



TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before the due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

*DUE DATES:* Refer to Section 28.3 for scheduled reporting period and due date (May 1, 2024, for Kenmore)

**Contact Information**

Name and title of administrator (signature on Standard Assurances): Rob Karlinsey, City Manager

Mailing Address: 18120 68<sup>th</sup> Ave. NE

City: Kenmore WA Zip Code: 98028 County: King

Phone #: 425-398-8900 email address: rkarlinsey@kenmorewa.gov

Name and title of head of transportation-related services: John Vicente, City Engineer/Engineering Director

Mailing Address: 18120 68<sup>th</sup> Ave. NE

City: Kenmore WA Zip Code: 98028 County: King

Phone #: 425-398-8900 email address: jvicente@kenmorewa.gov

Name and title of designated Title VI coordinator\*: Melinda Merrell, Finance & Administration Director

Mailing Address: 18120 68<sup>th</sup> Ave. NE

City: Kenmore WA Zip Code: 98028 County: King

Phone #: 425-398-8900 email address: mmerrell@kenmorewa.gov

\*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

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To comply with Title VI requirements, our annual report submission includes a signed Standard Assurances (USDOT1050.2A) attached as Addendum A.

**Accomplishments**

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature.

No changes have been made.

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include the name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

As an organization with fewer than 100 employees, the City does not inquire about our track race, color, or national origin of employees. The City submitted a revised organizational chart to WSDOT in June 2023 when Leonora Palaña left the City, and the Title VI Coordinator responsibilities were transferred to Melinda Merrell, Finance and Administration Director. There has been no change since then and the chart submitted in June 2023 is included as Addendum B of this report. Summarized:

- Title VI Administrator: City Manager Rob Karlinsey
- Title VI Coordinator: Finance & Administration Director Melinda Merrell
- Title VI Department Liaison – Clerks Office: City Clerk Anastasiya Warhol
- Title VI Department Liaison – City Manager Department: Receptionist Team
- Title VI Department Liaison – Finance: Carla Schnee
- Title VI Department Liaison – Development Services: Maura Query
- Title VI Department Liaison – Community Development: Shannon Tipple-Leen
- Title VI Department Liaison – Engineering: Amber Clifton
- Title VI Department Liaison – Public Works: Nicole Sawyer
- Title VI Department Liaison – Environmental Services: Sammie Roeun

3. Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

*City of Kenmore Demographics City of Kenmore Demographics: Source - 2022 U.S. Census Bureau ACS Demographics: [General Population and Housing Characteristics](#)*

<i>Total Population:</i>	23,914
<i>Male:</i>	11,880 (49.7%)
<i>Female:</i>	12,034 (50.3%)
<i>Occupied Housing Units:</i>	9,270
<i>Average Household Size:</i>	2.54

*Race: Source – 2022 U.S. Census Bureau ACS Subject Tables: [Demographic Characteristics for Occupied Housing Units](#)*

<i>One Race:</i>	
<i>White/Caucasian:</i>	76.5%
<i>Black/African American:</i>	2.7%
<i>American Indian/Alaska Native:</i>	0.0%
<i>Asian:</i>	13.0%
<i>Native Hawaiian/Pacific Islander:</i>	0.0%
<i>Other Race:</i>	1.8%
<i>Two or more races:</i>	6.0%
<i>Hispanic/Latino:</i>	5.2%

Languages Spoken at Home Age 5+: Source - 2022 ACS 5-Year Estimates Subject Tables: [B16004 Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over](#)

Total Population this table:	22,086
Total Household Estimate:	9,220
Speak Spanish with Limited English Proficiency (LEP; Speak English not well or not at all):	
5 to 17 years:	0 (+/- 24 Margin of Error)
18 to 64 Years:	209 or <1.0%
65 Years and Over:	0 (+/- 24 Margin of Error)

Speak Other Indo-European languages (LEP; Speak English not well or not at all):

5 to 17 years:	0 (+/- 24 Margin of Error)
18 to 64 Years:	144 or <1.0%
65 Years and Over:	103 or <1.0%

Asian and Pacific Island Languages (LEP; Speak English not well or not at all):

5 to 17 years:	0 (+/- 24 Margin of Error)
18 to 64 Years:	102 or <1.0%
65 Years and Over:	156 or <1.0%

Other languages not identified above: 430 or 2% of 21,582

5 to 17 years:	0 (+/- 24 Margin of Error)
18 to 64 Years:	0 (+/- 24 Margin of Error)
65 Years and Over:	0 (+/- 24 Margin of Error)

LEP by Household: Source – 2022: ACS 5-Year Estimates Detailed Tables: [C16002 Household Limited English Speaking Status:](#)

Total Households:	9,220
English Only:	6,414
Spanish LEP:	96
Other Indo-European Languages LEP:	162
Asian and Pacific Island Languages LEP:	221
Other Languages LEP:	77

Household Income in the past 12 months: Source - 2022: ACS 5-Year Estimates Subject Tables: [Income in the Past 12 Months](#) (Note that the estimated household number in this U.S. Census Bureau table differs from the number in the [General Population and Housing Characteristics](#) shown above.)

Households:	9,220
Less than \$10,000	2.8%
\$10,000 to \$14,999	2.1%
\$15,000 to \$24,999	5.1%
\$25,000 to \$34,999	3.9%
\$35,000 to \$49,999	6.4%

\$50,000 to \$74,999	9.7%
\$75,000 to \$99,999	11.2%
\$100,000 to \$149,999	14.6%
\$150,000 to \$199,999	11.0%
\$200,000 or more	33.2%
Median income	\$132,191
Mean income	\$168,571

*English Language Learners (ELL): Source – Washington OSPI for 2023-2024 School Year*

<i>Arrowhead Elementary</i>	<i>10.6%</i>	<i>30 head count (HC)</i>
<i>Kenmore Elementary</i>	<i>22.1%</i>	<i>97 HC</i>
<i>Lockwood Elementary</i>	<i>6.4%</i>	<i>37 HC</i>
<i>Moorlands Elementary</i>	<i>11.4%</i>	<i>70 HC</i>
<i>Kenmore Middle School</i>	<i>10.9%</i>	<i>80 HC</i>
<i>Inglemoor High School</i>	<i>8.2%</i>	<i>121 HC</i>

*Low-Income: Source – Washington OSPI for 2023-2024 School Year*

<i>Arrowhead Elementary</i>	<i>19.4%</i>	<i>55 head count (HC)</i>
<i>Kenmore Elementary</i>	<i>44.0%</i>	<i>193 HC</i>
<i>Lockwood Elementary</i>	<i>11.3%</i>	<i>66 HC</i>
<i>Moorlands Elementary</i>	<i>9.0%</i>	<i>55 HC</i>
<i>Kenmore Middle School</i>	<i>24.8%</i>	<i>182 HC</i>
<i>Inglemoor High School</i>	<i>19.7%</i>	<i>292 HC</i>

**Addendum C** shows English Language Learners (ELL) and Low-Income Students in Kenmore's elementary schools as a good indicator of where Limited English proficiency (LEP) and Low-Income families reside. Note that a significant portion of Lockwood and Moorlands Elementary services areas are outside Kenmore City Limits. All schools on the map and listed above are within Kenmore city limits (except Lockwood which is just outside city limits but serves Kenmore and other students), but the zip codes of students attending the schools include jurisdictions outside Kenmore due to school attendance boundaries, waivers, and the presence of special programs.

4. Complaints – Provide a copy of the LPA's Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

No complaints have been filed during this period.

5. Planning – Describe the transportation planning activities performed during this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

- Transportation Improvement Plan – Standard noticing in the legal paper per RCW Sidewalk Program (aka Pedestrian Facilities Plan) Introduction – Website (ADA accessible), newsletter.
  - Final Transportation Element update to the City’s Comprehensive Plan was approved by the City Council. Mailers and a web hosted open house were used to engage the public during the initial phases of the plan development. A survey was conducted to solicit input from the public on the proposed element update. As part of the update, new goals and policies were added that discuss diversity, equity, inclusion, and acceptance as it relates to transportation planning.
6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

No right of way action during this reporting period.

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

None used this reporting period.

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.
- Transportation Improvement plan update completed. No data collected or studies performed.
  - Transportation Element of the Comprehensive Plan update completed. No data collected or studies performed.
9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects’ benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

2023 Overlay and Sidewalk Repair Project: Roadway pavement was deteriorating, sidewalks at many locations were not ADA accessible, and roadway was not friendly to alternative transportation uses. Project added new pavement to the existing roadway. Bike lanes were added to provide a place for cyclists, and sidewalks were repaired /replaced to provide ADA accessibility.

NE 190<sup>th</sup> Culvert Replacement Project: existing culvert was not fish passable and creek flowed behind walls causing damage to surface streets. Added a new fish passable culvert and included protections for the roadway. See attached Map as Addendum D.

10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

- Planning commission meetings held: 4/4/2023 at 7pm, 9/5/2023 at 7pm, both held at Kenmore City Hall. Meetings were attended by the Planning Commission, City staff, and audience members.
- Kenmore City Council meetings held: 9/18/2023 at 7pm, 10/9/2023 at 7pm, 11/27/2023 at 7pm, all held at Kenmore City Hall, Meetings were attended by the Planning Commission, City Council, City staff, and audience members.

All Council meeting agendas are posted to the website, the physical City Hall, the local library, and shared at the front desk. They are also emailed out through a resident e-serv listing. The meeting agendas are linked below:

- 4/4/23 <https://kenmore.civicweb.net/document/129091>
- 9/5/23 <https://kenmore.civicweb.net/document/132548>
- 9/18/23 <https://kenmore.civicweb.net/document/142825>
- 10/9/23 <https://kenmore.civicweb.net/document/177133>
- 11/27/23 <https://kenmore.civicweb.net/document/249881>

In addition to the Spanish Interpreter used at some City events this past year, here are some additional outreach materials from the City of Kenmore that included messaging in Spanish:

- September 28, 2023, Town Hall Postcard (mailed to all Kenmore mailboxes, 10,000+) – see attached Addendum E.
- June 3, 2023, Framing the Future of Housing Community Workshop (mailed to all Kenmore mailboxes, 10,000+) – see attached Addendum F.
- Engagement HQ website for the Framing the Future of Housing discussion included a fully translated engagement website and survey (<https://speakupkenmore.com/kenmore-2044-espanol>)
- All Quarterly newsletters (printed) and digital e-newsletters include our general translation message in Spanish (see below):

**Enews (digital, sent to 7,000+ subscribers monthly)**

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*Si gusta comunicarse con la ciudad de Kenmore o revisar un documento en otro idioma, envíe su solicitud con su información de contacto a [cityhall@kenmorewa.gov](mailto:cityhall@kenmorewa.gov) o llame al 425-398-8900.*

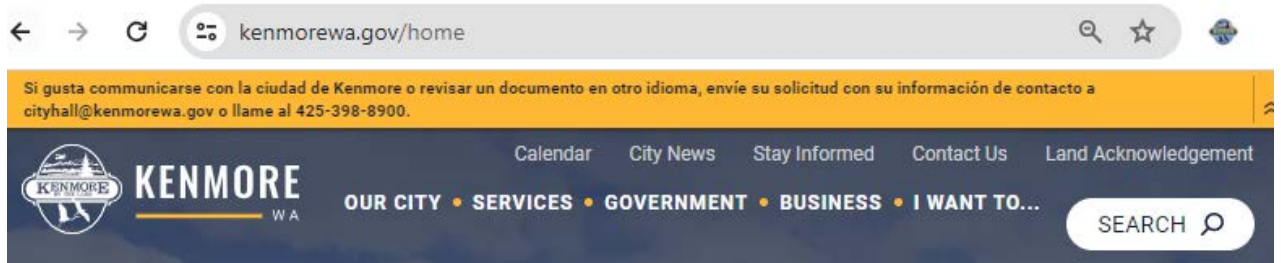
**Quarterly Newsletter (printed and mailed to all Kenmore mailboxes):**

### Numbers to Know

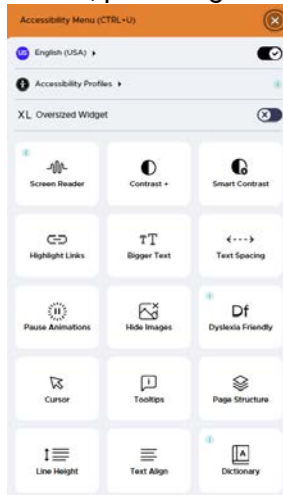
Flooding/Drainage (after hours)	253-274-6330
Kenmore City Hall	425-398-8900
Kenmore Library	425-486-8747
Northshore Fire Department	425-354-1780
Northshore Utility District	425-398-4400
PAWS (animal shelter)	425-787-2500
<b>Police/Fire Emergency</b>	<b>911</b>
Police Non-emergency Dispatch	206-296-3311
Puget Sound Energy	888-225-5773
Regional Animal Services King Co.	206-296-PETS
Republic Services	206-682-9730
Street Concerns (after hours)	253-274-6330
Spills/Illicit Discharge (after hours)	253-274-6330

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- The same general translation message can be found at the top of all kenmorewa.gov webpages (screenshot below)



- The Userway widget can be found on all kenmorewa.gov webpages in the bottom left corner, providing translation options for 40+ languages and other accessibility needs



(screen reader, text size, etc.) (screenshot attached)

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

- A public notice was issued in the city’s official publications (Seattle Times and Daily Journal of commerce). No bids were received, and no awards made during this reporting period. Advertisements were issued to prospective contractors/consultants to provide construction and design services for the following projects:
  - 68<sup>th</sup> Ave NE and Simonds Rd Restriping

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

The following was included in the request for contractors:

The City of Kenmore, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

- Transportation On-Call: \$2,010,000 – Local and state funds
- 2023 Overlay and Sidewalk Repair Project: \$1,738,825.20 – Local and state funds
- NE 190<sup>th</sup> culvert replacement Project: \$2,213,779.93 – Local funds
- No certified disadvantaged contractors were awarded projects

14. Education & Training – Describe actions taken to promote Title VI compliance through education and training, including monitoring and review processes, and their outcomes/status.

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training. When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees. List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.



All City staff, including the Title VI Administrator, and Title VI Coordinator, participated in the following mandatory trainings:

- Anti-Harassment and Anti-Discrimination- held in February 2024
- The City's Diversity, Equity, Inclusion, and Accessibility Program and the Equity Toolkit, held in April 2024.

### **Title VI Goals for Upcoming Year**

The City has an adopted a Diversity, Equity, Inclusion, and Accessibility Policy, Strategic Plan, and a 5-year Roadmap in September 2023, linked here:

[https://www.codepublishing.com/WA/Kenmore/#!/KenmoreAdminCode03/KenmoreAdminCode0302.html#DEIA-2\\_DEIA\\_5-Year\\_Roadmap](https://www.codepublishing.com/WA/Kenmore/#!/KenmoreAdminCode03/KenmoreAdminCode0302.html#DEIA-2_DEIA_5-Year_Roadmap).

As part of this program, the City hopes to focus on the two areas described below:

#### **Community Engagement and Inclusivity:**

- **Objective:** Foster community engagement and inclusivity in decision-making.
- **Action:** When engaging the community in planning and decision making, make extra and affirmative efforts to bring in members of the community who have not historically participated. Provide less traditional and more inclusive and accessible opportunities for public input and engagement, such as hands-on engagement models and "pop up" engagement opportunities in neighborhoods. The City has initiated a "Love where you Live" Project. The Love Where You Live Project is a yearlong community engagement effort to gather input from community members about their goals and priorities for the future of Kenmore. The feedback received will help shape future projects and initiatives.
- Over the past year, the Love Where You Live Project engagement booth was at more than 22 community events, 2 online surveys were administered, 2 statistically valid community surveys were administered, and 4 community workshops were held at venues around the City of Kenmore. In total, over 2,250 ideas and responses have been collected through the project outreach.
- **Lead:** City Manager's Office
- **Status:** Ongoing into 2024, with a noted need for budgeting ongoing funding in the next biennium.

#### **DEIA Advisory and Policy Tools:**

- **Objective:** Maintain an informal DEIA Advisory Committee and utilize an equity toolkit in policymaking.
- **Actions:** Maintain a DEIA Advisory Committee to advise on policy and operational issues, including creating and maintaining a charter. Since April 2023, The DEIA Advisory Committee has met 5 times and has advised the City on the following: ARPA Program, City events, City-issued proclamations, and the Housing and Human Services Needs Assessment.
- Utilize and distribute an equity toolkit in policymaking processes to City Council, Planning Commission, and all staff, providing necessary training.

- **Status:** Ongoing quarterly DEIA meetings. DEIA Equity Toolkit training on a 2-year cycle as part of the Mandatory Biennium Training Program.
- **Lead:** City Manager's Office and City Council

# Addendum A

## The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination

### Assurances

#### DOT Order No. 1050.2A

The (***City of Kenmore***) (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through Washington State Department of Transportation (WSDOT), is subject to and will comply with the following:

#### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the Washington State Department of Transportation.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

#### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard

to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The (**City of Kenmore**), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, [the **City of Kenmore**] also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the [**City of Kenmore**] access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the [**City of Kenmore**]. You must keep records, reports, and submit the material for review upon request to [**City of Kenmore**], or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

[**The City of Kenmore**] gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Administration. This ASSURANCE is binding on Washington State Department of Transportation, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

The City of Kenmore  
(**Name of Recipient**)

Rob Karlinsey  
by [Rob Karlinsey \(Apr 30, 2024 12:28 PDT\)](#)  
(**Signature of Authorized Official**)

DATED Apr 30, 2024

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the (**City of Kenmore**) will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of Washington State Department of Transportation, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (**City of Kenmore**) all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

**TO HAVE AND TO HOLD** said lands and interests therein unto (**City of Kenmore**) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (**City of Kenmore**), its successors and assigns.

The (**City of Kenmore**), in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the (**City of Kenmore**) will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)



## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the (**City of Kenmore**) pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, (**City of Kenmore**) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the (**City of Kenmore**) will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the (**City of Kenmore**) and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by (**City of Kenmore**) pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, (**City of Kenmore**) will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, (**City of Kenmore**) will there upon revert to and vest in and become the absolute property of (**City of Kenmore**) and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).







# APP28.94 USDOT 1050.2A Standard Assurances Addendum A

Final Audit Report

2024-04-30

Created:	2024-04-30
By:	Janet Quinn (jqinn@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhgjzB0bGjm4Z_DC1O3-XIWKgWmOcMklc

## "APP28.94 USDOT 1050.2A Standard Assurances Addendum A" History

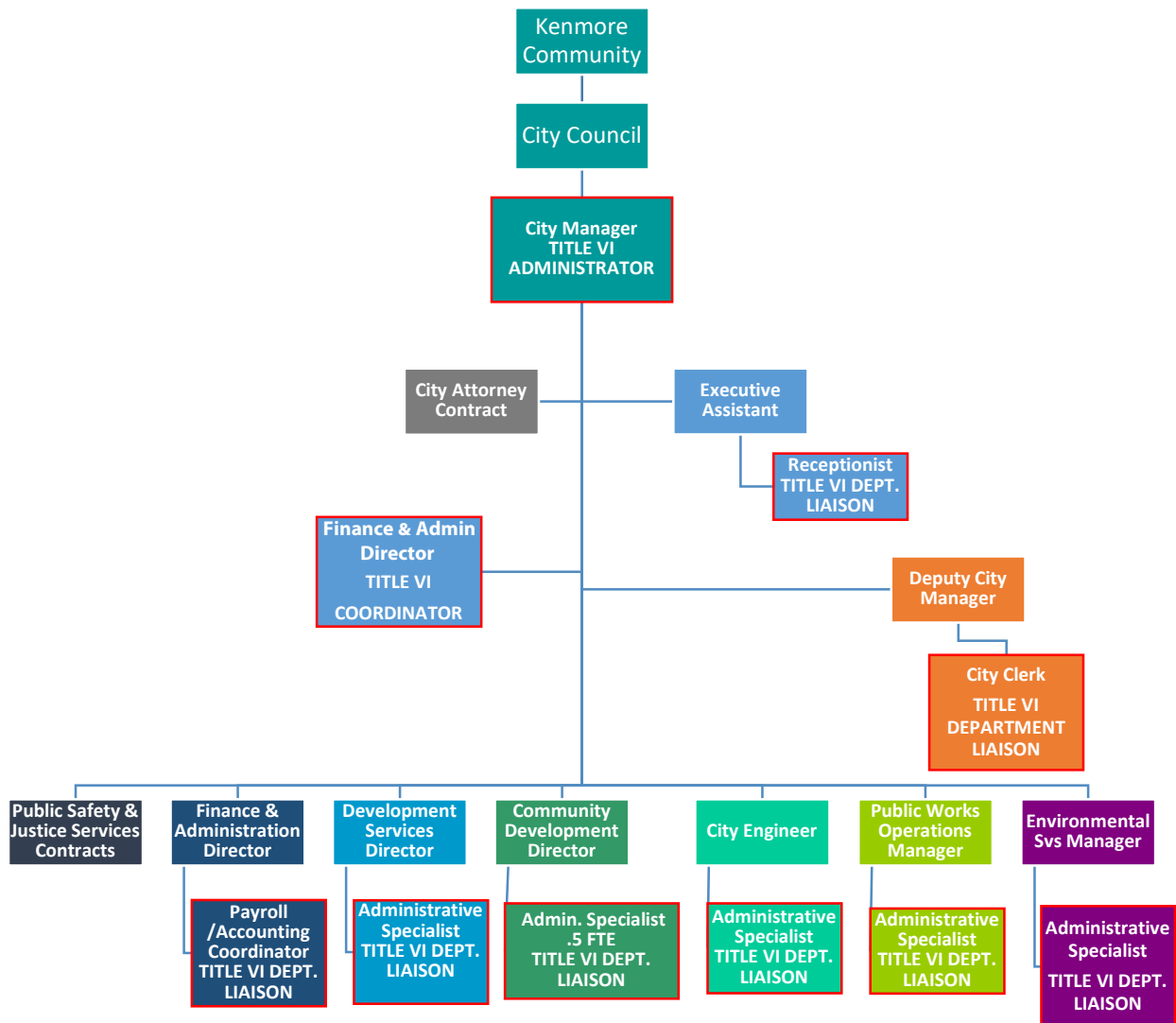
-  Document created by Janet Quinn (jqinn@kenmorewa.gov)  
2024-04-30 - 7:08:41 PM GMT- IP address: 50.235.209.34
-  Document emailed to rkarlinsey@kenmorewa.gov for signature  
2024-04-30 - 7:12:46 PM GMT
-  Email viewed by rkarlinsey@kenmorewa.gov  
2024-04-30 - 7:27:53 PM GMT- IP address: 50.235.209.34
-  Signer rkarlinsey@kenmorewa.gov entered name at signing as Rob Karlinsey  
2024-04-30 - 7:28:21 PM GMT- IP address: 50.235.209.34
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)  
Signature Date: 2024-04-30 - 7:28:23 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Agreement completed.  
2024-04-30 - 7:28:23 PM GMT

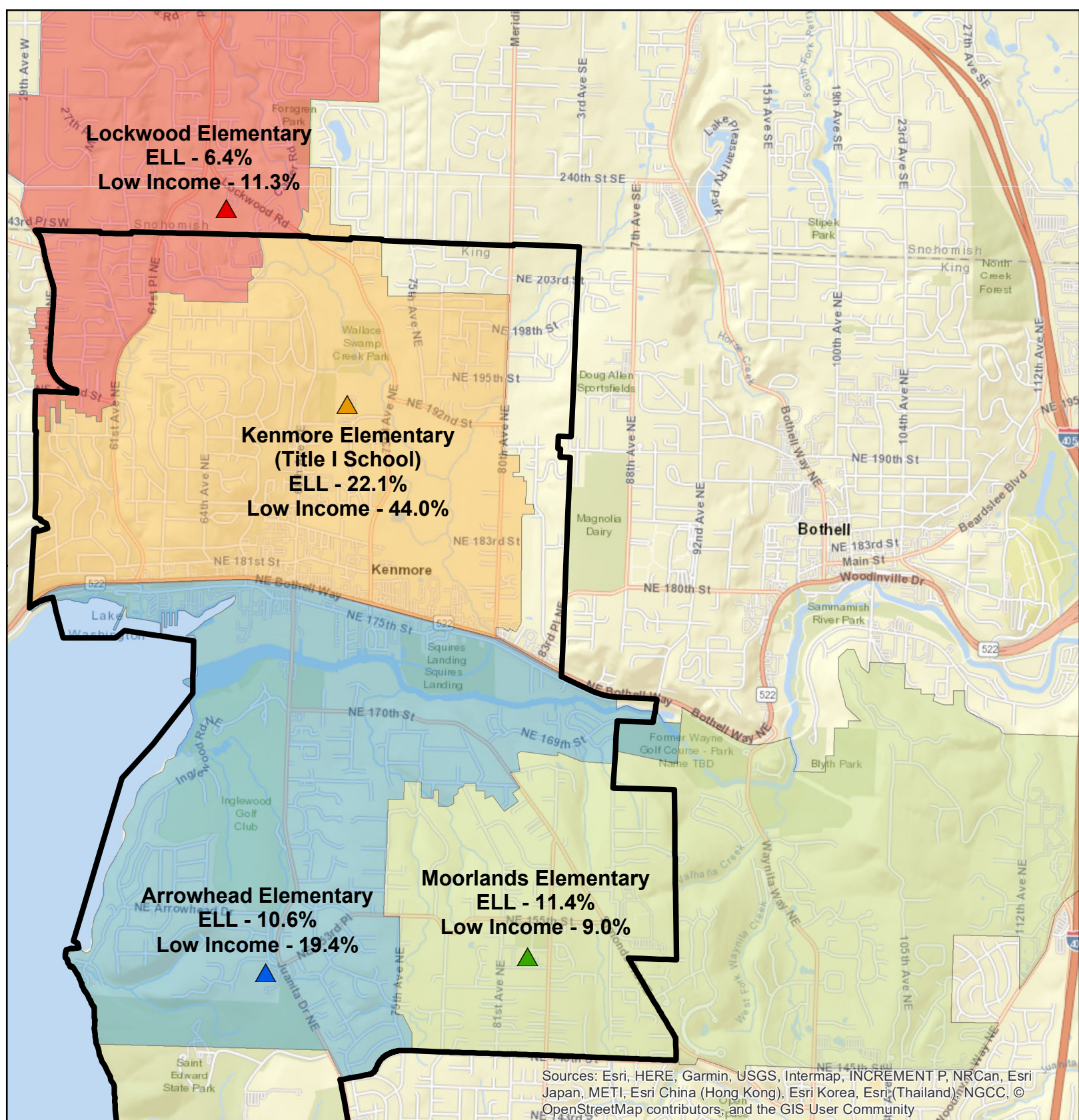


# CITY OF KENMORE

## 2022-2023 Organizational Chart

TITLE VI DUTY DESIGNATIONS ARE OUTLINED IN RED





Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

### English Language Learners (ELL) and Low-Income Students in Kenmore Elementary Schools

- School Service Area**
- Arrowhead Elementary Service Area
  - Kenmore Elementary Service Area
  - Lockwood Elementary Service Area
  - Moorlands Elementary Service Area

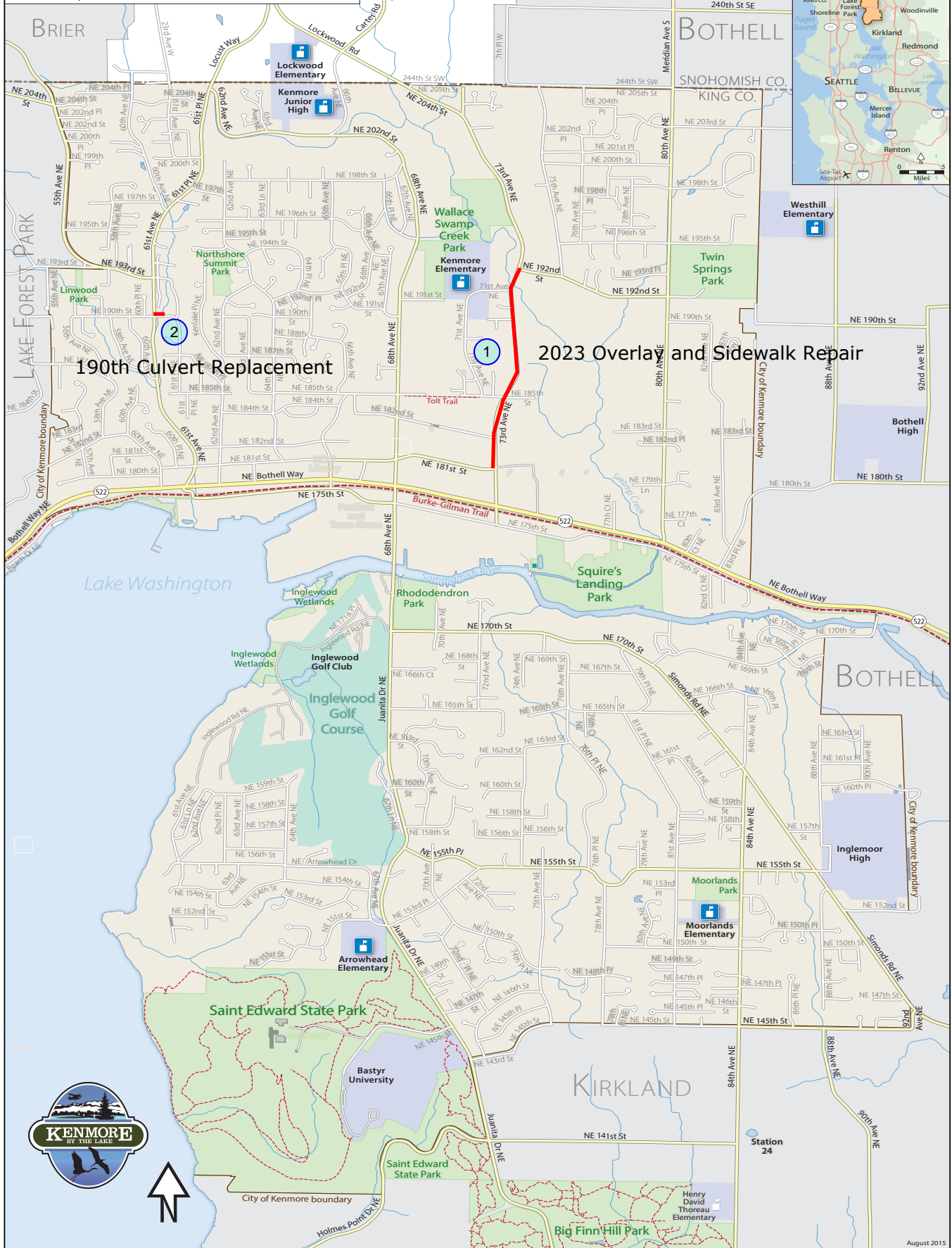


0 0.225 0.45 Miles

Data from WA Office of Superintendent of Public Instruction  
Map prepared by City of Kenmore staff.



# City of Kenmore



August 2015



## CITY OF KENMORE

ENGINEERING DEPARTMENT  
(425) 398-8900

## FIGURE

NOT TO SCALE

Date:

City of Kenmore

# COMMUNITY TOWN HALL

6:00 p.m. - 8:00 p.m.

THURSDAY, SEPTEMBER 28, 2023

Kenmore City Hall, 18120 68th Ave NE

Join us at City Hall for a casual town hall meeting and engage in meaningful conversations about Kenmore with your City Councilmembers.

## ***All are welcome.***

- Family friendly - kids activities and light refreshments provided.
- Spanish translation available.

**We hope to see you there!**



# Asamblea municipal de la comunidad de Kenmore

28 de septiembre

6 p.m. - 8 p.m.

Únase a nosotros en el Ayuntamiento para una reunión informal y participe en conversaciones significativas sobre Kenmore con los concejales de su ciudad.

## **Todos son bienvenidos.**

- Habrá traducción al español disponible.
- Ideal para familias: se ofrecen actividades para niños y refrigerios ligeros.

**¡Esperamos verte ahí!**







## Town Hall September 28!

***Would you like to have meaningful conversations about Kenmore issues with your City Councilmembers?***

You're invited to attend a Community Town Hall on September 28 from 6 p.m. - 8 p.m. at Kenmore City Hall to discuss a variety of topics impacting Kenmore such as public safety, housing, parks and open spaces, budget/finances and more. This casual event is open to everyone and is family friendly, with kids activities provided.

**We hope to see you there!**

***¿Le gustaría entablar conversaciones significativas sobre Kenmore con los miembros del concejo municipal?***

Está invitado a asistir a una reunión comunitaria el 28 de septiembre de 6 p. m. a 8 p. m. en el Ayuntamiento de Kenmore para discutir una variedad de temas que afectan a Kenmore, como seguridad pública, vivienda, parques y espacios abiertos, presupuesto/finanzas y más. Este evento informal está abierto a todos y es ideal para familias, con actividades para niños y traducción al español.

***¡Esperamos verte ahí!***



City of Kenmore  
18120 68th Ave NE  
Kenmore, WA 98028

[www.kenmorewa.gov](http://www.kenmorewa.gov)



You're invited!

# Framing the Future of Housing Community Event

Addendum F

June 3, 2023

**We want to hear from you!** Join us for a free event to hear your thoughts on housing through fun and interactive activities for all ages! Don't miss your chance to take part in the conversation on Kenmore's housing future.

***We hope to see you there!***



*Can't make the event?*

Participate by taking a short survey: [bit.ly/MMH\\_Kenmore](https://bit.ly/MMH_Kenmore)

City of Kenmore | [www.kenmorewa.gov/missingmiddle](http://www.kenmorewa.gov/missingmiddle)

## Event Details:

**WHERE:** The Hangar at Town Square, 6728 NE 181st Street, Kenmore

**WHEN:** Saturday, June 3, 10 am to 2 pm

**WHO:** Everyone is welcome!

**HOW TO JOIN:** No registration is necessary. Drop in anytime and stay as long as you like.





FRAMING  
— THE —  
FUTURE

# CONSTRUYENDO EL FUTURO DE LA VIVIENDA | 3 DE JUNIO



City of Kenmore  
18120 68th Ave NE  
Kenmore, WA 98028

## ¡Queremos conocer su opinión!

¡Acompáñenos en un evento gratuito para compartir su opinión sobre la vivienda a través de actividades divertidas e interactivas para todas las edades! No pierda la oportunidad de participar en la conversación sobre el futuro de la vivienda en Kenmore. **¡Esperamos verle allí!**

**DÓNDE:** El edificio Hangar en Town Square, 6728 NE 181st St.

**CUÁNDO:** sábado, 3 de junio, de 10 am a 2 pm

**QUIÉN:** Todos son bienvenidos

**CÓMO PARTICIPAR:** ¡No es necesario inscribirse! Venga cuando guste y quédese todo el tiempo que quiera.



¿NO PUEDE ASISTIR AL EVENTO? REALICE  
NUESTRA BREVE ENCUESTA.

[bit.ly/MMH\\_Kenmore](https://bit.ly/MMH_Kenmore)

## Data Sources for 2024 Title VI Report Demographics

### General Profile:

[https://data.census.gov/profile/ZCTA5\\_98028?q=860XX00US98028](https://data.census.gov/profile/ZCTA5_98028?q=860XX00US98028)

### General Population and Housing Characteristics:

<https://data.census.gov/table/DECENNIALDP2020.DP1?q=race&t=Populations%20and%20People:Same%20Sex%20Couples&g=860XX00US98028>

### Race:

<https://data.census.gov/table/ACSST1Y2022.S2502?q=S2502:%20Demographic%20Characteristics%20for%20Occupied%20Housing%20Units>

### Income:

<https://data.census.gov/table?q=98028&t=Income%20and%20Poverty>

### Language Spoken at Home:

<https://data.census.gov/table/ACSST5Y2022.B16004?q=population%205%20years%20and%20older&t=Language%20Spoken%20at%20Home&g=860XX00US98028&y=2022>

### And Household Language by Household Limited English Speaking Status

<https://data.census.gov/table/ACSST5Y2022.C16002?q=population%205%20years%20and%20older&t=Language%20Spoken%20at%20Home&g=860XX00US98028&y=2022>