

# ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

## For agencies under 100,000

**City of Kirkland**

(Name of Recipient)

**May 27, 2015**

(Report Submission Date)

**January 1, 2014 – December 31, 2014**

(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.

Since Kirkland's last reporting period (2013)

Kathy Brown was hired in the fall of 2014 as the new Public Works.

Prior to that, Marilynne Beard, Deputy City Manager, served as the interim 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 2014 population of Kirkland was 82,590 (published April 1, 2014).

The most recent published Census information (2008-2012) for the City of Kirkland shows that 6.2% of the total population is below poverty. 22.8% of Kirkland's population in Kirkland speaks a language other than English at home. 10.9% 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 27.4% Women-owned firms (8,021 total firms).

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

The US Census Bureau, American Community Survey, 2006-2010 shown on [King County Language Tiers Maps](#) 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).

	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%	<1%	<1%	<1%	<1%
Everest	2.5-4.9%	<1%	1-2.4%	<1%	1-2.4%	2.5-4.9%	1-2.4%
Highlands	2.5-4.9%	<1%	1-2.4%	<1%	1-2.4%	2.5-4.9%	1-2.4%
Lakeview	5-7.4%	<1%	2.5-4.9%	<1%	-1%	1-2.4%	<1%
Market	2.5-4.9%	<1%	<1%	<1%	-1%	2.5-4.9%	<1%
Moss Bay	2.5-4.9%	<1%	1-2.4%	<1%	1-2.4%	2.5-4.9%	1-2.4%
Norkirk	2.5-4.9%	<1%	<1%	<1%	<1%	2.5-4.9%	<1%
North Rose Hill	2.5-4.9%	<1%	<1%	1-2.4%	1-2.4%	2.5-4.9%	<1%
South Rose Hill	5-7.4%	<1%	2.5-4.9%	-1%	<1%	5-7.4%	<1%
Bridle Trails	10%+	<1%	2.5-4.9%	-1%	1-2.4%	7.5%-9.9%	1-2.4%
Totem Lake	5-10%+	<1%	1-2.4%	-1%	1-2.4%	5-7.4%	1-2.4%
South Juanita	5-7.4%	<1%	1-2.4%	1-2.4%	1-2.4%	2.5-7.4%	1-4.9%
North Juanita	7.5%-9.9%	<1%	2.5-4.9%	1-2.4%	<1%	7.5%-9.9%	1-2.4%
Kingsgate	5-10%+	<1%	1-7.4%	1-4.9%	1-2.4%	1-10%+	1-2.4%
Juanita	2.5-4.9%	<1%	1-2.4%	-1%	<1%	5-7.4%	1-2.4%
Finn Hill	1-10%	<1%	1-7.4%	1-2.4%	1-4.9%	1-7.4%	1-4.9%

- 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 is in the process of finalizing the [2014 Community Profile](#) which describes Kirkland through statistics and trends in demographics, housing, economy, and land use. This document, while not required, will be a great resource for directing Title VI outreach activities.
  - b. How was the information utilized or Title VI provisions and needs applied in each study or activity? Once the [2014 Community Profile](#) is finalized, Kirkland's Title VI coordinator will continue to work with 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. Also, the Office of Emergency Management has been involved in mitigation efforts with the Alliance of People with Disabilities office, they helped Hero House conduct Emergency 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.
3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices.

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

**Title VI Web site:** Kirkland launched a dedicated Title VI web site in 2014 as part of the main navigation for Kirkland's site, with a link at the bottom of all pages. The web site 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 created a Title VI email address to receive inquiries and complaints and is included on the web site 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 now being used in most City documents and publications including these examples: all capital project informational material, City's budget documents, materials for the Forterra's US Forest Service grant, the Steward Field Guide, Green Kirkland Partnership brochures, board/commission meeting agendas, Athletic Field Use Policy & Facility Rental Guide, and Recreational Brochures mailed to all homes and businesses.

**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 425-587-3011 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 2014, the City of Kirkland published four editions of City Update. City Update is the official newsletter for the City of Kirkland and is primarily an online publication. The web site that the newsletters are published to is set up to notify subscribers when the page is updated with a new edition. As of December 31, 2014, there were 2,045 subscribers to the City Update webpage. Also, limited copies (approximately 500) are made available at city owned public buildings (City Hall, community centers) and public libraries (Kirkland and Kingsgate Libraries).

[1st Quarter March 2014](#)

[2<sup>nd</sup> Quarter June 2014](#)

[3<sup>rd</sup> Quarter September 2014](#)

[4<sup>th</sup> Quarter December 2014](#)

**City Web Site:** [How to Use 711](#) is a new web page on the City's web site 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 strides 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. The Communications Corner, an internal web site, 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!*.

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.

**Construction Hot Line:** Although not translated into other languages, updated information about Public Works Capital Projects is included on the hot line. (See Language Line below for how the City responds to language translation).

**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 web site.

**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. The language line was used 7 times in 2014 at a total cost of \$596.45.

**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 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 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. No language service needs were identified or requested during this reporting period. However, 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. The language line was used 7 times in 2014 at a total cost of \$596.45.

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.

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.”

- Identify the DMWBE contracts that were awarded and their dollar amount. While Kirkland tried to set up a system to track DMWBE contractors in 2013, it was inefficient and not comprehensive. The staff group is working on alternative methods and anticipates being able to report these in 2014.

- 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 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 included on the Shared Procurement Portal rosters. It is the City's policy to notify all contractors in 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. Businesses experienced noise and dust impacts from the projects during this reporting period. The following are two examples of how we made special accommodations:

- Park Lane is a small pedestrian oriented street in downtown Kirkland undergoing a large scale construction "makeover". The accommodations Kirkland made during construction include: winter construction for slow business season, minimum public access restriction to businesses, water/utilities maintained, and minimizing contractor parking and lay down areas to prevent impacting public parking access.
- NE 85<sup>th</sup> Street Improvements in 2014 included a new water main and construction of sidewalks. Since this is a long term project spanning several years and involving over 90 businesses, outreach staff hand delivers important flyers and makes sure all businesses understand the planned impacts. There were LEP business owners identified and who were accommodated in the outreach efforts.
- How impacts were minimized/mitigated.  
The City of Kirkland has a new 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, but the street or sidewalk cannot be closed or detoured for the convenience of the developer for reasons such as construction staging or material storage. The policy applies to development that is located on a collector or arterial type street, 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.

On August 8, 2014, while delivering notices door to door for the Street Overlay Program, staff discovered a handicapped resident who needed special accommodations during construction. An accessible parking stall was created so she could come and go from her home during construction.

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- 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. As part of the City's Street Levy that was passed by local voters in 2012, the street overlay program has doubled. Included in each overlay is a complete reconstruction of all noncompliant sidewalk ramps. In 2014, fifty-five ADA curb ramps were installed as part of the enhanced overlay program.

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

NE 85<sup>th</sup> Street Corridor Improvements required acquisition of portions of property for sidewalk and street improvements. No one was 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: N/A. No complaints were 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](#)

Elementary 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	405	78	19.3%	1	0.2%	52	12.8%	12	3.0%	1	0.2%	234	57.8%	27	6.7%
Franklin	467	41	8.8%	0	0.0%	138	29.6%	5	1.1%	0	0.0%	241	51.6%	42	9.0%
Frost	398	115	28.9%	0	0.0%	34	8.5%	11	2.8%	0	0.0%	202	50.8%	36	9.0%
Juanita	359	58	16.2%	1	0.3%	44	12.3%	7	1.9%	0	0.0%	203	56.5%	46	12.8%
Keller	360	58	16.1%	2	0.6%	46	12.8%	13	3.6%	2	0.6%	192	53.3%	47	13.1%
Kirk	495	29	5.9%	2	0.4%	37	7.5%	5	1.0%	0	0.0%	395	79.8%	27	5.5%
Lakeview	513	46	9.0%	3	0.6%	48	9.4%	10	1.9%	4	0.8%	375	73.1%	27	5.3%
Muir	390	75	19.2%	0	0.0%	92	23.6%	5	1.3%	0	0.0%	196	50.3%	22	5.6%
Rose Hill	359	84	23.4%	0	0.0%	56	15.6%	12	3.3%	1	0.3%	172	47.9%	34	9.5%
Sandburg	518	40	7.7%	1	0.2%	43	8.3%	2	0.4%	0	0.0%	393	75.9%	39	7.5%
Thoreau	277	22	7.9%	0	0.0%	31	11.2%	4	1.4%	0	0.0%	188	67.9%	32	11.6%
Twain	618	95	15.4%	4	0.6%	92	14.9%	7	1.1%	1	0.2%	347	56.1%	72	11.7%
<b>TOTALS:</b>	<b>5,159</b>	<b>741</b>	<b>14.36%</b>	<b>14</b>	<b>0.27%</b>	<b>713</b>	<b>13.82%</b>	<b>93</b>	<b>1.80%</b>	<b>9</b>	<b>0.17%</b>	<b>3,138</b>	<b>60.83%</b>	<b>451</b>	<b>8.74%</b>

Rules for October 1st Enrollment Report:

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 1/1/2014-12/31/14

Grant	CIP / Ref #	Project Title	Neighborhood	Budget
	<b>Non-Motorized</b>			
Grant	NM-0064-001/SW1	Park Lane Ped Corridor Enhancements, Ph. II		\$3,308,800
Grant	NM-0024-000/423	Cross Kirkland Corridor Interim Trail		\$4,141,400
	NM-0082	6th St. S Sidewalk		\$ 412,000
Grant	NM-0051-000/423	85th Corridor		\$8,075,700
Grant	NM-0084	S. Kirkland TOD		\$1,300,000
Grant	NM 0069	100th Ave NE Bike Lanes		\$ 274,000
	<b>Street Improvements</b>			
	ST-1406	2014 Street Preservation		\$4,564,807
Grant	ST-0055	Forbes Creek Seismic Retrofit		\$1,415,000
	ST-1480	2014 Striping Program		\$ 350,000
Grant	ST-0057	NE 120th Road Extension		\$6,509,100
Grant	ST 0006 00	NE 85th Street Overlay		\$1,268,500
	<b>Traffic Signal/Intersection</b>			
Grant	TR-0111	ITS Ph. I		\$2,171,000
Grant	TR-0111-003	ITS Ph. II		\$2,951,000
Grant	TR-0102	GTEC		\$ 793,000