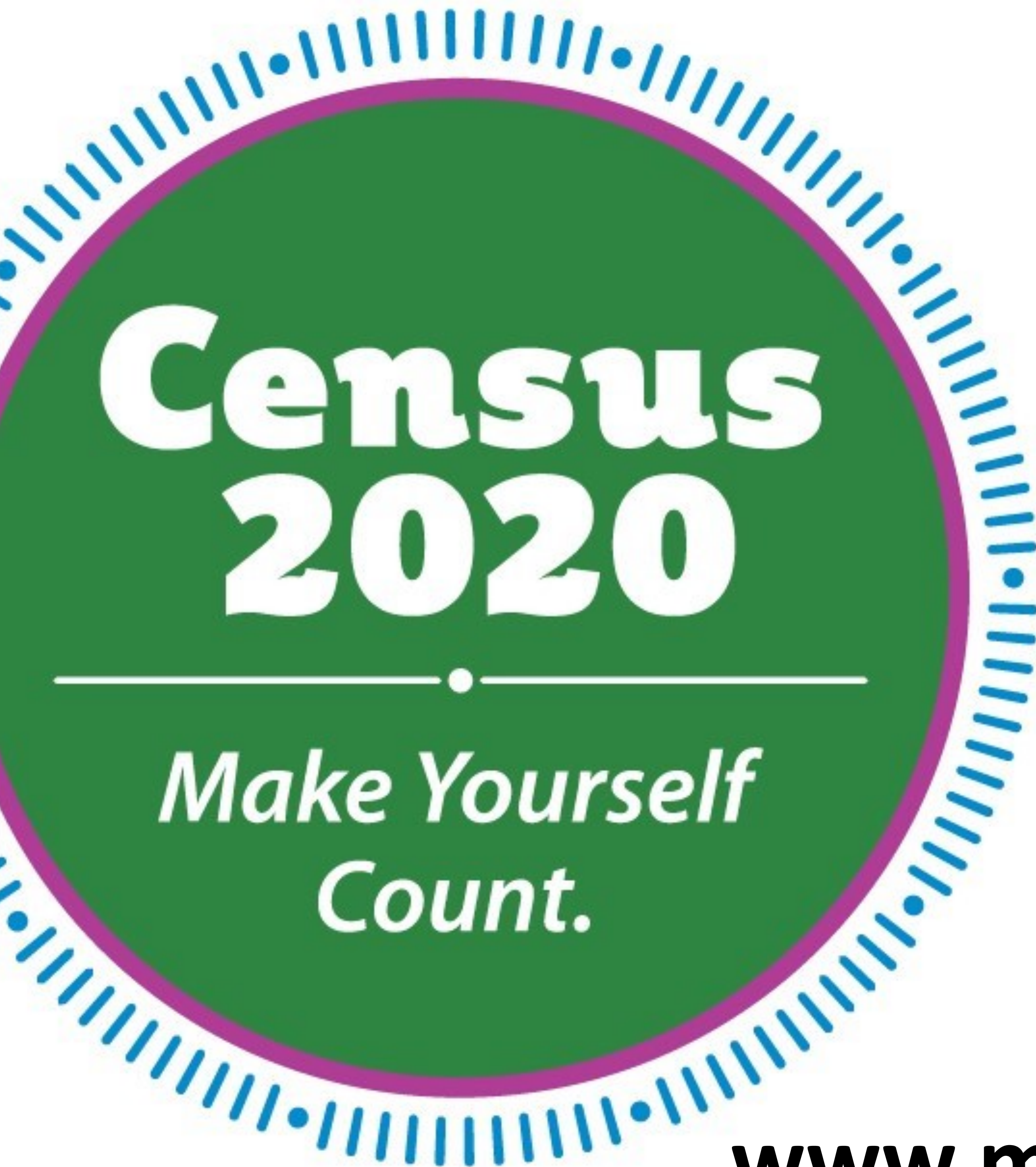
**La asistencia está disponible en 59 idiomas en línea  
y 17 por teléfono:**

**2020CENSUS.GOV/LANGUAGES**



18120 68th Ave NE  
Kenmore, WA 98028





**You Count.  
Be Counted.  
Complete the  
2020 Census  
TODAY!**

***#EveryoneCounts***

**[www.my2020census.gov](http://www.my2020census.gov)**





**Tú Cuentas.  
Ser Contado.  
Completar el  
Censo 2020**

**HOY!**

***#TodosCuentan***

**[www.my2020census.gov](http://www.my2020census.gov)**



# Major Construction Coming Soon to Juanita Dr NE and 68<sup>th</sup> Av NE

**Open House and Information Session for  
West Sammamish River Bridge Replacement project and  
Walkways and Waterways Juanita Dr NE and 68<sup>th</sup> Av NE Ped/Bike safety projects.**

**WHEN:** Wednesday, January 29, 2020

5:30 p.m. to 8:00 p.m. Open House | 6:00 p.m. Presentation and Q & A

**WHERE:** Kenmore City Hall – 18120 68<sup>th</sup> Avenue NE, Kenmore

**WHAT:** Projects' details, what to expect during construction, how to find updates

**Para información sobre los proyectos llame al 425-201-4147.**

**Throughout construction, find current information and sign up for email updates at  
[www.kenmoreconstruction.com](http://www.kenmoreconstruction.com) or by calling the projects' hotline at 425-201-4147.**

## **The West Sammamish River Bridge project:**

- Replace the existing southbound bridge across the Sammamish River
- New sidewalk and bike facilities on the west side of the road between NE 170<sup>th</sup> St and NE 175<sup>th</sup> St
- New signals at NE 170<sup>th</sup> St and NE 175<sup>th</sup> St, and new street lighting and landscaping
- Construction is expected to start in March 2020 and be complete at the end of 2022

## **The Juanita Dr NE Pedestrian/Bicycle Safety project (Walkways and Waterways):**

- New sidewalk and landscaping on the east side of Juanita from NE 143<sup>rd</sup> St to NE 170<sup>th</sup> St
- Buffered bicycle lanes in each direction, and bus stop improvements
- Improved street lighting, new storm drainage system and minor traffic signal modifications
- The project is expected to start in the spring of 2020 and is expected to be completed in the fall of 2021

## **The 68<sup>th</sup> Av NE Pedestrian/Bicycle Safety project (Walkways and Waterways):**

- New sidewalk on one side of 68<sup>th</sup> Av NE from NE 182<sup>nd</sup> St to 61<sup>st</sup> Pl NE
- Bicycle lanes in each direction, new storm drainage system and street lighting upgrades
- The project is expected to start in the spring of 2020 and is expected to be completed in the fall of 2021

These projects will significantly impact pedestrian, bicycle and vehicle traffic, with periodic impacts to boat traffic under the bridge and use of the boat launch facility.

**CAN'T MAKE THE OPEN HOUSE?** The City will host an informal drop-in session on February 12, 2020 from 8 a.m. to 5 p.m. at the Hangar, located at 6728 NE 181<sup>st</sup> St in the City of Kenmore.

The City of Kenmore assures that no person shall, on the grounds of race, color, national origin, or gender, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. For more information about Title VI, please visit [kenmorewa.gov/TitleVI](http://kenmorewa.gov/TitleVI) or call 425-398-8900. Interpreter and translation services for non-English speakers and accommodations for persons with disabilities can be arranged upon request by calling or emailing the City of Kenmore, 425-398-8900, [cityhall@kenmorewa.gov](mailto:cityhall@kenmorewa.gov). Hearing/speech impaired call 711. Visit [kenmorewa.gov/TitleVI](http://kenmorewa.gov/TitleVI) for more information.

## **For questions please contact:**

West Sammamish River Bridge Project: John Vicente, City Engineer, at (425) 984-6154




Walkways and Waterways projects: Kent Vaughan, Senior Civil Engineer, at (425) 984-6151





**City of Kenmore**  
**18120 68<sup>th</sup> Av NE**  
**Kenmore, WA 98028**



-  Walkways & Waterways 68th Av NE
-  W. Sammamish River Bridge Replacement Project
-  Walkways & Waterways Juanita Dr NE

**Upcoming Kenmore Construction Projects**



# FHWA Americans with Disabilities Act 30<sup>th</sup> Anniversary Webinar Series

On July 26, 1990, President George H.W. Bush signed the Americans with Disabilities Act (ADA) into law. The ADA is the nation's first comprehensive civil rights law prohibiting discrimination on the basis of disability. The ADA established requirements to remove barriers (physical and otherwise) that limited individuals with disabilities from fully participating in public life.

In the 30 years since the historic passage of the ADA, state and local governments have made great strides in making the transportation system accessible to all citizens through ADA transition plans. This series of webinars will highlight the best practices and emerging technologies that are being used by state transportation agencies to implement their ADA transition plans. Each webinar will focus on a different aspect of ADA transition plan implementation.

Check back regularly for updates.



## AGENCY-WIDE ENGAGEMENT

July 29, 2020 • 2:00–3:15 PM ET

[REGISTER HERE](#)

Effective implementation of a transition plan requires support from the highest level and buy-in from programs across the agency. In this webinar, we will hear from civil rights leaders who have been successful in fostering a supportive environment for transition plan implementation. This session will explore the need for leadership involvement and how to encourage it.

## UPDATING INVENTORY

August 26, 2020 • 2:00–3:15 PM ET

[REGISTER HERE](#)

Keeping inventory up to date can be a daunting undertaking. Technology can make it easier to complete and update inventory assessments. In this webinar, we will hear several different methods for successfully assessing and recording conditions of pedestrian facilities. Please join us to learn about innovative techniques and best practices that can assist your organization in updating your inventory assessment.



## INCORPORATING THE TRANSITION PLAN IN THE STIP PROCESS

September 30, 2020 • 2:00–3:15 PM ET

[REGISTER HERE](#)

An ADA transition plan is only effective if it is made part of the planning process. In this webinar, we will explore different approaches to using the transition plan in the Statewide Transportation Improvement Program (STIP) planning process to achieve maximum accessibility.

## DEDICATED ADA FUNDING

October 28, 2020 • 2:00–3:15 PM ET

[REGISTER HERE](#)

Establishing a separate fund for stand-alone ADA projects is an effective way to address non-compliant facilities that are outside the scope of projects. In this webinar, we will hear examples of how this tactic has been successfully utilized.

## INNOVATIONS AND TECHNOLOGY FOR TRANSITION PLAN IMPLEMENTATION

December 2, 2020 • 2:00–3:15 PM ET

[REGISTER HERE](#)

Hear about the latest technologies and innovative approaches to transition plan implementation. This webinar will make you aware of new technological advances available to help maximize impact and increase accessibility.

## Attachment 2

### Major Transportation Programs & Activities and Title VI Responsibilities

The City of Kenmore provides a range of transportation services including several ongoing programs, numerous Capital Projects, and coordination with State and County programs. At any given time, projects may include roadway and/or pedestrian/bicycle improvements. Larger projects are often preceded by pre-design activities, including studies. Current projects can be viewed on the City website, with several of the larger projects also featured on kenmoreconstruction.com, the City's temporary portal for the West Sammamish River Bridge project and the Juanita Drive NE and 68<sup>th</sup> Ave NE Pedestrian and Bicycle Improvements Projects during construction. Additional information can be found on the City's "Target Zero" webpage. The Target Zero initiative includes creating safer pedestrian and bicycle pathways, offering helmets at a low price, educating bicyclists, pedestrians, and drivers through events and pamphlets, and enforcing traffic safety laws for all road users - among many other citywide improvements. Following is a brief summary of major transportation programs/projects.

Major Programs / Projects	Title VI Responsibility
<p><b>West Sammamish River Bridge</b></p> <p>The original bridge, constructed in 1938, is near the end of its service life and is currently categorized as "Structurally Deficient." To prevent further deterioration on the aging structure the City placed load restriction of trucks in 2014. The new bridge will be constructed slightly west of the existing bridge and parallel to the Northbound (East) Bridge. The new bridge will be expanded in width to provide a 16-ft multi-use path for pedestrians and bikes, providing safer multimodal transportation options.</p> <p>Design for this project began in May 2015 and is now complete. 2018 Government Shutdown resulted in delay of project due to inability of agencies to review. The project was advertised for a contractor in October 2019 with a UDBE goal requirement of 8%. Construction began on March 2, 2020.</p>	<ul style="list-style-type: none"><li>• Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects.</li><li>• The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations.</li><li>• The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.</li></ul>
<p><b>Kenmore Sidewalk Program</b></p> <p>In 2012, the Kenmore City Council identified a goal to establish a 20 - 30 Year Sidewalk Plan. City staff assembled this plan in 2013. The sidewalk plan has been used as a guide for sidewalk construction and sidewalk grant applications since its development. Since the development of the 2013 plan, the City has constructed or is in the design phase of constructing over 20,000 linear feet of sidewalk identified in the 2013 plan. This represents approximately 1/3 of the total sidewalk identified in the 2013 plan completed or funded for completion in just 4 years. Sidewalk additions will be completed under the following Walkways &amp; Waterways Bond Measure projects: Juanita Drive NE Pedestrian and Bicycle Safety Improvements, and 68<sup>th</sup> Ave. NE Pedestrian and Bicycle Safety Improvements (see page 3 for further description of these projects).</p>	<ul style="list-style-type: none"><li>• Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects.</li><li>• The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations.</li><li>• The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.</li></ul>



Major Programs / Projects	Title VI Responsibility
<p><b>Simonds Overlay Project</b>  Design and construction of a pavement overlay to Simonds Road NE from 92nd Ave NE to NE 163rd Ct. The specific components of this project include:</p> <ul style="list-style-type: none"> <li>• Preparation of plans, specifications, and engineer’s estimates.</li> <li>• Grinding and overlay with HMA.</li> <li>• Protecting and resetting of affected utility/drainage covers, lids, and grates.</li> <li>• Upgrading curb ramps to meet ADA standards.</li> <li>• Major pavement repairs.</li> <li>• Re-establishing pavement markings.</li> </ul> <p>This project was bid and the contract awarded in this reporting period. Construction to take place during the next reporting period (July 2020).</p>	<ul style="list-style-type: none"> <li>• Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects.</li> <li>• The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations.</li> <li>• The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.</li> </ul>
<p><b>Pavement Preservation:</b></p> <p><b>Crack Seal Pavement Preservation</b>  The crack seal project is a pavement preservation project to fill pavement cracks with crack sealant in order to mitigate proliferation of cracks and prepare roads for slurry seal preservation. Areas where cracking is too extensive or where the primary defect causing the cracking is not addressed by crack sealant will not be crack sealed but will instead be identified to be included in future patching projects. Several locations were crack sealed in May 2019 (last reporting period) in preparation for pavement sealing taking place in the next reporting period (2020-2021). No additional crack sealing was completed during this reporting period.</p> <p><b>Pavement Seal/Preservation</b>  The pavement seal project is a pavement preservation project which applies a preventative maintenance sealant to take roads in fair-to-good condition, preventing them from deteriorating into a condition where they develop serious structural defects and greatly reducing long term maintenance costs for the road. The pavement seal is a full-road-width treatment which will extend the life of the road by 5 to 10 years, depending on traffic volumes and existing road condition. HMA patching is often performed as spot locations in advance of the pavement seal operation. Several streets in the portion of Kenmore north of SR 522 had pavement seal applied during August 2019. The Arrowhead area south of SR 522 and a few streets in NE and NW Kenmore have been designed during this reporting period for pavement sealing to be performed in the 2020 reporting period.</p>	<ul style="list-style-type: none"> <li>• Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects.</li> <li>• The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations.</li> <li>• The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.</li> </ul>

Major Programs / Projects	Title VI Responsibility
<p><b>Juanita Drive NE Pedestrian &amp; Bicycle Safety Improvements</b>  This project includes 1.5 miles of buffered bike lanes (both sides) and ADA compliant sidewalk (one side) along Juanita Drive NE. Other project components include the addition of turning lanes, storm water detention and water quality facilities, LED streetlights, landscaping, water and sanitary sewer replacement, utility relocation and asphalt overlay. Right-of-way acquisition phase was completed during the 2019-2020 reporting period and included fee simple acquisition, permanent easements and temporary construction easements. The City hired HDR Consultants to manage right-of-way acquisitions required for this project.</p>	<ul style="list-style-type: none"> <li>• Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects.</li> <li>• The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations.</li> <li>• The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.</li> </ul>
<p><b>68<sup>th</sup> Avenue NE Pedestrian &amp; Bicycle Safety Improvements</b>  This project includes 1.5 miles of bike lanes (both sides) and ADA compliant sidewalk (one side) along 68<sup>th</sup> Avenue NE. Other project components include storm water detention and water quality facilities, LED streetlights, landscaping, water and sanitary sewer replacement, utility relocation and asphalt overlay. No right-of-way acquisition was required for this project. The project is expected to advertise for a contractor in the fall of 2020 with construction start planned for the first quarter of 2021.</p>	<ul style="list-style-type: none"> <li>• Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects.</li> <li>• The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations.</li> <li>• The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.</li> </ul>
<p><b>NE 153<sup>rd</sup> Place Safe Routes to School Sidewalk Project</b>  This project included 800 feet of new ADA compliant sidewalk, ramps, landscaping, drainage and utility relocation along NE 153<sup>rd</sup> Place between Juanita Drive NE and 70<sup>th</sup> Avenue NE and was completed during the 2019-2020 reporting period. No right-of-way acquisition was required.</p>	<ul style="list-style-type: none"> <li>• Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects.</li> <li>• The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations.</li> <li>• The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.</li> </ul>

Major Programs / Projects	Title VI Responsibility
<p><b>NE 181<sup>st</sup> Street Sidewalk (65<sup>th</sup> – 67<sup>th</sup> Avenue NE) Project</b>            This project includes 525 feet of new ADA compliant sidewalk, ramps, landscaping, drainage, street and pedestrian lighting and utility relocation along NE 181<sup>st</sup> Street between 65<sup>th</sup> Avenue NE and 67<sup>th</sup> Avenue NE. No right-of-way acquisition was required for this project. Minor finish work was completed during the current reporting period of 6-1-2019 through 5-31-2020, with the majority of the work completed prior to 6-1-2019.</p>	<ul style="list-style-type: none"> <li>• Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects.</li> <li>• The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations.</li> <li>• The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.</li> </ul>
<p><b>SR 522 Pedestrian Crossing Study</b>            This project has been canceled.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>

*Other Transportation planning, activities, and services include elements such as ongoing street operations and maintenance, surface water implementation (often included in Capital Projects), neighborhood traffic safety and bicycle safety. Project Managers oversee activities and make every effort to ensure nondiscrimination.*