

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

For agencies under 100,000

City of Kirkland

May 31, 2019

(Report Submission Date)

Jan. 1, 2018 – Dec. 31, 2018

(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.

John Starbard replaced Erin Devoto as Deputy Public Works Director.
Tracey Dunlap, Deputy City Manager
Marilynne Beard, Deputy City Manager
Kathy Brown, Public Works Director
John Starbard, 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 2018 population of Kirkland was 87,240 (published April 1, 2018).

The most recent published Census information for the City of Kirkland shows that 6.5% of the total population is below poverty. 13% of the population is over 65 years old. The following minority facts are listed on the Census page. The updated census statistics on the Bureau's web site:

| | |
|---|-------|
| White alone, percent, July 1, 2018 | 76.9% |
| Black or African American alone, percent, July 1, 2018 | 1.2% |
| American Indian and Alaska Native alone, percent, July 1, 2018 | 0.3% |
| Asian alone, percent, July 1, 2018 | 14.1% |
| Native Hawaiian and Other Pacific Islander alone, percent, July 1, 2018 | 0.1% |
| Two or More Races, percent, July 1, 2018 | 5.5% |
| Hispanic or Latino, percent, July 1, 2018 | 7.0% |
| White alone, not Hispanic or Latino, percent, July 1, 2018 | 72.6% |

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 even more in 2019.

| | 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 2018, the [ADA Transition Plan DRAFT](#) report was completed. This is one part of our complete ADA Plan Documentation. The Transition Plan contains a list of areas that we have identified as “non-compliant” to ADA standards within the City. These issues are listed by category and have been identified with a proposed correction date, cost and responsible party. This is a living document, so as other plans (Parks Master Plan, Capital Improvement Plan, etc.) are updated, new items will be added to this document.

The second part 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 document provides a snapshot of how the City is advancing toward total compliance. It has a detailed Appendix Guide.

- 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. See Attachment B for a list of funded 2018

Neighborhood Safety Projects.

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.

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 demographic trends into community outreach planning.

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

Standardized Title VI Templates:

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 contact the City's Title VI Coordinator at 425-587-3875 or TitleVICoordinator@kirklandwa.gov.

A shorter version of the above statement was created for shorter publications. Staff uses 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.

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 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.

Examples of Title VI Outreach Activities:

Staff Education: As can be seen in this section, Kirkland keeps making 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 and includes the Title VI policy and alternative format announcements.

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.

Storm drain protection: Educational material about keeping storm drains clear of leaves and debris was translated into Spanish.

Kirkland's Office of Emergency Management maintains the Limited English Proficiency (LEP) communication files in multiple languages and large print. They also make needed accommodations for participants in Citizen Emergency and Response Team (CERT) or other public education classes. They also included language about offering translation on the "winter preparedness" billing insert in the fall of 2018. They always include recognition and documentation of the City's commitment to Title VI in their planning documents.

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.

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.

Multifamily recycling guide: Translated the multifamily recycling guide into Spanish (pages 3-5). In addition, outreach to multifamily properties included some door-to-door outreach in other languages.

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. Directions on using the language line are printed and distributed to all

“front line” employees. 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.

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. Kirkland held a second City Hall for All on October 6, 2018. The City advertised the event with the following statement: *Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Kirkland should contact the ADA Coordinator, Chris Thomas (athomas@kirklandwa.gov), Director of Human Resources (425-587-3210), as soon as possible but no later than 48 hours before the scheduled event.*

In 2018, staff had the City’s “Safe, Inclusive, and Welcoming” Proclamation translated into Spanish, Chinese, and Russian. These are all posted together in the lobby of City Hall, opposite Council Chambers.

Kirkland held a Town Hall to obtain public input two high priority initiatives (Bike Share and Off-Leash Dog Parks) in late 2018. The city’s promotion for this event included the following statement: *The City will provide services upon request for reasonable accommodations for interpretive needs, auxiliary aids, or other services for effective communication for all meetings and events. Please provide requests at least one week in advance. The City will not charge an individual or their families for accommodation services. Reasonable accommodation requests can be sent to the ADA Coordinator: Chris Thomas, AThomas@kirklandwa.gov.”*

- 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 solicitadoes (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.

We spent \$3045.46 on just the Language Line.

Languages include

Arabic

Spanish

Farsi

Mandarin

Russian

Portuguese

Vietnamese

Cambodian

Chinese

Spanish, Farsi, Portuguese and Mandarin were used the most.

Staff did use the services for sign language and document translation. We don't keep track of those figures.

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.). Including dollar value of each contract. 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 in the near future.

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. RCW 39.04.155 asks us to solicit quotes from 5 vendors up to \$150,000 and the entire category on the roster if more. While we often solicit from all on the roster, we do sometimes only send the opportunity to five vendors if the project is less than \$150,000.

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.

- How impacts were minimized/mitigated.

Every year, the Street Preservation Program adjusts the scope and schedule for a road resurfacing (Slurry Seal) to accommodate a people with disabilities. 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. Examples include changing road closure plans to accommodate doctor appointments and work schedules.

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 2018 overlay project, the City of Kirkland repaved 5.55 lane miles of arterials throughout the City and improved access to 63 curb ramps (new ADA ramps installed) as well as repainted 18 crosswalks on arterials.

The Neighborhood Safety Program funded the following projects in 2018 – all projects have been completed. These projects were selected, in part, because they are near EJ populations. They are also funded based upon safety considerations (crash history, traffic speeds and volumes).

- Bicycle Improvements 98th Ave and 100th Ave NE
- Radar Speed Sign on 132nd Ave NE near NE 128th
- Radar Speed Signs on Kirkland Way at CKC
- Trail Connection on the CKC at NE 53rd Street
- Walkway Improvement on 7th Ave from 5th to 6th Streets
- Stair Improvements for CKC connection along NE 100 Street at Cotton Hill Park
- Rapid Flashing Beacon on NE 70th Street at 120th Ave
- Crosswalk at Lakeshore Plaza at Marina Park
- Radar Speed Sign on 131st Way east of 94th Ave NE
- ADA Ramp at Forbes Creek Park

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

The City acquired property to improve two intersections on 6th 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:

No Title VI related complaints as a result of transportation activities and projects.

- What was the allegation or concern?

- Procedures used
- Action taken
- Resolution

Attachment A Lake Washington School District School Enrollment

Source: [Lake Washington School District](#) (Updated October 2018)

| 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 | 444 | 73 | 16.40% | 0 | 0.00% | 60 | 13.50% | 18 | 4.10% | 1 | 0.20% | 242 | 54.50% | 50 | 11.30% |
| Community School | 71 | 4 | 5.60% | 0 | 0.00% | 9 | 12.70% | 1 | 1.40% | 0 | 0.00% | 52 | 73.20% | 5 | 7.00% |
| Discovery School | 70 | 4 | 5.70% | 0 | 0.00% | 16 | 22.90% | 0 | 0.00% | 0 | 0.00% | 46 | 65.70% | 4 | 5.70% |
| Emerson High School | 51 | 7 | 13.70% | 0 | 0.00% | 3 | 5.90% | 0 | 0.00% | 0 | 0.00% | 40 | 78.40% | 1 | 2.00% |
| Emerson K-12 | 83 | 5 | 6.00% | 1 | 1.20% | 6 | 7.20% | 0 | 0.00% | 1 | 1.20% | 59 | 71.10% | 11 | 13.30% |
| Environmental School | 141 | 7 | 5.00% | 0 | 0.00% | 28 | 19.90% | 0 | 0.00% | 0 | 0.00% | 92 | 65.20% | 14 | 9.90% |
| Finn Hill Middle School | 655 | 84 | 12.80% | 1 | 0.20% | 62 | 9.50% | 22 | 3.40% | 0 | 0.00% | 416 | 63.50% | 70 | 10.70% |
| Franklin Elementary | 497 | 35 | 7.00% | 1 | 0.20% | 181 | 36.40% | 3 | 0.60% | 0 | 0.00% | 239 | 48.10% | 38 | 7.60% |
| Frost Elementary | 436 | 123 | 28.20% | 1 | 0.20% | 29 | 6.70% | 20 | 4.60% | 1 | 0.20% | 220 | 50.50% | 42 | 9.60% |
| Futures School | 33 | 9 | 27.30% | 0 | 0.00% | 2 | 6.10% | 2 | 6.10% | 0 | 0.00% | 18 | 54.50% | 2 | 6.10% |
| International Community School | 432 | 17 | 3.90% | 0 | 0.00% | 230 | 53.20% | 2 | 0.50% | 2 | 0.50% | 158 | 36.60% | 23 | 5.30% |
| Juanita Elementary | 382 | 70 | 18.30% | 0 | 0.00% | 59 | 15.40% | 11 | 2.90% | 0 | 0.00% | 206 | 53.90% | 36 | 9.40% |
| Juanita High | 1,483 | 233 | 15.70% | 5 | 0.30% | 270 | 18.20% | 37 | 2.50% | 6 | 0.40% | 805 | 54.30% | 127 | 8.60% |
| Kamiakin Middle School | 593 | 120 | 20.20% | 1 | 0.20% | 131 | 22.10% | 12 | 2.00% | 1 | 0.20% | 259 | 43.70% | 69 | 11.60% |
| Keller Elementary | 337 | 52 | 15.40% | 3 | 0.90% | 27 | 8.00% | 13 | 3.90% | 1 | 0.30% | 195 | 57.90% | 46 | 13.60% |
| Kirk Elementary | 607 | 43 | 7.10% | 0 | 0.00% | 85 | 14.00% | 12 | 2.00% | 1 | 0.20% | 381 | 62.80% | 85 | 14.00% |
| Kirkland Middle School | 607 | 51 | 8.40% | 1 | 0.20% | 69 | 11.40% | 14 | 2.30% | 0 | 0.00% | 426 | 70.20% | 46 | 7.60% |
| Lake Washington High | 1,733 | 206 | 11.90% | 4 | 0.20% | 208 | 12.00% | 35 | 2.00% | 0 | 0.00% | 1,146 | 66.10% | 134 | 7.70% |
| Lakeview Elementary | 547 | 58 | 10.60% | 0 | 0.00% | 94 | 17.20% | 20 | 3.70% | 1 | 0.20% | 313 | 57.20% | 61 | 11.20% |
| Muir Elementary | 436 | 72 | 16.50% | 2 | 0.50% | 115 | 26.40% | 10 | 2.30% | 0 | 0.00% | 204 | 46.80% | 33 | 7.60% |
| Northstar Middle School | 89 | 3 | 3.40% | 0 | 0.00% | 37 | 41.60% | 1 | 1.10% | 0 | 0.00% | 43 | 48.30% | 5 | 5.60% |
| Rose Hill Elementary | 488 | 84 | 17.20% | 0 | 0.00% | 148 | 30.30% | 8 | 1.60% | 0 | 0.00% | 189 | 38.70% | 59 | 12.10% |
| Sandburg Elementary | 483 | 40 | 8.30% | 0 | 0.00% | 51 | 10.60% | 3 | 0.60% | 3 | 0.60% | 343 | 71.00% | 43 | 8.90% |

| | | | | | | | | | | | | | | | |
|------------------------|-------|------|--------|----|-------|------|--------|-----|-------|----|-------|------|--------|------|--------|
| Tesla STEM High School | 601 | 25 | 4.20% | 0 | 0.00% | 319 | 53.10% | 3 | 0.50% | 1 | 0.20% | 223 | 37.10% | 30 | 5.00% |
| Thoreau Elementary | 473 | 50 | 10.60% | 1 | 0.20% | 79 | 16.70% | 4 | 0.80% | 0 | 0.00% | 284 | 60.00% | 55 | 11.60% |
| Twain Elementary | 622 | 101 | 16.20% | 4 | 0.60% | 129 | 20.70% | 11 | 1.80% | 2 | 0.30% | 310 | 49.80% | 65 | 10.50% |
| Total | 12394 | 1576 | 13% | 25 | 0% | 2447 | 20% | 262 | 2% | 21 | 0% | 6909 | 56% | 1154 | 9% |

Attachment B Executed Transportation Projects

| 2018 Contracts | | | |
|-----------------------|--|--|------------------------|
| GRANT | Project Name: | Neighborhood | Contract Amount |
| | Non-Motorized Improvements | | |
| | <i>Intersection Improvements at Kirkland Way and Railroad Ave.</i> | <i>Everest</i> | \$ 56,149 |
| | <i>116th Street Crosswalk</i> | <i>Juanita</i> | \$ 70,635 |
| <i>Grant</i> | <i>NE 132nd Street Sidewalk Design Consult.</i> | <i>Evergreen Hill</i> | \$ 96,167 |
| | <i>CKC to RCC & 128th Sidewalk</i> | <i>Totem Lake</i> | \$ 257,069 |
| | <i>TLC Ped Bridge CV/CR Consulting</i> | <i>Totem Lake</i> | \$ 45,495 |
| | <i>2018 Citywide School CONSTRUCTION</i> | <i>Juanita</i> | \$ 718,618 |
| | <i>2018 Citywide school Walk Route</i> | <i>Juanita</i> | \$ 106,310 |
| <i>Grant</i> | <i>Lakefront Bike/Ped Construction</i> | <i>Lakeview, Market, Norkirk, Juanita</i> | \$ 1,042,777 |
| <i>Grant</i> | <i>Lakefront Bike/Ped Inspection</i> | <i>Lakeview, Market, Norkirk, Juanita</i> | \$ 154,054 |
| | <i>AMP Forbes A&B Construction</i> | <i>Juanita</i> | \$ 887,219 |
| | <i>AMP Construction Support</i> | <i>Juanita</i> | \$ 15,740 |
| | <i>6th Street/Kirkland Way/9th St Signals</i> | <i>Everest, Moss Bay</i> | \$ 187,000 |
| | Street Improvements | | |
| | <i>2018 Street Preservation Program</i> | <i>Finn Hill, Norkirk, Moss Bay, South Rose Hill</i> | \$ 208,840 |
| | <i>2018 Street Overlay - Coring</i> | <i>Finn Hill, Norkirk, Moss Bay, South Rose Hill</i> | \$ 6,890 |
| | <i>2018 Street Preservation Material Testing</i> | <i>Finn Hill, Norkirk, Moss Bay, South Rose Hill</i> | \$ 26,900 |
| | <i>2018 Curb & Concrete Repair</i> | <i>Finn Hill, Norkirk, Moss Bay, South Rose Hill</i> | \$ 858,394 |
| | <i>2018 Overlay Construction</i> | <i>Finn Hill, Norkirk, Moss Bay, South Rose Hill</i> | \$ 1,696,199 |
| | <i>2018 Slurry Seal Construction</i> | <i>Evergreen Hill</i> | \$ 304,304 |
| <i>Grant</i> | <i>Lakefront Bike/Ped Construction</i> | <i>Lakeview, Market, Norkirk, Juanita</i> | \$ 1,000,000 |
| | <i>2018 Annual Striping Program</i> | <i>Citywide</i> | \$ 32,720 |
| | <i>2018 Annual Striping Program - Construction</i> | <i>Citywide</i> | \$ 432,048 |
| | <i>LAG Agreement - 124th Ave Roadway Improv.</i> | <i>Totem Lake</i> | \$ 1,240,788 |
| | <i>6th Street Concrete Assessment</i> | <i>Everest, Moss Bay</i> | \$ 3,000 |
| | <i>6th Street/Kirkland Way/9th St Signals</i> | <i>Everest, Moss Bay</i> | \$ 1,502,915 |

| | | | | |
|--------------|--|-------------------|-----------|----------------|
| <i>Grant</i> | <i>124th Ave NE/NE 116th Improvements</i> | <i>Totem Lake</i> | <i>\$</i> | <i>801,361</i> |
| | <i>NE 132nd/Juanita High School Access Road</i> | <i>Juanita</i> | <i>\$</i> | <i>17,282</i> |
| | <i>132nd Street/Juanita High School</i> | <i>Juanita</i> | <i>\$</i> | <i>128,110</i> |
| | <i>ITS Study</i> | <i>Citywide</i> | <i>\$</i> | <i>60,000</i> |
| | | | | |
| | <i>Note: Contract amount reflects original amount plus amendments</i> | | | |
| | <i>Note: Does not include contracts executed prior to January 1, 2018 (regardless of whether the work is ongoing into 2018).</i> | | | |