

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

## City of Kirkland

**February 20, 2018**  
(Report Submission Date)

**Jan. 1, 2017 – Dec. 31, 2017**  
(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.

No changes in 2017.

Tracey Dunlap, Deputy City Manager  
Marilynne Beard, Deputy City Manager  
Kathy Brown, Public Works Director  
Erin Devoto, Deputy Public Works Director

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 2017 population of Kirkland was 86,080 (published April 1, 2017).

The most recent published Census information (2008-2012) for the City of Kirkland shows that 6.7% of the total population is below poverty. 10.9% of the population is over 65 years old. The following minority facts are listed on the Census page.

White alone, percent, April 1, 2010	79.3%
Black or African American alone, percent, April 1, 2010	1.8%
American Indian and Alaska Native alone, percent, April 1, 2010	0.4%
Asian alone, percent, April 1, 2010	11.3%
Native Hawaiian and Other Pacific Islander alone, percent, April 1, 2010	0.3%
Two or More Races, percent, April 1, 2010	4.5%
Hispanic or Latino, percent, April 1, 2010	6.3%
White alone, not Hispanic or Latino, percent, April 1, 2010	75.9%

The most recent Business QuickFacts (2012) shows the following breakdown of minority owned firms.

Total firms	7,290
Men-owned firms, 2012	3,653
Women-owned firms, 2012	2,456
Minority-owned firms, 2012	1,189

Nonminority-owned firms, 2012	5,574
Veteran-owned firms, 2012	569
Nonveteran-owned firms, 2012	6,246

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

The US Census Bureau, American Community Survey, 2010-2014 shown on [King County Language Tiers Map](#) lists the following breakdown of non-English speaking residents in Kirkland Neighborhoods. Below is a general illustration of this data (which does not follow neighborhood boundaries exactly). Kirkland uses the [Washington State Department of Transportation Title VI data](#) and [Lake Washington School District](#) data to prioritize Title VI populations for the Neighborhood Safety Program and School Walk Route Program improvement projects.

Staff learned about a new way of [looking up languages spoken in Kirkland](#) at a recent Title VI Training and will be utilizing this method in 2018.

	Languages Spoken						
Neighborhood	American Community Survey ( <i>small sample, margins of error are high</i> )						
	Speak English not very well	African Languages	Chinese	Korean	Russian	Spanish	Vietnamese
Central Houghton	<1%	<1%	1-2.4%	1-2.4%	<1%	2.5-4.9%	1-2.4%
Everest	2.5-4.9%	<1%	1-2.4%	<1%	1-2.4%	2.5-4.9%	<1%
Highlands	2.5-4.9%	<1%	1-2.4%	<1%	1-2.4%	2.5-4.9%	<1%
Lakeview	5-7.4%	<1%	2.5-4.9%	1-2.4%	1-2.4%	2.5-4.9%	<1%
Market	<1%	<1%	1-2.4%	<1%	2.5-4.9%	1-2.4%	<1%
Moss Bay	2.5-4.9%	<1%	1-2.4%	<1%	1-2.4%	2.5-4.9%	<1%
Norkirk	2.5-4.9%	<1%	1-2.4%	<1%	2.5-4.9%	1-2.4%	<1%
North Rose Hill	5-7.4%	<1%	2.5-7.4%	<1%	<1%	2.5-4.9%	<1-2.4%
South Rose Hill	5-7.4%	<1%	<1-7.4%	<1%	1-2.4%	1-2.4%	<1%
Bridle Trails	5-7.4%	<1%	<1%	<1%	2.5-4.9%	2.5-4.9%	1-2.4%
Totem Lake	5-10+%	<1%	2.5-4.9%	<1%	1-2.4%	2.5-4.9%	<1%
South Juanita	5-10+%	<1%	2.5-7.4%	<1-2.4%	1-2.4%	5-9.9%	1-4.9%
North Juanita	5-9.9%	<1%	<1%	<1%	<1-2.5%	7.5%-9.9%	<1%
Kingsgate	5-10+%	<1%	2.5-7.4%	<1%	1-2.4%	2.5-10+%%	<1%
Finn Hill	<1-4.9%	<1%	<1-4.9%	<1-7.4%	<1-7.4%	1-7.4%	<1-2.4%

- 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.

The City of Kirkland published Kirkland's [2015 Community Profile in October 2015](#). It describes Kirkland through statistics and trends in demographics, housing, economy, and land use. This document, while not required, contributes to Title VI outreach activities.

In 2017 the ADA Transition Plan was split into two reports. The first is a Pathway to Transition document that provides the assessments and criteria for Title II ADA compliance for the City of Kirkland. Under each ADA requirement the City provides a compliance assessment (compliant, not-compliant, unknown) as well as the criteria used to measure

compliance. This living document will provide an annual snapshot of how the City is advancing toward total compliance.

The second document is the Transition Plan, to be completed in 2018. From the Pathway document areas that can be identified with a correction date and cost will be moved to the Transition Plan to provide transparency to the public about the City's work plan to move toward compliance. The Transition Plan is also a living document and will be updated annually with completed items being removed and new items being added.

The City's ADA page was updated to provide the public with documents to request event accommodations, alternative communication formats and accessibility inquiries. The Suggest a Project website was updated to invite ADA inquiries to be identified and geo-located to allow further insight to resident ADA needs and concerns. Neighborhood leaders were given the 2016 Draft ADA Assessment document and asked to discuss topics with their groups and provide feedback.

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

**The Neighborhood Safety Program:** The Program was created to re-energize Neighborhood Associations by empowering them to work collaboratively to identify, prioritize and address pedestrian and bicycle safety issues in Kirkland neighborhoods. Neighborhood leaders and staff work together to prioritize project requests. Areas of the City with Title VI populations are given [extra points in the priority ranking of projects](#). In turn, both neighborhood leaders and staff become more aware of the needs and populations around the City.

The Program uses the [Washington State Department of Transportation Title VI data](#) and [Lake Washington School District](#) data to prioritize Title VI populations.

The Program is funded by the voter approved 2012 Streets Levy (\$150,000 per year) and City Council's Walkable Kirkland Initiative (\$200,000 per year until 2020). Each year there is a total of \$350,000 available for projects citywide under \$50,000. Projects fall into the following categories:

- Bicycle facility: Bike lanes or trails.
- Crosswalks: New crosswalks, improved crosswalk ramps (ADA), crosswalk islands, and rapid flashing beacons.
- Intersection Improvement: Signage, parking, and pedestrian "bump outs."
- Traffic Calming: Traffic islands, speed cushions, pedestrian "bump outs," signage, and radar signs.\*
- Walkway/Sidewalk and Trail: Gravel trails, steps, curb, traffic delineators, and sidewalks.
- Street Light: On existing utility pole or installing a light new pole.

**School Walk Routes:** In 2017, the City began an extensive School Walk Route initiative to prioritize and fill missing sidewalk segments on elementary school walk routes citywide. During the prioritization process, additional points were given to improvements with higher Title VI populations. One of the seven sidewalks were completed in 2017. Two additional segments will be completed in 2018. The remaining four will be done in 2019.

Kirkland's Title VI coordinator and the Communications Program Manager will continue to work with Public Information Officers and other City employees to incorporate the trends into community outreach planning. For example, the Title VI language (Alternative Formats and Title VI nondiscrimination policy statement) outlined under section 3, is used in planning notices and announcements.

**Green Kirkland:** The Green Kirkland program works with communities to clear invasive plants from Kirkland Parks. The program hosted an accessible volunteer event for 31 volunteers from NW Child/Aarons' place (<https://northwestschild.org/>) with partners from Tilth Alliance at McAuliffe Park on 8/15/2017. The program uses Title VI language in their monthly email newsletter (12-14 emails/year, ~2000 contacts)

**Translated Disaster Preparedness and Recovery:** Disaster preparedness and recovery information has been translated into multiple languages for use online during disaster. In addition, hard copies have been printed for the Emergency Operations Center for use and distribution when the internet is down. The translated material is use by the communication team during emergencies and by Emergency Management when doing preparedness outreach to non-English speaking communities.

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:

**City Hall For All and the Inclusive Community Proclamation:** The Council requested that staff prepare a [proclamation for the January 3, 2017 Council meeting declaring](#) the City's values around inclusion and committing to the development of a program to promote a community conversation about those values. As part of the "inclusiveness" effort, the City scheduled a major public event called [City Hall For All](#) to celebrate and promote Kirkland's diversity. Food samples from around the world were provided by local minority owned businesses, Lt. Governor Cyrus Habib provided a lecture on Civil Discourse, and the community engaged in a facilitated conversation about Kirkland being a "welcoming community." Subsequently the City Council allocated \$5,000 for grants up to \$500 each to spark additional community efforts to embrace and celebrate Kirkland's diversity.

The following list of outreach activities are being used in City publications and social media (regardless of the source of funding).

**Title VI Website:** Kirkland has a dedicated Title VI website as part of the main navigation for Kirkland's site, with a link at the bottom of all pages. The website states Kirkland's non-discrimination policy, outlines Title VI of the Civil Rights Act of 1964, provides complaint instructions, forms and procedures, and links to our annual performance report.

**Title VI Email:** The City has a Title VI email address to receive inquiries and complaints and is included on the website as well as in publications. Two staff members receive the emails to insure they are addressed as swiftly as possible.

**Title VI Policy Statement:** The following policy statements are being used in 14-point font in City publications and documents.

**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 the City's Title VI Coordinator at 425-587-3875 or [TitleVICoordinator@kirklandwa.gov](mailto:TitleVICoordinator@kirklandwa.gov).

In 2017, an additional, shorter, version of the above statement was created for shorter publications. Staff can opt to use this statement instead of the above “standard” language when necessary.

Alternative language formats of this publication are available upon request. The City of Kirkland's policy is to prohibit discrimination against any person on the basis of race, color, national origin or sex in the provision of its program's benefits and services. For information, contact 425-587-3875 or [TitleVICoordinator@kirklandwa.gov](mailto:TitleVICoordinator@kirklandwa.gov).

**Meeting Notices:** The following statement is included in City Council meeting notices. All meetings are ADA accessible.

PLEASE CALL 48 HOURS IN ADVANCE (425-587-3190) if you require this content in an alternate format or if you need a sign language interpreter in attendance at this meeting.

**City of Kirkland Newsletter (City Update):** In 2017, the City of Kirkland published two editions of *City Update*. *City Update* is the official newsletter for the City of Kirkland and is primarily an online publication. The website that the newsletters are published to is set up to notify subscribers when the page is updated with a new edition. The *City Update* webpage currently has 3,500 subscribers. Also, limited copies (approximately 500) are made available at city-owned public buildings (City Hall, community centers) and public libraries (Kirkland and Kingsgate Libraries).

[1<sup>st</sup> Quarter, 2017](#)

[3<sup>rd</sup> Quarter, 2017](#)

**City Website: How to Use 711** is a web page on the City's website to help residents with disabilities access our relay service. Links to the telecommunications guide, national association of the deaf, Washington school for the deaf, and Washington State Emergency Resources are also posted on this site.

**Staff Education:** The City of Kirkland has made significant progress in its internal education efforts to City staff in all departments about Title VI responsibilities and opportunities. Title VI Compliance is a standing agenda item on the internal Grants Service Team quarterly agenda, Capital Improvement Program Outreach Team, and the Public Information Officers quarterly meetings. The Communications Corner, an internal website, contains information about Title VI and compliance resources.

**Source Control Business Inspection Program:** Inspectors distribute the King County Hazardous Waste information sheet which is translated in Spanish. The Spill Kit Program (which serves as a follow-up to the audit/inspection) includes a translated spill and clean-up instruction kit in 6 different languages (English, Spanish, Korean, Vietnamese, Simplified Chinese, Somali).

**Private Storm Drain Marker Program:** Kirkland works with property owners to place markers/buttons on private storm drains, educating the public on where the storm drain goes (Puget Sound). These markers contain the Spanish translation *!no contamine!*.

**Recreation Brochure:** Twice a year the Recreation Division of Parks and Community Services Department mails out a Recreation Brochure to over 40,000 homes. This brochure is also posted online at [www.KirklandParks.net](http://www.KirklandParks.net) and includes the Title VI policy and alternative format announcements.

**City Budget Document:** The language listed above is included in the City's budget document.

**Plastic Bag Reduction Program:** Cash register placards for the plastic bag reduction policy was translated into Spanish for businesses to post at the point of sale. It was provided to retail businesses affected by the policy (approximately 200).

**Hazardous Household How-To's:** The Title VI policy and alternative format announcements listed above were included in two multi-family newsletters that went to all multi-family units in the City (approximately 15,000) in spring and fall.

**Reuse, Recycle, Conserve Newsletters:** Kirkland's solid waste division implemented the Title VI language in its Multifamily Reuse, Recycle, Conserve newsletter. These efforts build on an existing initiative to incorporate Title VI language into all capital project notices.

**Emergency Preparedness:** The Office of Emergency Management has been involved in mitigation efforts with the Alliance of People with Disabilities office. Preparedness classes for its members (people with cognitive disabilities and mental health issues), and participated in community-based organizations training with the Vulnerable Populations Action Team through KC Seattle Public Health.

**Special Events:** Title VI language was added to the following published documents.

- Neighborhood Block Party Guidelines
- National Night Out Block Party Guidelines
- Street Banner Guidelines
- Vertical Banner Guidelines
- Park Banner Guidelines
- Film Permit Guidelines
- Special Event Guidelines

**EnviroStars:** Translated outreach documents (a benefits flyer for the program) into three languages (Spanish, Chinese, and Vietnamese) and uploaded it [on the website](#). The program also provides a multilingual hotline supporting 8 languages plus English. The recycling flyers and recycling tote for multifamily residents have (some) Spanish translation.

**Senate Bill 5046:** In 2017, the Washington State Legislature passed Senate Bill 5046, which was signed into law by the Governor and made effective July 23, 2017. Senate Bill 5046 amended Chapter 38.52 RCW, Emergency Management. The new law requires each local organization or joint local organization for emergency management that produces a local comprehensive emergency management plan must include a communication plan for notifying significant population segments of life safety information during an emergency. Significant population segment" means each limited English proficiency language group that constitutes five percent or one thousand residents, whichever is less, of the population of persons eligible to be served or likely to be affected within a city, town, or county. The new law requires Kirkland to submit an initial communication plan for notifying significant population segments of life safety information during an emergency to the Washington military department emergency management division, and requires the City to implement its plan. Kirkland's comprehensive emergency management plan (CEMP) was last updated in 2015. The next CEMP update will be in 2019. City of Kirkland emergency management staff initiated a planning effort in 2017 in order to ensure compliance with this new law.

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

**Project Notices:** All projects have a project notice that is mailed or hand delivered to residents and businesses within the area. The notices include the Alternative Formats language and our Title VI nondiscrimination policy statement. 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 Meetings:** At various stages in design and construction, presentations are made at neighborhood meetings and to the Kirkland Alliance of Neighborhoods (KAN), a coalition of the

City's twelve neighborhood associations. Meetings are physically accessible and posted on our website.

**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 are used on arterials when construction is significant enough to warrant broad and continuous messaging.

**Language Line:** The City of Kirkland contracts with Language Line Personal Interpreter Service when translation services are needed. Language Line instructions are distributed to "front line" employees. Language line costs were \$746.55 for 2017 for the following languages Mandarin, Russian and Spanish. In 2017, information cards were printed for all "front line" employees with directions on using the language line. They keep these cards next to their phone/desk in case they need language assistance.

**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 whom to contact or where to get more information. All door hangers include the translated statement listed in 3.b. below.

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

Kirkland is using 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 Limited-English Proficient populations throughout King County and six dominant languages spoken. The maps allow the City of Kirkland to identify specific LEP populations in specific neighborhoods, allowing staff to target communication outreach materials appropriately translated for those LEP populations. In addition, Kirkland uses the Lake Washington School District Enrollment profiles for neighborhood schools to help supplement this information. Language needs assessment techniques and processes will continue to be developed 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).

Spanish speaking residents represent the largest LEP population in Kirkland. The Public Works Department uses a "door hanger" for notifying residents of upcoming street maintenance (overlay and slurry seal) impacts and schedule which includes the following statement: 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 staff 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.

The City of Kirkland offers a language line.

The following statement offering translation at no cost 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.

Language Line in 2017 \$746.55

The languages used were Mandarin, Russian and Spanish

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. Kirkland’s Title VI nondiscrimination policy statement is in all non-public works RFPs, RFQs and IFBs.

*The City of Kirkland requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.*

In 2014, Kirkland began using a Job Order Contracting (JOC) program. As part of a JOC program, RCW 39.10.450(3) requires that:

*“A public body may issue no work orders under a job order contract until it has approved, in consultation with the office of minority and women’s business enterprises or the equivalent local agency, a plan prepared by the job order contractor that equitably spreads certified women and minority business enterprise subcontracting opportunities, to the extent permitted by the Washington state civil rights act, RCW 49.60.400, among the various subcontract disciplines.”*

The Job Order Contractor for projects in the Neighborhood Safety Program (Saybr Contractors, Inc.) is a registered OMWBE contractor.

- Identify the DMWBE contracts that were awarded and their dollar amount.

Kirkland is establishing a new financial system to track these contracts. Kirkland specifically sought systems that would improve the current functionality that we have in our Finance and Human Resource Departments. Part of the new software will be contract management with the option to not only identify firms registered with the OMBWE but to also report annual spending with the identified vendors. This new tracking ability will give Kirkland a dynamic reporting platform to better manage and assess our contracts awarded to registered DMWBE. The complexity of the new software and lengthy implementation dictates that the system will be ready for the 2019 report.

Available to Kirkland staff in many City owned properties is convenience vending machines. The contracted vendor is required to pay into the business enterprises revolving account. Funds paid into this account support the federal Randolph-Sheppard Act, which supports blind persons operating vending businesses in public buildings.

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

Yes.

- 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 Title VI nondiscrimination language in Federal and non-Federal public RFP/RFQ solicitations:

*The City requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.*

*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, national origin, or sex in consideration for an award.*

Also, minority, women and disadvantaged businesses can register as such when they sign up to be included on the Shared Procurement Portal rosters. It is the City's policy to notify all contractors 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.

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.

Special accommodations were made for a disabled man living next to a scheduled street closure for the Street Preservation Program in the summer of 2017.

- How impacts were minimized/mitigated.

The Street Preservation Program adjusted the scope and schedule for a road resurfacing (Slurry Seal) to accommodate a man in a wheelchair. Advanced noticing alerts the adjacent residents to the schedule of all road closures. This process helps identify special needs in advance and allows the City time to re-strategize and meet specific needs.

The City of Kirkland has a policy that aims to minimize construction impacts on pedestrians and bicyclists by limiting the closure of sidewalks, bike lanes, and parking lanes during the development project for the shortest time possible. Per the policy, developers may request a closure of up to eight weeks to construct new street improvements – sidewalks, bike lanes, and parking lanes. The developer, however, cannot close the street or sidewalk or detour traffic for convenience-related tasks, such as construction staging or material storage. The policy applies to development that is located on collector or arterial type streets, along any City-adopted School Walk Route or on any other street with a high-use of pedestrians as determined by the Public Works Department. Pedestrian detours should be maintained on the same side of the street whenever possible and any closures longer than two weeks require approval by the City.

- 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.

During the 2017 overlay project, the City of Kirkland repaved 6.97 lane miles of arterials throughout the City and improved access to 66 curb ramps (new ADA ramps installed) as well as repainted 26 crosswalks on arterials.

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

The City acquired property to improve two intersections on 6<sup>th</sup> Street. The property is needed to provide adequate signal, street and sidewalk facilities. One is a resident and another is a business. Neither are being displaced.

- 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.

- 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:

See Attachment C (complaint) and D (response).

- 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](#) (Updated October 2016)

School	Total		Hispanic / Latino of any race		American Indian / Alaskan Native		Asian		Black / African American		Native Hawaiian / Pacific Islander		White		Two or more races	
	Total Head Count	Head Count	%	Head Count	%	Head Count	%	Head Count	%	Head Count	%	Head Count	%	Head Count	%	
Bell Elementary	394	63	16.0%	0	0.0%	47	11.9%	14	3.6%	0	0.0%	241	61.2%	29	7.4%	
Franklin Elementary	487	45	9.2%	0	0.0%	144	29.6%	4	0.8%	0	0.0%	254	52.2%	40	8.2%	
Frost Elementary	444	126	28.4%	4	0.9%	41	9.2%	12	2.7%	1	0.2%	226	50.9%	34	7.7%	
Juanita Elementary	405	75	18.5%	0	0.0%	52	12.8%	14	3.5%	0	0.0%	205	50.6%	59	14.6%	
Keller Elementary	395	58	14.7%	2	0.5%	47	11.9%	14	3.5%	2	0.5%	219	55.4%	53	13.4%	
Kirk Elementary	549	29	5.3%	2	0.4%	56	10.2%	9	1.6%	0	0.0%	401	73.0%	52	9.5%	
Lakeview Elementary	556	66	11.9%	4	0.7%	70	12.6%	11	2.0%	1	0.2%	352	63.3%	52	9.4%	
Muir Elementary	442	84	19.0%	1	0.2%	96	21.7%	6	1.4%	0	0.0%	216	48.9%	39	8.8%	
Rose Hill Elementary	449	101	22.5%	0	0.0%	88	19.6%	7	1.6%	1	0.2%	208	46.3%	44	9.8%	
Sandburg Elementary	458	35	7.6%	0	0.0%	32	7.0%	0	0.0%	0	0.0%	355	77.5%	36	7.9%	
Thoreau Elementary	426	42	9.9%	2	0.5%	64	15.0%	5	1.2%	0	0.0%	265	62.2%	48	11.3%	
Twain Elementary	580	77	13.3%	3	0.5%	98	16.9%	10	1.7%	0	0.0%	334	57.6%	58	10.0%	
<b>Total</b>	<b>27,096</b>	<b>2,828</b>	<b>10.4%</b>	<b>65</b>	<b>0.2%</b>	<b>5,871</b>	<b>21.7%</b>	<b>425</b>	<b>1.6%</b>	<b>41</b>	<b>0.2%</b>	<b>16,049</b>	<b>59.2%</b>	<b>1,817</b>	<b>6.7%</b>	

## Attachment B Executed Transportation Projects

Grant	Project Title	Neighborhood	Contract Amount
	<b>Non-Motorized</b>		
	<u>School Walk Route Sidewalk Initiative 126th Avenue NE</u>	North Rose Hill	\$686,134
	<u>Edith Moulton Park Renovation and Street Improvements</u>	Juanita	\$1,570,887
	NE 75th Greenways	North and South Rose Hill	\$224,921
	<u>2016 Neighborhood Safety Program</u>		\$224,726
	Extruded Curb along 87 <sup>th</sup> Avenue NE	Finn Hill	
	Crosswalk island on 124 <sup>th</sup> Avenue NE	Evergreen Hill	
	Sight distance improvements on 15 <sup>th</sup> Avenue	Norkirk	
	Rapid Flashing Beacon on Market Street	Market and Norkirk	
	Rapid Flashing Beacon on 108th Avenue	Central Houghton	
	Trail lighting and gravel on walkway to NE 126 <sup>th</sup> Street	Juanita	
	Travel walkway along 8 <sup>th</sup> Street South	Everest	
	<u>2017 Neighborhood Safety Program</u>		\$240,618
	Radar speed sign on NE 143 <sup>rd</sup> Street and 132 <sup>nd</sup> and 128 <sup>th</sup> Avenue NE	Evergreen Hill	
	Rapid Flashing Beacon on 120 <sup>th</sup> Avenue NE	Juanita	
	Rapid Flashing Beacon on 116 <sup>th</sup> Avenue NE	Totem Lake	
	2017 CPH Engineering for Neighborhood Safety Program	Everest	\$17,600
Grant	<u>NE 52nd Street Sidewalk</u>	Central Houghton	\$763,115
Grant	<u>Juanita Drive Quick Wins</u>	Finn Hill	\$1,543,051
	Citywide Accessibility Improvements	Citywide	\$49,000
	Downtown Pedestrian Access Study	Moss Bay	\$50,000
Grant	Lakefront Pedestrian & Bicycle Improvements	Lakeview, Moss Bay and Market	\$197,416
Grant	124th Avenue NE Sidewalk Improvements	North Rose Hill	\$88,790
	<b>Street Improvements</b>		
	Annual Striping Program	Citywide	\$289,413
	<u>Annual Sidewalk Maintenance Program</u>	Norkirk	\$288,758
	<u>Street Preservation Program Concrete Repairs</u>		\$573,224

	Street Preservation Program		\$205,080
	Street Preservation Program		\$27,891
	<u>Street Preservation Program</u>		\$1,870,091
	<u>Street Preservation Program Slurry Seal</u>		\$303,460
	<u>City Hall Parking Lot 1/03/17 Council Meeting</u>	Norkirk	\$493,040
	Totem Lake Connector		\$1,177,595
Grant	124th Avenue NE/NE 116th Street Intersection Improvements		\$9,991
Grant	Totem Lake Boulevard	Totem Lake	\$246,203
	Geotechnical Engineering Services For Kirkland Streets	Citywide	\$94,687
	<i>Note: Contract amount reflects original amount plus amendments</i>		
	<i>Note: Does not include contracts executed prior to January 1, 2017 (regardless of whether the work is ongoing into 2017).</i>		