

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT For agencies under 100,000

City of Kenmore

(Name of Recipient)

October 7, 2014

(Report Submission Date)

May 31, 2013 – May 31, 2014

(Reporting Period)

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

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

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

Code Compliance Officer Angelo Bonomi (Caucasian) retired and Greg Lum (Pacific Islander) was hired to replace him.

New employees for this period include the following:

Name	Hire Date	Title
<i>Calvin Bauman</i>	<i>6/17/13</i>	<i>Public Works Laborer</i>
<i>David Gelgisser</i>	<i>7/5/13</i>	<i>Parks/Maintenance Laborer</i>
<i>Trish Johnson</i>	<i>8/28/13</i>	<i>Receptionist</i>
<i>Nigel Herbig</i>	<i>1/1/14</i>	<i>City Council Member</i>
<i>Greg Lum</i>	<i>3/24/14</i>	<i>Code Enforcement Officer</i>
<i>Emily Wicker</i>	<i>4/17/14</i>	<i>Assistant Planner</i>

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Name	Hire Date	Title
Seyed Safavian	4/22/14	Project Manager
Brett Lee	5/1/14	Graduate Intern – City Manager’s Office
Michael Redmond	5/12/14	Project Inspector
Andrew Calkins	5/28/14	Graduate Intern – City Manager’s Office

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

City of Kenmore Demographics (2010 Census Data is the most current available)

*Total Population: 20,460
Male: 10,142
Female: 10,318
Median Age: 39.5*

*Race (Approximate Totals)
White/Caucasian: 80%
Black/African American: 1.5%
Asian: 10.5%
Hispanic/Latino: 7%
Other: 1%*

*Total Households: 7,984
Ave. Household Size: 2.55
Total Housing Units: 8,569*

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

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

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

Not applicable.

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

Meetings:

- *Transportation Benefit District Board Meetings were held on 10/28/13, 1/27/14 and 4/28/14. TBD Meeting Agendas are posted on the City website, in the front lobby of City Hall, at the Kenmore Library and at the Kenmore Fire Station. They are also distributed via ListServ and E-News to those signed up for the service, and via Facebook and Twitter.*

- *City Council Meetings are held on the 2nd, 3rd and 4th Monday of each month. Agendas are posted on the City website, in the front lobby of City Hall, at the Kenmore Library and at the Kenmore Fire Station. They are also distributed via ListServ and E-News to those signed up for the service, and via Facebook and Twitter.*
- *“Coffee with Council” Meetings are held twice a month on the 1st Monday at 7:30am and the 3rd Saturday at 8:00am. Notifications are posted on the City website, E-News, Listserv, Facebook and Twitter.*
- *Public Meetings are posted on the City website, E-News, Listserv, Facebook and Twitter. They are also listed in the quarterly City newsletter if timing allows.*

Project Notices:

- *August 29, 2013 News Release (Email distribution via ListServ) – City of Kenmore to Pave Juanita Drive this September – Overlay Notification*
- *January 24, 2014 News Release (Email distribution via ListServ) – Kenmore City Council to Consider Vehicle Weight Limit Restrictions for the West Sammamish River Bridge on January 27, 2014*
- *March 21, 2014 News Release (Email distribution via ListServ) – City to Take Steps to Address Pedestrian and Bicycle Safety: Concerned by several pedestrian accidents*
- *March 25, 2014 News Release (Email distribution via ListServ) – City to Move Forward with Steps to Address Pedestrian and Bicycle Safety: Implementing near term and mid-term actions*
- *April 11, 2014 News Release (Email distribution via ListServ) – City Recruiting for Pedestrian and Bicycle Safety Citizen Ad Hoc Committee: Applications due Wednesday 4/23/14*
- *May 6, 2014 News Release (Email distribution via ListServ) – Community Invited to an Open House Workshop on May 13 Regarding Kenmore’s Comprehensive Plan, Transportation Element Update*
- *Kenmore Newsletter 2nd Quarter 2013 (distribution Citywide via mail, posted on City website)
Articles included:*
 - *City to Make Road and Safety Improvements on Juanita Drive NE” (Overlay)*
- *Kenmore Newsletter 3rd Quarter 2013 (distribution Citywide via mail, posted on City website)
Articles included:*
 - *Message from the Mayor: Sammamish River Bridge (structure is 80 years old, inspection showed small cracks, load limits considered analysis by engineers, funding, construction upcoming)*
 - *Juanita Drive Asphalt Overlay Project Update (project delayed until 2014)*
 - *Speed Limit Modifications to SR522 and 80th Ave (SR522 lowered from 45 mph to 40 mph, 80th Ave NE lowered from 40 mph to 35 mph)*
- *Kenmore Newsletter 2nd Quarter 2014 (distribution Citywide via mail, posted on City website)
Articles Included:*
 - *City Taking Steps to Address Pedestrian and Bicycle Safety (\$200,000 appropriated for safety measures, rectangular rapid flashing beacons ordered)*
 - *City’s Investment on Bothell Way Reduces Accidents (\$11 million City dollars towards project, 40% reduction in accidents)*
 - *Improving Pedestrian Safety Over the Years (list of improvements previously done)*

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- *Kenmore Newsletter 2nd Quarter 2014 (Continued)*
 - *City Sidewalk Plan (Council Adopted 20-30 Year Plan, 15 miles of sidewalk built since incorporation)*
 - *Pedestrian, Bicyclist and Motorist Laws (police article listing laws)*
 - *Planning Commission Updating Transportation Element of the Comprehensive Plan*
 - *West Sammamish River Bridge Update (weight restrictions in effect, scour analysis complete, working on grant funding)*
 - *Asphalt Overlays Coming Soon (Juanita Drive and 80th Ave NE overlays – update on planned construction)*

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

Special language needs were not assessed; however, City Council Agendas include the following statement: "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."

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

No outreach efforts were utilized within this reporting period.

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

The City contracts with LanguageLine Solutions to offer interpretation and translation services if and when needed.

The following is a list of usage for these services:

- *March 31, 2014: Translation of Document from English to Spanish – Park & Ride Closure Notification, Total Cost \$182.22, unknown number of persons served*
- *October 22, 2013: Over the Phone Interpretation from Korean to English – Front Desk Customer, Total Cost \$11.67, one person served*

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

- *March 31, 2014: Translation, Total Cost \$182.22*
- *October 22, 2013: Over the Phone Interpretation, Total Cost \$11.67*

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

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Contract	Date Executed	Consultant	Description	Amount
13-C1161	7/11/13	Blackline, Inc.	Slurry Seal Project 2013	\$45,911.16
13-C1162	7/31/13	Jacobs Engineering Group	West Sammamish River Bridge Initial Scour Investigation and Evaluation	\$61,268.00
13-C1194	9/4/13	Northshore Utility District	Settlement and Release Agreement for SR 522 Easements	Actual Cost Up To \$120,000.00
13-C1195	Cancelled	Cancelled	West Sammamish River Bridge Scour Stabilization Construction	Cancelled
13-C1199	Cancelled	Cancelled	Monson Liu Settlement and Release Agreement for SR 522	Cancelled
13-C1200	8/12/13	HW Lochner, Inc.	Transportation Grant Application Assistance	\$8,631.00
13-C1202	7/12/13	N/A	Eastside Transportation Partnership Interlocal Agreement	\$200.00 Yearly Minimum Fee
13-C1213	8/29/13	LanguageLine Services	Phone Interpretation and Document Translation Services	Actual Cost per Call or Document
13-C1214	1/14/14	HDR Engineering	SR 522 West A Improvement Project Final Design	\$738,703.00
13-C1217	10/21/13	Universal Field Services	SR 522 West A Right of Way Acquisition and Relocation Services	\$49,500.00
13-C1220	11/8/13	Jacobs Engineering Group	West Sammamish River Bridge Investigation, Evaluation, Design, Construction Management & Admin	\$159,224.00
13-C1232	11/26/13	Trinity Contractors, Inc.	68 th Ave NE Sidewalk Improvements Construction	\$144,992.00
13-C1233	11/8/13	HDR Engineering	SR 522 Design Evaluation	\$5,310
13-C1234	5/13/13	HDR Engineering	SR 522 Phase 2 City Lawsuit Settlement Agreement	HDR to Pay City \$150,000.00
14-C1244	Unknown	Northshore Utility District	Interlocal Agreement for Water and Sewer Work in the Tributary 0057 Channel Relocation Project	Reimbursement of Actual Cost
14-C1245	3/6/14	Department of Ecology	FY2012 Supplemental Statewide Stormwater Grant Program SR 522 West A	\$475,125 Grant to City

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14-C1250	3/24/14	A-1 Landscaping & Construction	Tributary 0057 Channel Relocation Project Construction	\$822,800.52
14-C1269	5/23/14	Kamin's Construction	Citywide (Juanita) Traffic and Pedestrian Safety Improvements Project Construction	\$249,596.65

- 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. None of the contractors were listed as certified firms; therefore no DMWBE contracts were awarded within this reporting period.

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

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

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

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

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

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

- How impacts were minimized/mitigated.

Not applicable.

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

The 68th Ave NE Sidewalk Improvement Project improved safety and access for pedestrians by installing approximately 400' of new sidewalk on an arterial near downtown Kenmore, adjacent to a busy auction house, apartment buildings and mobile home parks.

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

The right of way acquisition stage of the SR 522 West A Project took place during this reporting period. New sidewalks, ADA ramps, lighting and landscape buffers will be added where there are currently minimal or no pedestrian facilities. The project area is SR 522 (NE Bothell Way) from 61st Ave NE to 65th Ave NE and right of way negotiations were performed on over 30 parcels.

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

Minority:

- *Project Parcel 88 – Pham Ny Thi: 6233 NE Bothell Way*
- *Project Parcel 91 – Yu-Sheng & Hui-Kuan Wang: 6312 NE Bothell Way*

Low-Income:

- *None Identified*

Elderly:

- *Project Parcel 76-77 – Alta Maxine Melvin Trust: 6100 NE Bothell Way*
- *Project Parcel 73 – Robert Melvin: 6016 NE Bothell Way*
- *Project Parcel 87 – Banana Enterprises, Inc.: 6215 NE Bothell Way*

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).

- *Project Parcel 88 – Pham: Property owner required no interpreter. He speaks fair English and his family members are fluent.*
- *Project Parcel 91 – Wang: Meeting with property owner, property owner provided his own interpreter.*
- *Additional outreach efforts were not necessary.*

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

Project Parcel 91 – Wang: Property owner had concerns regarding business sign impact and potential impacts to a parking stall. In response, the permanent utility easement size was reduced to avoid business sign impact. Provisions were also included in the settlement to address restoration of the parking stall.

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

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

- What was the allegation or concern?

Not applicable.

- Procedures used

Not applicable.

- Action taken

Not applicable.

- Resolution

Not applicable.