

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

For agencies under 100,000

City of Kirkland

(Name of Recipient)

February 15, 2013

(Report Submission Date)

January 1, 2012 – December 31, 2012

(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 second report the City of Kirkland has completed.
Pam Bissonnette is Kirkland's new Public Works Director, as of January 21, 2013

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 2012 population of Kirkland was 81,480 (published April 1, 2012).

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, South Rose Hill, North Rose Hill, Norkirk, Highlands, Everest, Juanita

Annual Update and Accomplishment Report
Population Under 100,000

Chinese

10.01 to 37 percent	None
7.6 to 10 percent	None
5.1 to 7.5 percent	North Rose Hill, Evergreen Hill
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. 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 is posted in the template for all Transportation project web pages.

Alternative Formats: Persons with disabilities may request materials in alternative formats . 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 contract - Kari Page, Neighborhood Outreach Coordinator at 425-587-3011 or 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 notices include the above language about Alternative Formats and Title VI. The project notices also get sent to the school district bus service to make sure coordination with school bus routes and children with special needs. Notices are also sent to King County Metro for coordination with their services.

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 into other languages, updated information about Public Works Capital Projects are included on the hot line. See Language Line below (for how the City responds to language translation).

Neighborhood Meetings: Presentations are made at neighborhood and the Kirkland Alliance of Neighborhoods at various stages in design and construction. Meetings are physically 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 uses this as an opportunity to inventory the language needs during this process and, if necessary, would 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.

Language Line: The City of Kirkland contracts with Language Line Personal Interpreter Service for translation services when needed. Language Line instructions are distributed to "front line" employees.

Door Hangers: A "door hanger" is placed on the door of homes along streets scheduled for an overlay or slurry seal prior to construction. The "door hanger" explains when the street is scheduled for construction, what the impacts will be for residents along the street, and who to contact or where to go for more information. This year, we included a statement in Spanish for obtaining information in Spanish (see 3.b below).

Annual Update and Accomplishment Report
Population Under 100,000

- a. How were special language needs assessed? List the special language needs assessments conducted. Kirkland is 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. In addition, Kirkland uses the Lake Washington School District Enrollment profiles for neighborhood schools to help supplement this information. 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. King County reports they may be updating their language maps in 2013.
- 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). Spanish is the most likely foreign language to be spoken in Kirkland. This year the Public Works Department created a new "door hanger" for notifying residents of upcoming street maintenance (overlay and slurry seal) impacts and schedule which includes the following statement in Spanish: *Materiales disponibles en Espanol si solicitados (425) 587-3828*. Spanish speaking residents are asked to call this number for translation services. The staff person who answers this phone speaks Spanish fluently. The goal is to include this statement in all project notifications in areas with documented levels of Spanish speaking residents. Kirkland is considering a similar statement in Chinese to be used in areas with higher concentrations of Chinese speaking residents or businesses. There is a staff person who can receive these calls.
- 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. No language service needs were identified or requested during this contract period. However, the following statement offering translation for free is included in all project notices and outreach material. Kirkland is looking into including a similar statement in Chinese.

**Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.*

- 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. In 2013, Kirkland is looking into using additional language in the Request For Bid document and automated tracking for DMWBE firms.
- 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 attended a Title VI training in 2012 to learn more about the requirements and is exploring changes to our forms and tracking systems.

Annual Update and Accomplishment Report
Population Under 100,000

- 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 attended a Title VI training in 2012 to learn more about the requirements and is exploring changes to our forms and tracking systems.
- How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena? Kirkland includes the following non-discrimination language in Federal public bid/RFP solicitations.

The City of Kirkland, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full 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.

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 attended a Title VI training in May 2012 to learn more about the requirements and will be implementing additional steps where appropriate.

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. The following are two examples of how we made special accommodations:

Signage was posted next to an ADA parking stall along NE 124th Street for two months prior to the Street Overlay. The sign asked users of the stall to call the City to make accommodations for parking during construction. Since the stall was created initially (several years ago) for one particular user, staff also wanted to determine if the stall was continuing to be used. The user was identified and the stall was reinstalled after the Overlay was complete.

At a public workshop for a new sidewalk, adult children of two elderly parents talked to the Engineer and Outreach Coordinator about special accommodations while constructing the sidewalk and driveway apron adjacent the parent's home. The Engineer and Inspector made sure the plan was implemented and any potential problems were averted.

- How impacts were minimized/mitigated. (See above)
- 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.

Traffic - Intersection Improvements:

NE 68th Street and 108th Avenue NE Intersection Improvements

Street Preservation:

2012 Overlay (6.9 Lane Miles) including all new ADA ramps at crosswalks and sidewalk repairs.

Non-Motorized - Sidewalks and Pedestrian Enhancements:

104th Avenue NE Sidewalk (Lakeview Elem.)

124th Avenue NE Sidewalk (NE 80th to NE 90th Street)

Central Way Pedestrian Enhancements

Sidewalk Maintenance Program (specifically targeting ADA requests from residents in the Kingsgate neighborhood).

Miscellaneous:

Pavement Marking Program – repainting crosswalks around the City.

Maintenance Center Parking Lot Expansion included ADA parking stall 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 68th Street and 108th Avenue NE Intersection Improvements

NE 85th Street Corridor Improvements

124th Avenue NE Sidewalks

120th Street (new road)

- Identify the number of minority, low-income, elderly and disabled persons affected. No low-income, elderly or disabled persons were significantly 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. A request for translation was submitted by one adjacent property owner for another property owner (on the NE 85th Street Corridor Project). After a site visit and discussion with both property owners, the determination was made that translation services were not necessary. The gentleman spoke fluent English. The adjacent property owner who requested the service was unaware of the other property owner's English proficiency.
- 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

School	TOTAL	Hispanic/Latino of any race		American Indian/Alaskan Native		Asian		Black / African American		Native Hawaiian / Other Pacific Islander		White		Two or More Races	
	Head Count Total	Head Count	%	Head Count	%	Head Count	%	Head Count	%	Head Count	%	Head Count	%	Head Count	%
Bell Elementary	311	41	13.2%	1	0.3%	47	15.1%	5	1.6%	2	0.6%	184	59.2%	31	10.0%
Franklin Elementary	390	32	8.2%	0	0.0%	99	25.4%	4	1.0%	0	0.0%	220	56.4%	35	9.0%
Frost Elementary	400	100	25.0%	0	0.0%	50	12.5%	7	1.8%	2	0.5%	209	52.3%	32	8.0%
Juanita Elementary	1337	165	12.3%	6	0.4%	159	11.9%	43	3.2%	7	0.5%	894	66.9%	63	4.7%
Keller Elementary	309	38	12.3%	0	0.0%	35	11.3%	18	5.8%	1	0.3%	181	58.6%	36	11.7%
Kirk Elementary	528	20	3.8%	2	0.4%	35	6.6%	6	1.1%	0	0.0%	449	85.0%	16	3.0%
Lakeview Elementary	464	41	8.8%	3	0.6%	44	9.5%	8	1.7%	3	0.6%	345	74.4%	20	4.3%
Muir Elementary	366	72	19.7%	1	0.3%	109	29.8%	3	0.8%	0	0.0%	164	44.8%	17	4.6%
Rose Hill Elementary	351	91	25.9%	0	0.0%	50	14.2%	9	2.6%	2	0.6%	173	49.3%	26	7.4%
Sandburg Elementary	445	26	5.8%	0	0.0%	40	9.0%	5	1.1%	1	0.2%	355	79.8%	18	4.0%
Thoreau Elementary	268	22	8.2%	1	0.4%	28	10.4%	5	1.9%	0	0.0%	192	71.6%	20	7.5%
Twain Elementary	578	60	10.4%	3	0.5%	104	18.0%	9	1.6%	2	0.3%	344	59.5%	56	9.7%
TOTALS:	5,747	708	12.32%	17	0.30%	800	13.92%	122	2.12%	20	0.35%	3,710	64.56%	370	6.44%

Rules for October 1st Enrollment Report: (2012)

1. Student is enrolled on October 1st.
2. School is student's primary school.
3. If Student is in Pre-K, that student must also be in special Ed program of the district on October 1st in order to be counted.

Attachment B Transportation Contracts Executed 1/1/2012-12/31/12

Grant	CIP/ REF #	Project Description	Neighborhood	Budget
	Non-motorized projects			
	NM-0001	116th Ave NE (south) non-motorized facilities	Bridle Trails	\$ 738,000
	NM-0024	Cross Kirkland Corridor - Interim Trail	City-wide	\$ 3,774,000
Grant	NM-0034 001	NE 100th Street at Spinney Homestead Park sidewalk	Highlands	\$ 512,600
	NM-0051	Rose Hill Business District sidewalks	N/S Rose Hill	\$ 4,338,350
Grant	NM-0059	6th Street Sidewalk	Moss Bay	\$ 265,000
	NM-0065	Central Way Ped Enhance. Ph. 2	Moss Bay	\$ 412,000
Grant	NM-0066	12th Avenue Sidewalk near Peter Kirk Elementary	Norkirk	\$ 472,000
Grant	NM-0067	Elem Walk Route Enhancement	Various	\$ 1,198,000
Grant	NM-0068	104th Ave NE/NE 68th St Lakeview School Walk Route Enhancements	Lakeview	\$ 348,000
Grant	NM-0069	100th Ave NE Bikelanes	Juanita	\$ 161,000
Grant	NM-0070-101	E. Rail Corridor Phase 1	City-wide	\$ 5,000,000
	NM-1112	2011 Crosswalk Upgrade program	Gina	\$ 70,000
	NM-1157	Annual Sidewalk Maintenance Program	City-wide	\$ 200,000
	NM-1257	Annual Sidewalk Maintenance Program	City-wide	\$ 200,000
	Street Improvements			
	ST-0057 (' +001)	NE 120th Street Roadway Extension (east section)	Totem Lake	\$ 5,700,000
	ST-0075	NE 85th St Utility Underground conversion	N/S Rose Hill	\$ 1,665,000
	ST-1006	'10 Street Preservation Program	City-wide	\$ 2,000,000
	ST-1106	'11 Street Preservation Program	City-wide	\$ 2,581,000
	ST-1106-001	'11 Street Preservation Program - 1-time capital purchase	City-wide	\$ 500,000
	ST-1206	12 Street Preservation Program	City-wide	\$ 2,328,879
	ST-1280	2012 Annual Striping Program	City-wide	\$ 250,000
	Traffic Signal/ Intersection Projects			
	TR-0078	NE 85th St/132nd Ave NE Intersection Imps	N/S Rose Hill	\$ 2,564,400
	TR-0079	NE 85th St/114th Ave NE Intersection Imps	Highlands	\$ 2,620,700
	TR-0080	NE 85th St/124th Ave NE Intersection Imps	N/S Rose Hill	\$ 1,687,300
	TR-0085	NE 68th St/108th Ave NE Intersection Imps	Central Houghton	\$ 1,515,000
	TR-0100	6th Street and Central Way Intersection Imps	Moss Bay	\$ 2,020,000
	TR-0101	Kirkland Transit Center Local Portion	Moss Bay	\$ 487,000
	TR-0102	Growth/Trans Efficiency Ctr Enhance	Totem Lake	\$ 743,000
	TR-0111	Kirkland ITS Implementation Phase I	LV/MB/Market	\$ 2,081,000
Grant	TR-0112	Downtown Ped Safety Imps - Central Way	Moss Bay	\$ 16,000
	Misc. Projects			
	2	NE 85th Street overlay (I-405 to 132nd Ave NE)	N/S Rose Hill	\$ -
	ST-9999	100th Ave NE - Access Control - King County Coord.	North Juanita	
	ST 0075	NE 85th St Video Cameras	Rose hill	\$ -