

# ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

## For agencies under 100,000

**City of Kirkland**

(Name of Recipient)

**May 31, 2012**

(Report Submission Date)

**January 1, 2011 – December 31, 2011**

(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.

This is the first report the City of Kirkland has completed.

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

According to the Washington State Office of Financial Management (WSOFM), the 2011 population of Kirkland was 49,020 (published April 1, 2011). However, on June 1, 2011, the City annexed an estimated 31,718 new residents from the Kingsgate, Finn Hill and Juanita Neighborhoods. It is anticipated that the Census Bureau's next update, to be released in the summer of 2012, will reflect the June 1, 2011 annexation. The WSOFM has not published the updated population figures for Kirkland including the annexation area.

The US Census Bureau, American Community Survey, 2005-2009 shows the following breakdown of non-English speaking residents in Kirkland Neighborhoods (Kingsgate has been renamed Evergreen Hill):

### Spanish

10.01 to 37 percent	North Rose Hill
7.6 to 10 percent	Evergreen Hill, Bridle Trails, North Rose Hill, South Rose Hill, Totem Lake
5.1 to 7.5 percent	Juanita and Finn Hill
2.6 to 5 percent	Moss Bay, Lakeview, North Rose Hill, Norkirk, Highlands, Everest, Juanita

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**Chinese**

10.01 to 37 percent	None
7.6 to 10 percent	None
5.1 to 7.5 percent	None
2.6 to 5 percent	Juanita, Finn Hill, Lakeview

**Vietnamese**

10.01 to 37 percent	None
7.6 to 10 percent	None
5.1 to 7.5 percent	None
2.6 to 5 percent	Finn Hill, Juanita

**Russian**

10.01 to 37 percent	None
7.6 to 10 percent	None
5.1 to 7.5 percent	None
2.6 to 5 percent	Finn Hill, Juanita

**Korean**

10.01 to 37 percent	None
7.6 to 10 percent	None
5.1 to 7.5 percent	None
2.6 to 5 percent	North Rose Hill

**African Languages**

10.01 to 37 percent	None
7.6 to 10 percent	None
5.1 to 7.5 percent	None
2.6 to 5 percent	None

The most recent published Census information (2010) for the City of Kirkland shows there is 5.5% of the total population below poverty. 18.8% of the 2010 population in Kirkland speaks a language other than English at home. 10.1% of the population is over 65 years old.

The most recent Business QuickFacts (2007) shows .5% black-owned firms, 4.6% Asian-owned firms, 1.5% Hispanic-owned firms, and 24.1% Women-owned firms (8,021 total firms).

See the Lake Washington School District Elementary School enrollment breakdown in Attachment A.

- 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. N/A No Title VI activities and/or studies were conducted by Public Works.
- b. How was the information utilized or Title VI provisions and needs applied in each study or activity? N/A Public Works did not conduct any Title VI study or activity.

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: The outreach activities listed below are being used in all Public Works Capital Improvement Projects (regardless of the source of funding).

**Project Web sites:** All projects have a project web site with information on the project scope, timeline, and contact information. The following language (or something similar) is being drafted to be posted in the template for all Transportation project web pages. The City anticipates implementing this improvement the summer of 2012.

**Alternate Formats:** Persons with disabilities may request materials in alternative formats —please call Kari Page, Neighborhood Outreach Coordinator at 425-587-3011 or [KPage@kirklandwa.gov](mailto:KPage@kirklandwa.gov) . Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

**Title VI:** It is the City of Kirkland's policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland. For questions regarding Kirkland's Title VI Program, or to file a complaint with the City of Kirkland, contact Kari Page, Neighborhood Outreach Coordinator at 425-587-3011 or [KPage@kirklandwa.gov](mailto:KPage@kirklandwa.gov)"

**Project Notices:** All projects have a project notice that gets mailed or hand delivered to residents and businesses within the area. The City is working on developing a more consistent method of determining the impacted area for noticing. The project notices also get sent to the school district to make sure coordination with school bus routes and children with special needs.

**Neighborhood Hot Sheet:** All projects get listed on the City's Neighborhood Hot Sheet which is distributed to neighborhood leaders for circulation within their membership. Contact information, location, timeline, and scope are included on the hot sheet. The Hot Sheet is also posted on the City's web site.

**Construction Hot Line:** Although not translated in other languages, updated information about Public Works Capital Projects are included on the hot line.

**Neighborhood Meetings:** Presentations are made at neighborhood and the Kirkland Alliance of Neighborhoods at various stages in design and construction. Meetings are accessible

**Personal Contact:** Project fact sheets are hand delivered to immediate property owners prior to construction. At this time businesses and/or residents with special language needs are identified. The City hopes to start inventorying these language needs during this process and, if necessary, follow up with a volunteer translator to help with communication about the project.

**Reader boards:** Electronic reader boards have been used on arterials when construction is significant enough to warrant broad messaging.

- a. How were special language needs assessed? List the special language needs assessments conducted. Kirkland is in the process of learning more about Title VI requirements and available resources. As a starting point however, City staff have accessed and are utilizing King County's language translation resources which are based on five sources of Limited English Proficiency data. The County's language translation resources include GIS "language maps" that identify the language needs of Limited-English Proficient populations throughout King County and specifically within the City of Kirkland's various neighborhoods. Special language needs assessment techniques and processes will continue to be developed over the next year to ensure that public communication materials and vital documents can be understood by target audiences, including people with limited English proficiency.

- 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). Kirkland is in the process of learning more about Title VI requirements and available resources. Special outreach needs assessment techniques and processes will continue to be developed over the next year to ensure that public communication materials and vital documents are provided to and understood by these target audiences.
  - 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. Kirkland is in the process of learning more about Title VI requirements and available resources. Kirkland does have an account with the Language Line services. Also, City staff are becoming familiar with King County's language translation resources which include language tiers, language maps, a resource list of vendors, FAQs and plain language writing tips. Special language service resources and outreach will continue to be developed over the next year. The City will develop processes for measuring customer access and use specifics on these resources.
  - d. List any costs incurred for translations and interpreters for each activity. No costs were incurred for translations and interpreters for 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.)

See Attachment B.

- Include dollar value of each  
See Attachment B.
  - Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency? Bidding and Request for Proposal opportunities are posted on the "Doing Business with the City" webpage on the City's website.
  - Identify the DMWBE contracts that were awarded and their dollar amount. Kirkland does not yet have a process for tracking this information. A City Finance Department representative will be attend a Title VI training in 2012 to learn more about the requirements.
  - Is there a Title VI Non-Discrimination statement included in all contracts and public notices? Kirkland includes non-discrimination statements in all contracts, but until now it has not referred to Title VI. A City Finance Department representative will be attending a Title VI training in 2012 to learn more about the requirements.
  - How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena? Kirkland includes non-discrimination language in all public bid/RFP solicitations. Also, minority, women and disadvantaged businesses can register as such when they sign up to be on the Shared Procurement Portal rosters. It is the City's policy to notify all contractors in a category on the Small Works Roster when soliciting bids for projects estimated to be more than \$35,000. When soliciting 3 or more Small Works Roster quotes for projects less than \$35,000, Kirkland takes steps to include those contractors who have self identified as DMWBE firms. The Finance Department will be attending a Title VI training in May 2012 to learn more about the requirements.
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: No one was displaced with any of the projects during this reporting period. Minimal noise and impacts resulted from the projects during this reporting period.

- 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.

The following projects resulted in benefits improving accessibility for EJ populations.

Projects included: new sidewalks, crosswalks including ADA ramps, and when applicable compliant pedestrian signalization enhancements.

12th Avenue Sidewalk (Peter Kirk Elementary School)

Elementary School Walk Route Enhancements (7 Elementary Schools)

Four Crosswalk Upgrades/Flashing Beacons (near 3 Elementary Schools and a Community Center)

NE 85th St/114th Ave NE Intersection Improvements

6th Street and Central Way Intersection Improvements

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

Right of Way was acquired for the following projects.

NE 68<sup>th</sup> Street and 108<sup>th</sup> Avenue NE Intersection Improvements

NE 85<sup>th</sup> Street Corridor Improvements

124<sup>th</sup> Avenue NE Sidewalks

- Identify the number of minority, low-income, elderly and disabled persons affected. No low-income, elderly or disabled persons were affected.
- The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity). No limited English Proficiency issues were identified or reported.
- Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues? No concerns or complaints were raised by minorities or women regarding acquisitions.

7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include: N/A No complaints have been filed.

- What was the allegation or concern?
- Procedures used
- Action taken
- Resolution

## Attachment A

### Lake Washington School District Elementary School Enrollment

Source: Lake Washington School District

	TOTAL	Hispanic/Latino of any race		American Indian/Alaskan Native		Asian		Black / African American		Native Hawaiian / Other Pacific Islander		White	
Bell Elementary	389	48	12.30%	2	0.50%	60	15.40%	9	2.30%	3	0.80%	228	58.60%
Franklin Elementary	493	42	8.50%	1	0.20%	123	24.90%	3	0.60%	0	0.00%	288	58.40%
Frost Elementary	457	108	23.60%	1	0.20%	48	10.50%	6	1.30%	3	0.70%	258	56.50%
Juanita Elementary	392	65	16.60%	2	0.50%	54	13.80%	12	3.10%	0	0.00%	210	53.60%
Keller Elementary	377	49	13.00%	0	0.00%	48	12.70%	18	4.80%	2	0.50%	220	58.40%
Kirk Elementary	592	18	3.00%	1	0.20%	40	6.80%	8	1.40%	0	0.00%	505	85.30%
Lakeview Elementary	511	43	8.40%	2	0.40%	36	7.00%	11	2.20%	2	0.40%	388	75.90%
Muir Elementary	396	71	17.90%	1	0.30%	134	33.80%	4	1.00%	0	0.00%	167	42.20%
Rose Hill Elementary	418	107	25.60%	0	0.00%	61	14.60%	8	1.90%	3	0.70%	217	51.90%
Sandburg Elementary	496	24	4.80%	0	0.00%	40	8.10%	7	1.40%	2	0.40%	413	83.30%
Thoreau Elementary	356	27	7.60%	0	0.00%	39	11.00%	7	2.00%	1	0.30%	264	74.20%
Twain Elementary	648	65	10.00%	2	0.30%	112	17.30%	10	1.50%	4	0.60%	403	62.20%
<b>TOTALS:</b>	<b>5,525</b>	<b>667</b>	<b>9.30%</b>	<b>12</b>	<b>0.30%</b>	<b>795</b>	<b>17.90%</b>	<b>103</b>	<b>1.80%</b>	<b>20</b>	<b>0.20%</b>	<b>3,561</b>	<b>65.50%</b>

Elementary Schools with greater than 5% Hispanic or Asian languages.

## Attachment B Transportation Contracts Executed 1/1/2011-12/31/11

Grant	CIP/REF#	Project Description	Neighborhood	Budget
	<b>Non-motorized</b>			
	<b>NM-0001</b>	116th Ave NE (south) non-motorized facilities	Bridle Trails	\$ 738,000
Grant	<b>NM-0034 001</b>	NE 100th Street at Spinney Homestead Park sidewalk	Highlands	\$ 512,600
	<b>NM-0051</b>	Rose Hill Business District sidewalks	N/S Rose Hill	\$ 4,338,350
Grant	<b>NM-0059</b>	6th Street Sidewalk	Moss Bay	\$ 265,000
Grant	<b>NM-0065</b>	Central Way Ped Enhance. Ph. 2	Moss Bay	\$ 378,000
Grant	<b>NM-0066</b>	12th Avenue Sidewalk near Peter Kirk Elementary	Norkirk	\$ 472,000
Grant	<b>NM-0067</b>	Elem Walk Route Enhancement	Various	\$ 1,198,000
Grant	<b>NM-0068</b>	104th Ave NE/NE 68th St Lakeview School Walk Route	Lakeview	\$ 348,000
	<b>NM-0912</b>	2009 Crosswalk Upgrade program	Gina	\$ 70,000
	<b>NM-1112</b>	2011 Crosswalk Upgrade program	Gina	\$ 70,000
	<b>NM-0957</b>	Annual Sidewalk Maintenance Program	City-wide	\$ 200,000
	<b>NM-1057</b>	Annual Sidewalk Maintenance Program	City-wide	\$ 200,000
	<b>NM-1157</b>	Annual Sidewalk Maintenance Program	City-wide	\$ 200,000
	<b>Street Improvements</b>			
Grant	<b>ST-0057</b>	NE 120th Street Roadway Extension (east section)	Totem Lake	\$ 5,700,000
	<b>ST-0075</b>	NE 85th St Utility Underground conversion	N/S Rose Hill	\$ 1,665,000
	<b>ST-1006</b>	'10 Street Preservation Program	City-wide	\$ 2,000,000
	<b>ST-1106</b>	'11 Street Preservation Program	City-wide	\$ 2,581,000
	<b>ST-1106-001</b>	'11 Street Preservation Program - 1-time capital purchase	City-wide	\$ 500,000
	<b>ST-1180</b>	2011 Annual Striping Program	City-wide	\$ 250,000
	<b>ST-1206</b>	12 Street Preservation Program	City-wide	\$ 250,000
	<b>Traffic Signal/Intersection</b>			
	<b>TR-0078</b>	NE 85th St/132nd Ave NE Intersection Imps	N/S Rose Hill	\$ 2,564,400
	<b>TR-0079</b>	NE 85th St/114th Ave NE Intersection Imps	Highlands	\$ 2,620,700
	<b>TR-0080</b>	NE 85th St/124th Ave NE Intersection Imps	N/S Rose Hill	\$ 1,687,300
	<b>TR-0085</b>	NE 68th St/108th Ave NE Intersection Imps	Central Houghtor	\$ 1,515,000
	<b>TR-0100</b>	6th Street and Central Way Intersection Imps	Moss Bay	\$ 2,020,000
	<b>TR-0101</b>	Kirkland Transit Center Local Portion	Moss Bay	\$ 487,000
	<b>TR-0102</b>	Growth/Trans Efficiency Ctr Enhance	Totem Lake	\$ 743,000
	<b>TR-0111</b>	Kirkland ITS Implementation Phase I	LV/MB/Market	\$ 2,081,000
	<b>TR-0112</b>	Downtown Ped Safety Imps - Central Way	Moss Bay	\$ 16,000
	<b>Miscellaneous</b>	NE 85th Street overlay (I-405 to 132nd Ave NE)	N/S Rose Hill	--
	<b>Miscellaneous</b>	Charging Stations	Various	\$ 67,000