

# ANNUAL UPDATE AND ACCOMPLISHMENT REPORT For agencies under 100,000

**City of Kenmore**

(Name of Recipient)

**October 19, 2015**

(Report Submission Date)

**May 31, 2014 – May 31, 2015**

(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 Public Works Director and continues to be the City's Title VI Coordinator.*

*New employees for this period include the following:*

<b>Name</b>	<b>Hire Date</b>	<b>Title</b>
<i>Stacey Denuski</i>	<i>6/9/14</i>	<i>City Council Member</i>
<i>Melodi Yanik</i>	<i>6/19/14</i>	<i>Intern – City Manager's Office</i>
<i>Elliott Fitzgerald</i>	<i>6/23/14</i>	<i>Intern – Surface Water/PW Department</i>
<i>Sean Uranga</i>	<i>8/6/14</i>	<i>Intern – Finance Department</i>
<i>Julie Vaughan</i>	<i>9/16/14</i>	<i>Permit Specialist</i>

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<i>Ryan Mumma</i>	<i>9/30/14</i>	<i>Building Inspector/ Plans Examiner</i>
<i>Tela Whiteman</i>	<i>12/10/14</i>	<i>Administrative Assistant</i>
<i>Jody Conyers</i>	<i>3/16/15</i>	<i>Development Review Engineer</i>
<i>Ashley McCulley</i>	<i>3/18/15</i>	<i>Intern – City Manager’s Office</i>
<i>Sandra Gravseth</i>	<i>3/25/15</i>	<i>Permit Specialist</i>
<i>Jennifer Pazar</i>	<i>3/30/15</i>	<i>Intern - Communications</i>
<i>John Vicente</i>	<i>3/30/15</i>	<i>Capital Projects Manager</i>
<i>Brennan Jernigan</i>	<i>4/3/15</i>	<i>Intern – City Manager’s Office</i>
<i>Quinn Proffitt</i>	<i>4/15/15</i>	<i>Parks Maintenance Worker</i>
<i>Mark Mearns</i>	<i>4/9/15</i>	<i>Building Inspector</i>
<i>Kathi Beckett</i>	<i>4/27/15</i>	<i>Intern – City Manager’s Office</i>
<i>Brett Schock</i>	<i>5/18/15</i>	<i>Traffic Engineer</i>
<i>Rebecca Coleman</i>	<i>5/11/15</i>	<i>Permit Specialist</i>
<i>Mike Thomas</i>	<i>5/18/15</i>	<i>Building and Code Inspector</i>

- 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*

*\*\*Washington State Office of Financial Management 2013 estimated population is 21,611 (Percent of Change from 4/1/10 – 7/1/13 is 5.6%)*

*Race (Approximate Totals)*  
*White/Caucasian: 80%*  
*Black/African American: 1.5%*  
*Asian: 10.5%*

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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:**

- *A Transportation Benefit District Board Meeting was held on October 27, 2014. TBD meetings scheduled for July 28, 2014, January 26, 2014 and April 27, 2014 were canceled. 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 email distribution (for those signed up for the service), E-News (for those signed up for the service), and via Facebook and Twitter.*
- *City Council Meetings are held on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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 email distribution (for those signed up for the service), E-News (for those signed up for the service), and via Facebook and Twitter.*
- *“Coffee with Council” Meetings are held twice a month on the 1<sup>st</sup> Monday at 7:30am and the 3<sup>rd</sup> Saturday at 8:00am. Notifications are posted on the City website, via email distribution (for those signed up for the service), E-News (for those signed up for the service), and via Facebook and Twitter.*
- *Public Meetings are posted on the City website, via email distribution (for those signed up for the service), E-News (for those signed up for the service), and via Facebook and Twitter. They are also listed in the City newsletter if timing allows.*

**Project Notices:**

- *Kenmore News Release (Email distribution via ListServ. Switched from ListServ service to GovDelivery service approximately March 2015)*  
*New Releases Included:*
  - *June 9, 2014 – Take Our Online Survey and Share Your Input on Pedestrian and Bicycle Safety.*
  - *June 13, 2014 – Construction Alert – 61<sup>st</sup> Ave NE Re-Channelization Project.*
  - *June 20, 2014 – Pedestrian & Bicycle Safety Ad Hoc Citizen Committee to Host Town Hall Meeting on June 24.*
  - *July 11, 2014 – City to Pave Juanita Drive this Summer (Overlay Notification).*

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- August 5, 2014 – Traffic Alert – NE 170<sup>th</sup> Street/Simonds Rd NE Reduced to One Lane During Construction Hours.
  - August 5, 2014 – Take Our Online Survey and Share Your Input on Target Zero Initiative.
  - August 6, 2014 – City of Kenmore to Pave Juanita Drive in August.
  - September 4, 2014 – School Zone Traffic Reminders, Tips.
  - September 5, 2014 – Project Alert – Expansion Joint Repair on the West Sammamish River Bridge this Saturday.
  - January 23, 2015 – Share Your Vision for Kenmore by Taking Online Survey.
  - March 9, 2015 – Tips to Help All Road Users Spring Forward with Care.
  - March 25, 2015 – City Awarded \$2.1 Million in Grant Funding for New Sidewalks.
- Kenmore Newsletter October 2014 (distribution Citywide via mail, posted on City website)  
Articles included:
    - Pedestrian and Bicycle Safety Report: Rectangular Rapid Flash Beacons (RRFB's) installed at eleven crosswalks, police enforcing pedestrian and bicycle laws, 61<sup>st</sup> Ave NE restriped and added bicycle lanes, Juanita Drive repaved and added pedestrian and bicycle improvements/symbols/signage, City promoting Target Zero and selling helmets, Ad Hoc Committee short and long term recommendations.
    - Kenmore Tops the Charts in Pavement Condition: Increase in overall pavement rating shows benefits of allocating funds to annual asphalt overlay program and keeps city well positioned for competitive grant funds, PCI of 82 is one of highest in area.
    - Bothell Way Construction: Improvements between 61<sup>st</sup> Ave NE and 65<sup>th</sup> Ave NE beginning in early 2015 and lasting up to two years, expect major delays.
  - Kenmore Newsletter December 2014 (distribution Citywide via mail, posted on City website)  
Articles included:
    - Moving Together for a Safer Kenmore: City has invested significantly into roads and safety infrastructure, citizens can also take steps to increase their own and others safety, City Council accepted final report from Pedestrian and Bicycle Safety Ad Hoc Citizen Committee and will work to incorporate recommendations, small behavior changes can create safer environment.
    - Target Zero Initiative: Education, Enforcement, Engineering: City is promoting bicycle and pedestrian safety, will also require community taking responsibility, extra police enforcement will continue city-wide, safety tips for drivers, pedestrians and bicyclists.
    - Let's Improve Safety in our Neighborhoods Together!: Be seen and use crosswalks when walking, wear a helmet and follow rules of the road when riding a bike, watch your speed and look out for pedestrians and bicyclists while driving, start a Block Watch Program, be aware of school zones, trim vegetation for sight distance, protect your home from crime.
- 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).

*On March 27, 2015, the City of Kenmore's new website was launched. The website now utilizes "Google Translate" to translate the website content into various languages.*

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

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

*No interpretation or translation services were utilized within this reporting period.*

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

*No costs were incurred within this reporting period.*

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

- Include dollar value of each

<b>Contract</b>	<b>Date Executed</b>	<b>Consultant</b>	<b>Description</b>	<b>Amount</b>
14-C1277	5/29/14	Washington State Patrol	West Sammamish Bridge Weight Limit Enforcement	Officer salaries & benefits for actual hours worked; patrol vehicle mileage; and indirect costs
14-C1301	6/6/14	Stripe Rite	61 <sup>st</sup> Ave NE Re-Channelization and Striping	\$34,000 + sales tax
14-C1309	8/18/14	Kamins Construction	SR 522 Section A Concrete Package Construction	\$187,648.84
14-C1317	1/22/14	Seashore Transportation Forum	Seashore Transportation Forum Agreement through 2017	*See note at end of chart
14-C1318	7/13/13	Eastside Transportation Partnership	Interlocal Agreement through 2017	\$100 yearly dues
<b>Contract</b>	<b>Date Executed</b>	<b>Consultant</b>	<b>Description</b>	<b>Amount</b>
14-C1327	8/26/14	Property Owner Robert Melvin	Right of Way Settlement Agreement – SR 522 West A Project	\$195,000 plus any Clerk of Court fees
14-C1328	3/23/15	Marshbank Construction	SR 522 West A Project	Schedule A \$9,537,230.33 Schedule B \$492,410.55 **See note at end of chart
14-C1332	11/12/14	Comcast	Utility Franchise ILA for SR 522 West A Project	Estimated \$128,356 reimbursement by Comcast to the City of Kenmore
14-C1333	3/6/15	Frontier	Utility Franchise ILA for SR 522 West A Project	Estimated \$238,000 City payment to Frontier

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14-C1334	12/1/14	Puget Sound Energy (PSE)	Utility Franchise ILA for SR 522 West A Project	Estimated \$271,000 reimbursement by PSE to the City of Kenmore
14-C1335	11/3/14	Northshore Utility District (NUD)	Utility Franchise ILA for SR 522 West A Project	Estimated \$747,549 reimbursement by NUD to the City of Kenmore
14-C1336	10/30/14	University of Washington (UW)	Utility Franchise ILA for SR 522 West A Project	Estimated \$51,291 reimbursement by UW to the City of Kenmore
14-C1337	11/18/14	Seattle City Light	Seattle City Light Utility Franchise ILA for SR 522 West A Project	Estimated \$54,206 reimbursement by Seattle City Light to City of Kenmore
15-C1362	10/13/14	Washington State Department of Transportation	Local Agency Grant Agreement for SR 522 West A	Estimated City of Kenmore Funds - \$9,601,176 (See Supplement #1 below)
15-C1362 Suppl. #1	4/6/15	Washington State Department of Transportation	Local Agency Grant Agreement for SR 522 West A	Estimated City of Kenmore Funds - \$11,458,866
15-C1369	10/27/14	Community Development Block Grant	NE 181 <sup>st</sup> St Sidewalk Grant/South Side (King County to Administer)	Grant Award to City of Kenmore - \$254,960
15-C1370	2/26/15	Transportation Improvement Board	TIB Grant/ NE 181 <sup>st</sup> St Sidewalk Grant (North Side)	Grant Award to City of Kenmore - \$189,793
15-C1372	Pending	Safe Routes to School	NE 202 <sup>nd</sup> St Sidewalk Grant (WSDOT to Administer)	Pending
15-C1373	8/6/14	Transportation Alternatives Program	NE 181 <sup>st</sup> St Sidewalk Grant (WSDOT to Administer)	Estimated City of Kenmore Funds - \$16,510
15-C1410	4/17/15	MCImetro Access Trans. Service, LLC	SR 522 West A Utility Agreement	Estimated \$151,000 reimbursement by MCImetro to the City of Kenmore
15-C1411	6/5/15	Jacobs Engineering	West Sammamish Bridge Design	\$2,184,144.96 plus subcontractor costs ***See note at end of chart
<b>Contract</b>	<b>Date Executed</b>	<b>Consultant</b>	<b>Description</b>	<b>Amount</b>
15-C1414	Pending	KPFF Consulting Engineers	62 <sup>nd</sup> Ave NE Corridor Improvements Construction	Pending
15-C1415	5/14/15	Washington State Department of Transportation	BRAC Grant for West Sammamish River Bridge Project	Estimated City of Kenmore Funds - \$568,010
15-C1416	5/14/15	Highway Safety Improvement Board	62 <sup>nd</sup> Ave NE Sidewalk Grant (WSDOT to Administer)	Estimated City of Kenmore Funds - \$14,800
15-C1420	6/22/15	Road Construction NW	2015 Sidewalk Gaps	\$97,164

Contract Table Notes:

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\* Seashore Transportation Forum 14-C1317: Signers to this contract are LFP, Seattle, Shoreline, & King County – not Kenmore. \$100 dues are required from voting members, but Kenmore doesn't pay those.

\*\* Marshbank 14-C1328 – Schedule B is reimbursed to City of Kenmore by Northshore Utility District.

\*\*\* Jacobs Engineering 15-C1411 Subcontractor Costs:

- HWA - \$183.66
- Otak - \$49,995.30
- Perteet - \$173,331.00
- Watershed Science & Engineering - \$19,807.63
- AMEC Environmental & Infrastructure, Inc. - \$9,256.00
- MAKERS Architecture & Urban Design - \$75,990.00

- 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 firms are certified:*

<b>Name</b>	<b>Contract</b>	<b>Amount</b>	<b>State Cert Type/ Number</b>	<b>Federal Cert Type/ Number</b>
Marshbank Construction, Inc.	14-C1328	Schedule A \$9,537,230.33 Schedule B \$492,410.55	MBE/D1M4711507	DBE/SBE/D1M0011507
Makers Architecture and Urban Design LLP	15-C1411	\$75,990 (Subcontractor	WBE/D2F0022439	DBE/SBE/D2F0022439

- 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 this reporting period. The next reporting period will include various phases of several sidewalk projects, some of which may identify potential impacts as described above.*

- 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.
  - *Project 0181 – 68<sup>th</sup> Ave NE Sidewalk Improvement (Construction completed March 2014): 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.*
  - *Project 0184 – West Sammamish River Bridge (Construction estimated to begin spring 2018): The southbound bridge on 68<sup>th</sup> Ave NE 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. The project will replace the existing bridge including approaches and enhanced pedestrian and bicycle facilities. The estimated cost is approximately \$20 million.*
  - *Project 0188 – Log Boom Park Pedestrian Bridge (Construction to be completed by December 31, 2016): The prior pedestrian bridge linking Log Boom Park and the adjacent marina was destroyed in the December 3, 2007 storm. This project will replace the bridge which will cross from Log Boom Park over Tributary 0056 to Harbour Village Marina. The public will then have access to the marina's boardwalk, breakwater and pier for the purpose of fishing, walking and viewing the water.*
  - *Project 0189 – NE 181<sup>st</sup> Street South Side Sidewalks (Construction early 2016): This project will design and construct approximately 700 linear feet of sidewalk on the south side of NE 181<sup>st</sup> St between 68<sup>th</sup> Ave NE and 73<sup>rd</sup> Ave NE. The new sidewalk will complete a primary pedestrian route and connect surrounding residents to the downtown commercial area and nearby transit as well as the park & ride one block to the east. The project area includes a 57-unit senior housing project and low-income housing tract. The sidewalk on both sides of NE 181<sup>st</sup> St is currently incomplete, forcing pedestrians to walk in the street or on the shoulder.*
  - *Project 0192 – NE 181<sup>st</sup> Street North Side Sidewalks (Construction early 2016): This project will design and construct an ADA compliant sidewalk along the north side of the roadway on NE 181<sup>st</sup> St between 68<sup>th</sup> Ave NE and 73<sup>rd</sup> Ave NE, providing a continuous pedestrian facility. Improvements will also include illumination to make walking safer all hours of the day. The new sidewalk will complete a primary pedestrian route and connect surrounding residents to the downtown commercial area and nearby transit as well as the park & ride one block to the east. The project area includes a 57-unit senior housing project and low-income housing tract. The sidewalk on both sides of NE 181<sup>st</sup> St is currently incomplete, forcing pedestrians to walk in the street or on the shoulder.*
  - *Project 0196 – 62<sup>nd</sup> Ave NE Corridor Improvements (Construction summer 2016): This project will enhance mobility and safety by installing a sidewalk (one side of the street) with ADA ramps and up to three traffic circles on 62<sup>nd</sup> Ave NE from SR 522 (NE Bothell Way) to NE 187<sup>th</sup> St. Sharrows will be added to the roadway within project limits for an*

*improved bicycle facility. The sidewalk will enhance pedestrian safety after a pedestrian fatality on this road in 2013. The traffic circles will help to bring vehicle speeds down. This roadway provides a direct connection between several residential neighborhoods to churches, park & ride and retail centers.*

- *Project 0197 – 2015 Sidewalk Gaps Project (Construction summer 2015): This project will include construction of new cement concrete sidewalk and ADA curb ramps along three sections of existing sidewalks on 68<sup>th</sup> Ave NE, 72<sup>nd</sup> Ave NE, and NE 155<sup>th</sup> Street. These straight forward, low cost sidewalk connections will be made in high pedestrian use areas including school zones and arterials.*

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 wrapped up 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 61<sup>st</sup> Ave NE to 65<sup>th</sup> Ave NE and right of way negotiations were performed on over 30 parcels. The following data was included on the Title VI Report for the previous period of May 31, 2013 – May 31, 2014.*

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

*Minority:*

- *Project Parcel 88 – Pham Ny Thi: 6233 NE Bothell Way (Right of way acquisition was finalized prior to this reporting period)*
- *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 (Right of way acquisition was finalized prior to this reporting period)*

*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. (Right of way acquisition was finalized prior to this reporting period)*
  - *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.*