



TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date

Contact Information

Name and title of administrator (signature on Standard Assurances): Beth Goldberg, deputy city manager

Mailing Address: 123 5th Avenue

City: Kirkland, WA Zip Code: 98033 County: King

Phone #: 425-587-3243 email address: bgoldberg@kirklandwa.gov

Name and title of head of transportation-related services: Julie Underwood, public works director

Mailing Address: 123 5th Avenue

City: Kirkland, WA Zip Code: 98033 County: King

Phone #: 425-587-3802 email address: junderwood@kirklandwa.gov

Name and title of designated Title VI coordinator*: Christian Knight

Mailing Address: 123 Fifth Avenue

City: Kirkland, WA Zip Code: 98033 County: King

Phone #: 425-587-3831 email address: cknight@kirklandwa.gov

*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature.

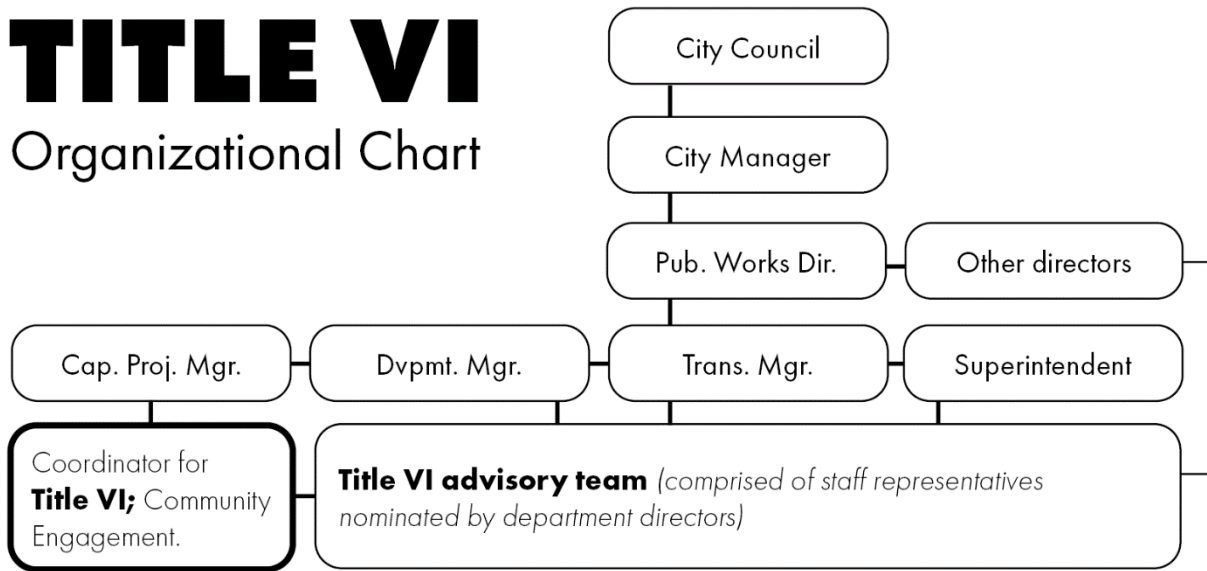
Answer: Yes. The City of Kirkland worked with WSDOT in 2022 and 2023 to craft a Title VI Plan. The plan is currently under review by the City Attorneys Office. WSDOT has reviewed and offered preliminary approval of the draft. WSDOT did not previously have a Title VI Plan on file from the City of Kirkland.

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

Answer: Execution of the City of Kirkland’s Title VI program is primarily the obligation of its public works department. The director of public works is Julie Underwood. She is Asian, of Japanese origin. The deputy director of public works is John Starbard. He is white, of European descent. The Title VI Coordinator reports directly to Starbard. His name is Christian Knight. He is white, of European descent.

TITLE VI

Organizational Chart



- Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

Answer: According to the Washington State Office of Financial Management (WSOFM), the estimated 2021 population of Kirkland was 93,570 (published April 1, 2022).

The Census Bureau’s April 2020 estimates the City of Kirkland that 6.1% of its total population is below poverty. Thirteen percent of the population is older than 65 years old.

The April 2020 census statistics on the [Bureau’s web site](#):

White alone, percent,	75.7%
Black or African American alone, percent,	1.4%
American Indian and Alaska Native alone, percent,	0.3%
Asian alone, percent,	14.4%
Native Hawaiian and Other Pacific Islander alone, percent,	0.1%
Two or More Races, percent,	5.7%
Hispanic or Latino, percent,	7.7%

White alone, not Hispanic or Latino, percent,

71.2%

To more specifically identify language barriers, the City of Kirkland relies on elementary school language data collected by the Lake Washington School District each year.

The languages that meet or nearly meet the Safe Harbor thresholds are:

Spanish, 3,473 persons; Russian, 776; Portuguese, 2,057; Chinese (Cantonese, Mandarin, Unspecified), 1,242.

4. Complaints – Provide a copy of the LPA’s Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

Answer: Complaints may be logged using the City’s website www.kirklandwa.gov/titlevi. One complaint was received during the April 1, 2022 – March 31, 2023 reporting period. Below is that complaint:

Date: 07/09/2022 9:02 AM

Name: Gabriela Marquez

Address: 2319 Spicewood

San Antonio TX 78213

Phone: 2103308488

Email: gabyhectorm@gmail.com

Date of incident: 07/08/2022

Incident description: Yesterday we were in court room 1 Kirkland municipal court. I was translating for my mom. And a lady was laughing. That is so unprofessional we are in a court room and if someone speaking Spanish and another translating. This matter should be taken serious since we are in a court room. Really unprofessional and no one said anything. Is not fair we are Hispanics and have accents. We all should all be treated equally.

Witness contact: Mirna Cortes, 115 w 25th street Seattle wa

Have you filed this complaint with any other federal, state or local agency or court? Response: No

Where did the described incident occur: Kirkland municipal court. Washington

Staff response: Kirkland’s Title VI Coordinator spoke with the complainant on the phone and reviewed the audio file of the July 8, 2022 arraignment hearing to gather more details. Below are those details:

- 1.) The complainant offered to speak on behalf of her mother, who does not speak English.
- 2.) The complainant said the person who laughed was a female court clerk or court staff member.
- 3.) The court hearing was an arraignment for the complainant's brother, conducted via Zoom.
- 4.) At one point in the hearing, a Court staff member can be heard interrupting the complainant's mother to say: "Sorry. Sorry. Sorry Mrs. Martinez. Maybe we can break it up into parts for Gabby (the complainant)."
- 5.) The audio recording does not indicate an occurrence of laughter or a reaction to laughter.

Conclusion: The Kirkland Municipal Court did not discriminate in the delivery of transportation programs or projects on the basis of race, color or national origin.

5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

Answer: Planning activities in this reporting period included the Active Transportation and Vision Zero plans, which the City Council adopted in June 2022. In May 2022, the City also studied a crossing Cross Kirkland Corridor crossing of Northeast 132nd Street, which the City initiated in May 2022. The City also initiated the Lake Washington Boulevard Promenade and Concept Development Study in May 2022. Examples of community outreach included Council and Transportation Commission presentations, on-line open community meetings, a comment form on the city website, and outreach via social media and listservs.

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

100TH AVENUE NORTHEAST			
Parcel No.	Owner	Final Settlement	Race, Color, National Origin
202605-9013	Daniel Prentice and Elizabeth Prentice	Signed	Caucasian, White, U.S.
233530-0140	R and R Rentals LLC	Signed	N/A
932575-0000	Westwood Village Owners Association	Signed	N/A
192605-9172	Gary Photakis	Signed	VM
074553-0520	Bentley Community Organization	Signed	N/A
074553-0530	Bentley Community Organization	Signed	N/A
101550-0230	Robert Moctezuma and Laru Moctezuma	Signed	Call back

192605-9004	Charles M. Halstead and Jacqueline A. Halstead	Signed	Caucasian, White, U.S.
202605-9098	Lois K Hennig & Lois K Hennig, Trustee of the Charles Hennig Exemption Equivalent Trust	Signed	Causasian, White, U.S.
192605-9208	Gary Photakis (vacant)	Signed	VM
192605-9057	Gary Photakis	Signed	VM
001130-0010	John Busuttil	Signed	VM
001130-0140	Lesley Nyarko and Darcie Y. Nyarko	Signed	Did not answer
001130-0150	Hanwool Lee	Signed	Asian, White, South Korea
001130-0160	Sara Erickson So	Signed	VM
001130-0170	Yudhvir Singh Chauhan and Shubhra Chauhan	Signed	Invalid phone number
001130-0210	Brent Serbus	Signed	Caucasian, White, U.S.
101550-0010	Woodroe Parker	Signed	Caucasian, White, U.S.
101550-0220	Harry E. Chesman and Deborah T. Chesman	Signed	Caucasian, White, U.S.
202605-9122	Igor Rysin and Elena Rysin	Signed	Caucasian, White, Russian
233530-0150	Kipling D. Rondorf	Signed	Caucasian, White, US
508968-0000	Maple Glenn Owners Association C/O Best Management CO	Signed	N/A
564900-0010	Hung Van Tran and My Hoa T. Ngo	Signed	Emailed
564900-0220	Robert A. Almond	Signed	Caucasian, White, U.S.
685500-0010	Arthur Agraviador and Margaret Agraviador	Signed	Hispanic, White, U.S.
691873-0090	Sheryl A. Johnson	Signed	Caucasian, White, U.S.
691873-0100	Melissa K. Elchlepp	Signed	
691873-0110	Allan Gordon Lontoc Sepillo & Kathleen Mae Quelnat Notario	Signed	Asian, Brown, Phillipines
894395-0000	Villa Juanita Condominium Association	Signed	N/A
918490-0010	Alexander DiLuzio & Tianhui DiLuzio	Signed	VM
940430-0000	Wild Glen Condominium Association	Signed	Caucasian, White, U.S.
807820-0000	Summer Grove Condominium Association	Signed	N/A
192605-9209	Gary Photakis (Buttera Motors)	Signed	Caucasian, White, U.S.
202605-9072	PRAB, LLC	Signed	N/A
685500-0160	Ravi Kumar Bikkula & Krishnaveni Kalikivaya	Signed	VM
202605-9085	Tredomas, LLC	Signed	N/A
172605-9055	International Church of the Foursquare Gospel	Signed	N/A

074553-0220	Kok Chhan and Narindi Chhan	Signed	VM
685500-0150	Le D. Ngo	Signed	No contact
685500-0020	Ben Li & Bowen Liu	Signed	No contact
564900-0020	Mukesh L. Solanki and Amarja G. Limaye	Signed	Asian, Brown, India
001130-0020	Bhupal De and Rumi De	Signed	Asian, Brown, India
001130-0200	Jianjian Bu and Huizi Yin	Signed	Asian, Yellow, China
101550-0210	Jon P. Thysell & Anne B. Florio	Signed	Declined to answer
233530-0130	Daniel Patrick Steffee and Ngoc Nhu	Signed	Emailed
691873-0120	Paul S. Landes and Debra Landes	Signed	Caucasian, White, England
779655TR-A	Simonds Glenn Community Organization	Signed	N/A
779655TR-E & 779655TR-F	Simonds Glenn Community Organization	Signed	N/A
JUANITA DRIVE			
3760500816	Michael Yi and Hyun No	Negotiating	N/A
3760500814	Jingshu Wu	Negotiating	N/A
2526049003	King County Parks	Negotiating	N/A
3840700710	Sarabjit & Parminder Mann	Negotiating	N/A
3840700720	Gyan Prakash & Ramez Debbas	Signed	N/A
2426049034	Church of Jesus Christ LDS	Signed	N/A
518000010	Ahmed and Fareida Idrees	Signed	N/A
3760500817	Denny Lee & Hua Ping Yang	Recorded	N/A
333100090	Suzanne Page	Recorded	N/A
3840700249	Michael Ferguson	Recorded	N/A
3840700247	Marlene McAninch	Recorded	N/A
3840700246	Som Agarwal	Recorded	N/A
3840700327	Tony Volchok	Recorded	N/A
6076500220	Prem Anand Mathiyalagan/Srividhyaa Balasubramanian	Recorded	N/A
2826059016	P S Prop XVI Inc	Closed	N/A
2826059021	Wwx Limited, LLC a Washington Limited Liability Company	Closed	N/A
2826059042	NE124 NE124 LLC	Closed	N/A

2826059046	LMJ Enterprises	Closed	N/A
2826059052	Kirkland Totem Real Estate Partners, LLC, A Washington Limited Liability Company	Closed	N/A
2826059086	Totem Square Partners, a California limited partnership	Closed	N/A
2826059145	Buchan Brothers Investment Company, A Washington general Partnership	Closed	N/A
2826059169	Kim Sang M, Kim Chun O	Closed	N/A
2826059177	Radford-4RTL-LLC	Closed	N/A
2826059188	Chapman ,David	Closed	N/A
2826059222	Yen's, LLC, a Washington limited liability company	Closed	N/A
2826059223	RSO Family, LLC	Closed	N/A

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

ANSWER: Rosa Villa, Hispanic, White, U.S.; Jeff Collins, Hispanic, White, U.S.; Michael Abeyta: Hispanic, White, U.S.; Brianna Vasquez, not disclosed; Bri Lubanovici, Caucasian, White, U.S.

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

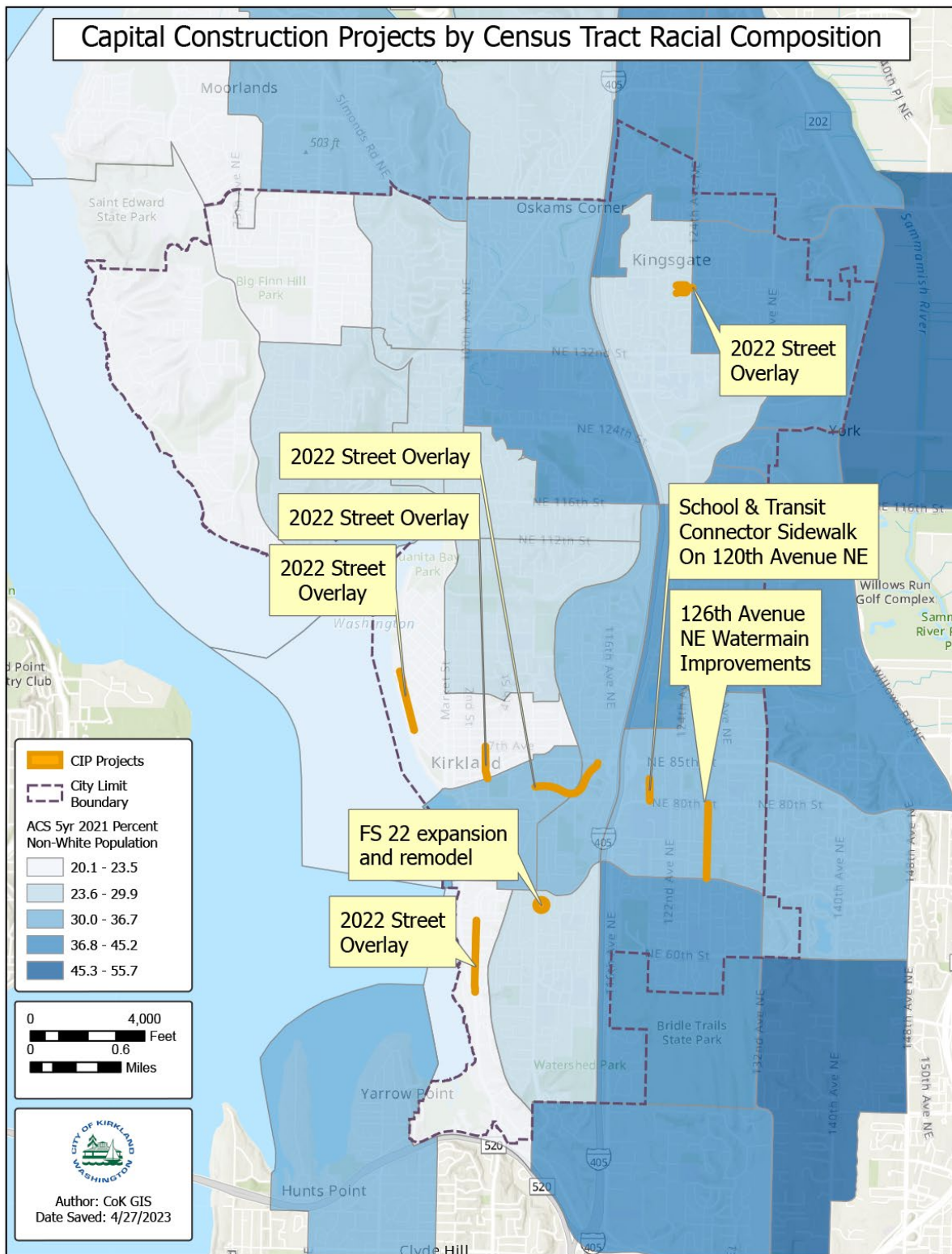
Studies and planning activities in this reporting period include:

- The Active Transportation and Vision Zero plans, which the City Council adopted in June 2022.
- In May 2022, the City also studied a crossing Cross Kirkland Corridor crossing of Northeast 132nd Street, which the City initiated in May 2022.
- The City initiated the Lake Washington Boulevard Promenade and Concept Development Study in May 2022.
- The City Council adopted Phase 1 of the Northeast 85th Street Area Plan in June 2022 and continued work on Phase II.

- Examples of community outreach for these plans included Council and Transportation Commission presentations, on-line open community meetings, a comment form on the city website, and outreach via social media and listservs.
- For the Active Transportation Plan, the City asked community members' race, age, gender, zip code and if they had a disability and of course, about travel habits: [ATP Appendix A - Public Engagement \(kirklandwa.gov\)](#). The Station Area plan has a detailed summary of its engagement as well. https://www.kirklandwa.gov/files/sharedassets/public/planning-amp-building/station-area-materials/stationareaplan_phase2outreachsummary_final3-25-21.pdf. There is more detail on [the website](#).

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects' benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

Answer: See next page



- Overlay

This project repaved sections of seven streets in six neighborhoods. Three of those streets were residential streets in the Kingsgate neighborhood, where 23.6 to 29.9 percent of the population is Non-White and 6.8 to 8.1 percent of the population lives below the poverty line.

Two of the street sections were in the Moss Bay neighborhood, where 23.6 to 29.9 percent of the population is non-White and 5 to 6.7 percent live below the poverty line.

One of the street sections was in the Norkirk neighborhood, where 20.1 – 23.5 percent of the population is non-White and 5 to 6.7 percent live below the poverty line.

One was in the Lakeview neighborhood, where 20.1 to 23.5 percent of the population are non-White and 3.3 to 4.9 percent of the population lives below the poverty line.

- 126th Avenue Northeast water main

This project upgraded 10 blocks of water main in the South Rose Hill neighborhood, where 18.5 – 22.3 percent of the population is not White and 3.3 to 4.9 percent of the population lives below the poverty line.

- 120th Ave. NE sidewalk/School Walk Routes

This project constructed 900 linear feet of sidewalk in the South Rose Hill neighborhood, where 18.5 – 22.3 percent of the population is not White and 3.3 to 4.9 percent of the population lives below the poverty line.

- Fire Station 22 renovation

This project is renovating a fire station that will serve the Central Houghton, Lakeview, Moss Bay and Norkirk neighborhoods. Construction has affected the owners of a neighboring parcel. The owners are retired, Caucasian, White and of U.S. origin. The project took place in the Central Houghton neighborhood, where 23 to 30 percent of the population is non-White and 6.8 to 8.1 percent of the population lives below the poverty line.

- Striping

This project re-striped lane-markings on streets in every neighborhood throughout the City.

10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

Answer: See next page

Meeting	Date	Time	Location	Efforts to engage	Example outreach	Turnout
Permanent Supportive	5/9/2022	5:30 p.m.	Virtual	Public	https://content.govdelivery.com/accounts/WAKIRK/bulletins/31661ec#link_4	250
85th Street Station Area Plan Open House	5/18/2022	5:30 p.m.	Virtual	Document orientation; Guidance on providing public comment at Planning Commission	https://content.govdelivery.com/accounts/WAKIRK/bulletins/3178563#link_2	
Permanent Supportive Housing Small Group Meeting	5/19/2022	9:30 a.m.	Virtual	Facilitated discussion	https://content.govdelivery.com/accounts/WAKIRK/bulletins/3178563#link_2	12
Permanent Supportive Housing Small Group Meeting	5/24/2022	6 p.m.	Virtual	Facilitated discussion	https://content.govdelivery.com/accounts/WAKIRK/bulletins/3178563#link_2	11
Permanent Supportive Housing Small Group Meeting	5/27/2022	1 p.m.	Virtual	Facilitated discussion	https://content.govdelivery.com/accounts/WAKIRK/bulletins/3178563#link_2	12
Permanent Supportive Housing Small Group Meeting	6/2/2022	11 a.m.	Virtual	Facilitated discussion	https://content.govdelivery.com/accounts/WAKIRK/bulletins/3178563#link_2	12
Permanent Supportive Housing Small Group Meeting	6/4/2022	10:30 a.m.	Virtual	Facilitated discussion	https://content.govdelivery.com/accounts/WAKIRK/bulletins/3178563#link_2	12
City Hall for All	9/17/2022	10 a.m.	Virtual	Facilitated discussion	https://content.govdelivery.com/accounts/WAKIRK/bulletins/3297b3f#link_3	40
Transportation Benefit District	10/3/2022	6:30 p.m.	Virtual	Public comment period	https://content.govdelivery.com/accounts/WAKIRK/bulletins/32ac346#link_4	50
Comprehensive Plan Visioning Event	1/11/2023	6 p.m.	Virtual	Facilitated discussion	https://content.govdelivery.com/accounts/WAKIRK/bulletins/33fcade#link_3	65
Future of Houghton Village Community Forum	3/6/2023	6 p.m.	Hybrid	Presentation; public comment period	https://content.govdelivery.com/accounts/WAKIRK/bulletins/34abb58#link_3	67

Future of Houghton Village Small Group Meeting	3/14/2023	6 p.m.	Virtual	Facilitated discussion	https://content.govdelivery.com/accounts/WAKIRK/bulletins/3508938#link_2	16
Future of Houghton Village Small Group Meeting	3/27/2023	6 p.m.	Virtual	Facilitated discussion	https://content.govdelivery.com/accounts/WAKIRK/bulletins/3508938#link_2	15
The Kirkland initiative - Q&A Session	4/13/2023	6 p.m.	Virtual	Presentation; Q&A	https://content.govdelivery.com/accounts/WAKIRK/bulletins/35373b5#link_4	28
Tax Increment Financing - Public Briefing	4/20/2023	6 p.m.	Virtual	Presentation; Q&A	https://content.govdelivery.com/accounts/WAKIRK/bulletins/35373b5#link_2	5
Tax Increment Financing - Public Briefing	4/26/2023	10 a.m.	Virtual	Presentation; Q&A	https://content.govdelivery.com/accounts/WAKIRK/bulletins/35373b5#link_2	0

Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin

Transportation Commission Members	Race	Color	National Origin
Faith DeBolt	Caucasian	White	European
Brian Magee	Caucasian	White	European
Shreedhaarini Balamurugan	Asian	Brown	South Asian
Patrick Vu	Asian	Brown	East Asian
AJ Antrim	N/A	N/A	N/A
Rafael Fernandez	Hispanic	Brown	Mexican
Tracey Trexel	Caucasian	White	USA
Samuel Rapoport	Caucasian	White	Russian

Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.

Answer: The City of Kirkland began in 2023 administering WSDOT's Title VI demographic survey, verbatim, at transportation-related public meetings that it is hosting. Aside from its four test responses, the City received from three responses during the reporting period. None of the responses included any data.

List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

Answer: The City of Kirkland contracted with Language Line to translate documents and interpret telephone conversations. A log of those interpreted conversations is on the following two pages.


Along with the interpretation services, Language Line also provided translation for Kirkland's *Headline Handbook*, which is a living document that contains phrases and headlines that City of Kirkland staff members use to translate the gist of a vital document's content into all four languages that meet the Safe Harbor thresholds in Kirkland. Examples of the vital documents that included these translated phrases are the Parks and Human Services semi-annual parks and recreation guide, mailed to every resident in Kirkland, as well as the score of editions of the *Project Update*, which updated community members about capital construction projects throughout the City.

Answer: See next page

Month	Phone Number	Language	Time	Department
5/4/2022	206-771-3953	Spanish	31	Police officer
6/6/2022	425-587-3330	Spanish	8	Parks front desk
6/8/2022	425-587-3875	Spanish	16	CMO
6/8/2022	425-587-3158	Spanish	6	FA -Accounting
6/8/2022	425-587-3158	Spanish	9	FA -Accounting
6/9/2022	425-587-3875	Amharic	3	CMO
6/9/2022	425-587-3875	Spanish	5	CMO
6/13/2022	425-587-3875	Spanish	19	CMO
6/14/2022	425-587-3330	Farsi	4	Human Services
6/14/2022	425-587-3330	Spanish	5	Human Services
6/14/2022	425-587-3330	Spanish	10	Human Services
6/20/2022	425-587-3875	Spanish	5	CMO
6/21/2022	425-587-3875	Spanish	4	CMO
6/21/2022	425-587-3158	Spanish	4	FA -Accounting
6/21/2022	425-587-3158	Spanish	17	FA -Accounting
6/22/2022	425-587-3875	Portuguese	9	CMO
6/22/2022	425-587-3875	Farsi	4	CMO
6/22/2022	425-587-3875	Spanish	3	CMO
6/22/2022	425-587-3875	Spanish	12	CMO
6/22/2022	425-587-3875	Farsi	4	CMO
6/24/2022	425-587-3875	Spanish	4	CMO
6/27/2022	425-587-3158	Spanish	4	FA -Accounting
6/28/2022	425-587-3875	Farsi	5	CMO
6/30/2022	425-587-3330	Spanish	13	Parks front counter
6/30/2022	425-587-3330	Spanish	11	Parks front counter
7/26/2022	425-864-0460	Portuguese	27	Police officer
7/30/2022	425-559-3864	Arabic	7	Police officer
8/8/2022	425-587-3000	Manadarin	9	FA- Front counter
8/9/2022	425-587-3158	Spanish	5	FA-Accounting
8/9/2022	425-587-3158	Spanish	4	FA-Accounting
8/11/2022	425-559-3864	Portuguese	8	Police officer
8/11/2022	425-559-3864	Spanish	36	Police officer
8/11/2022	425-864-0460	Portuguese	29	Police officer
8/13/2022	425-559-3864	Spanish	63	Police officer
9/13/2022	425-587-3300	Portuguese	8	Parks-front counter
9/16/2022	425-587-3137	Manadarin	4	FA- Front counter
9/16/2022	425-587-3316	Manadarin	10	Parks-front counter
10/4/2022	425-587-3900	Portuguese	6	PW- MC front counter
10/4/2022	425-587-3138	Portuguese	9	FA- Front counter
10/5/2022	425-593-3864	Spanish	64	Police officer
10/13/2022	425-587-3138	Spanish	2	FA- Front counter
11/6/2022	425-559-3864	Spanish	21	Police officer
11/6/2022	425-559-3864	Spanish	15	Police officer
11/6/2022	425-559-3864	Spanish	5	Police officer
11/6/2022	425-559-3864	Spanish	8	Police officer
11/6/2022	425-559-3864	Spanish	19	Police officer

11/28/2022	425-587-3000	Portuguese	47	FA - front counter
11/28/2022	425-864-0460	Portuguese	27	Police officer
11/28/2022	425-864-0460	Portuguese	3	Police officer
11/28/2022	425-864-0460	Portuguese	9	Police officer
11/29/2022	425-587-3000	Portuguese	22	FA-front counter
11/29/2022	425-864-0460	Portuguese	3	Police officer
11/30/2022	425-587-3000	Portuguese	14	FA- front counter
12/19/2022	425-587-3100	Vietnamese	9	FA- front counter
12/25/2022	425-593-3864	Spanish	36	Police officer
1/4/2023	425-587-3800	Manadarin	15	PW- City Hall front counter
1/7/2023	425-593-3864	Farsi	25	Police officer
1/12/2023	425-587-3000	Portuguese	4	FA- Front counter
1/12/2023	425-587-3000	Portuguese	5	FA- Front counter
1/12/2023	425-587-3000	Portuguese	4	FA- Front counter
1/12/2023	425-587-3000	Portuguese	5	FA- Front counter
1/12/2023	425-587-3000	Portuguese	24	FA- Front counter
1/17/2023	425-587-3000	Portuguese	5	FA- Front counter
1/20/2023	425-587-3000	Russian	13	FA- Front counter
1/20/2023	425-587-3360	Russian	20	Parks - PKCC front counter
1/23/2023	425-587-3100	Portuguese	7	FA- Front counter
2/6/2023	425-587-3000	Portuguese	15	FA- Front counter
2/6/2023	425-587-3000	Portuguese	4	FA- Front counter
2/9/2023	425-587-3000	Portuguese	10	FA- Front counter
2/15/2023	425-559-3864	Portuguese-Braz	81	Police officer
2/21/2023	425-587-3400	Portuguese	49	Police officer
2/21/2023	425-587-3100	Portuguese	5	FA- Front counter
2/21/2023	425-587-3000	Portuguese	4	FA- Front counter
3/1/2023	425-864-0460	Portuguese	57	Police officer
3/2/2023	425-587-3000	Portuguese	4	FA- Front counter
3/2/2023	425-587-3600	Spanish	2	P&B front counter
3/13/2023	425-587-3400	Portuguese	56	Police officer
3/21/2023	425-587-3148	Spanish	3	FA- Front counter
3/21/2023	425-587-3863	Spanish	14	PW- Environmental Edu & Outre
3/23/2023	425-559-3864	Spanish	19	Police officer
3/27/2023	425-587-3100	Manadarin	39	FA- Front counter
4/3/2023	425-587-3000	Spanish	3	FA- Front counter
4/5/2023	425-864-1741	Portuguese	19	Police officer
4/13/2023	425-587-3300	Spanish	5	Parks front counter
4/18/2023	425-587-3300	Spanish	15	Human Services
4/24/2023	425-587-3350	Spanish	13	NKCC front counter

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

Answer: The City follows the City standard  [procurement manual](#) to procure architect and engineering services. Depending on the contract amount, qualified firms are selected via the MRSC roster, or through a competitive RFP/RFQ process. Any project with Federal dollars is a formal RFQ/RFP process with Title VI language in the advertisement and the RFP/RFQ.

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.”

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 it has in its 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 are 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.

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

Answer: The City of Kirkland includes standard Title VI language in every capital construction contract. That language requires contractors and consultants to ensure jobs, services and communications are available to all constituents. To ensure they do, Kirkland's inspectors file daily inspection reports.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

See Attachment F

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

Answer: Kirkland’s Title VI Coordinator in 2022 and 2023 with department leaders to develop the City’s first-ever Title VI Plan. That plan is under review by the City Attorney’s Office. To help form the plan, the Title VI Coordinator worked directly with directors of the public works, human resources and planning departments; as well as the City Managers Office.

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

Answer: Kirkland’s Title VI Coordinator attended a training virtually that was offered by the City of Bellevue. No other trainings were offered during the reporting period.

When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.

Answer: Kirkland’s Title VI Coordinator is collaborating with the City’s Title VI advisory team to create a Title VI training regimen and has attended various outreach, engagement and communication meetings to discuss Title VI responsibilities.

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

Answer: Kirkland’s Diversity, Equity, Inclusion and Belonging Manager conducted an internal training that focused on introductions during public meetings. The training instructed meeting organizers on how to introduce themselves: name, preferred pronouns, sexual orientation, land acknowledgement. That meeting took place in January.

Title VI Goals for Upcoming Year

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

Answer: The City of Kirkland’s goal for April 1, 2023 – March 31, 2024 is to receive approval on its Title VI Plan and to begin implementing that plan.

APPENDIX F

Vendor	Description	Revised Total	DBE/MBE /WBE	Funding Source
AGARWAL, SOM(7991)	Juanita Drive ROW Acquisition - P018	17,560.00		State
AGRAVIADOR, ARTHUR(8184)	CK042 TCE - CIP 100th Avenue NE Corridor Impro	9,856.00		Local
ALMOND, ROBERT A(6947)		13,992.00		Local
ASSOCIATED EARTH SCIENCES(2889)	CIP - Fire Station 21 Expansion & Remodel	19,800.00		Local
ASSOCIATED EARTH SCIENCES(2889)	CIP - Fire Station 26 Expansion & Remodel	19,300.00		Local
BENTLEY COMMUNITY ORGANIZATION(7000)	CK021 TCE - CIP 100th Avenue NE Corridor Impro	1,180.00		State
BENTLEY COMMUNITY ORGANIZATION(7000)	CK022 TCE - CIP 100th Avenue NE Corridor Impro	2,947.00		State
BIKKULA, RAVI KUMAR(8107)	CK078 - TCE CIP 100th Avenue NE Corridor Improv	10,940.00		State
BU, JIANJIAN(7017)	CK101 TCE - CIP 100th Avenue NE Corridor Impro	1,438.00		Local
BUSUTTIL, JOHN(7001)	CK28 TCE - CIP 100th Avenue NE Corridor Impro	17,609.00		State
CHAUHAN, SHUBHRA(8185)	CK032 TCE - CIP 100th Avenue NE Corridor Impro	6,662.00		Local
CHESMAN, HARRY(6976)	CK036 TCE - CIP 100th Avenue NE Corridor Impro	13,830.00		Local
CHHAN, KOK LEANG(7009)	CK094 - TCE CIP 100th Avenue NE Corridor Improv	5,154.00		State
CM DESIGN GROUP LLC(6329)	CIP - 2023 Street Preservation Program	103,760.00		Local
CONSOR NORTH AMERICA INC(8067)	CIP - South Reservoir Pre-Design Study	197,291.00		Local
CONTECH SERVICES INC(6038)	CIP Municipal Parking Garage Waterproof/Concrete	132,098.34		Local
CPH CONSULTANTS(2102)	CIP - Goat Hill Drainage Ditch Conveyance & Channe	353,501.00		Local
DAVID EVANS AND ASSOC(2740)	Amend 1 - NE 132nd St & Juanita HS Access Rd Inte	180,113.00		Local
DAVID EVANS AND ASSOC(2740)	CIP Trend Lift Station Project	268,000.00		Local
DAVID EVANS AND ASSOC(2740)	CIP - 2023 Aging and Failing Infrastructure	45,000.00		Local
DE, BHUPAL(6975)	CK100 TCE - CIP 100th Avenue NE Corridor Impro	4,000.00		Local
DILUZIO, ALEXANDER T(8116)	Attorney Fees - CK051 - TCE CIP 100th Avenue NE	12,817.00		State
DOWL LLC(7475)	132nd Ave NE Pedestrian Improvements	266,597.00		Local

EHS INTERNATIONAL INC(8247)	CIP - FS 26 Limited Haz-Mat Materials Survey	16,931.49		Local
EHS INTERNATIONAL INC(8247)	CIP - FS 21 Limited Haz-Mat Materials Survey	16,941.32		Local
ELCHLEPP, MELISSA(7002)	NP - CK048 TCE - CIP 100th Avenue NE Corridor Impr	12,934.00		State
FERGUSON, MICHAEL D(8071)	Juanita Drive ROW Acquisition - P016	14,854.00		State
FLORIO, ANNE(6974)	CK102 TCE - CIP 100th Avenue NE Corridor Impro	4,723.00		Local
FORMA CONSTRUCTION COMPANY(6509)	JOC Job Order Contracting for General Construction	8,000,000.00		Local
FWL TOTEM LAKE LLC(8207)	P-177 124th Road Widening Easement	9,590.00		Federal
GLY CONSTRUCTION INC(8022)	JOC Job Order Contract for General Construction	8,000,000.00		Local
GRAY AND OSBORNE INC(1720)	CIP NE 132nd St/ Juanita HS Access Rd Intersection	24,000.00		Local
HADDAD DRUGAN LLC(8097)	CIP Fire Station 27 Public Art	184,080.00		Local
HALSTEAD, CHARLES(6980)	CK024 TCE - CIP 100th Avenue NE Corridor Impro	14,794.00		Local
HENNIG, LOIS K(7042)	CK025 TCE - CIP 100th Avenue NE Corridor Impro	14,624.44		Local
HENNIG, LOIS K(7327)	CK025 (Trust) TCE - CIP 100th Avenue NE Corridor	11,077.56		Local
HWA GEO SCIENCES INC(1645)	2022 Street Preservation Project-Material Testing	31,241.00	MWBE	Local
IDREES, AHMED(8242)	Juanita Drive ROW Acquisition - P020	52,099.00		State
INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL(7010)	CK093 TCE - CIP 100th Avenue NE Corridor Impro	7,059.00		Local
JOHNSON, SHERYL ANN(6982)	Attorney Fees - CK047 - TCE CIP 100th Ave NE	9,567.00		Local
KAMINS CONSTRUCTION INC(2094)	CIP - School & Transit Connector Sidewalk on 120th	130,937.66		State
KAMINS CONSTRUCTION INC(2094)	CIP NE 142nd St Surface Water Drainage	326,685.76		Local
KBA INC(2231)	CIP 100th Ave NE Corridor Impr Inspection Services	2,335,000.00		State
KPG PSOMAS INC(7785)	Amend 5 CIP Juanita Drive Intersect & Improvement	763,048.09		State
KPG PSOMAS INC(7785)	Supplement 2 CIP Design Kirkland Ave & Lake Street	207,873.61		Federal
KPG PSOMAS INC(7785)	Amend 1 - CIP Water Quality NE 111th Pl/127th Pl	331,744.39		State
KPG PSOMAS INC(7785)	NP CIP NE 85th St East Bound 3rd Lane, Storm impro	91,126.00		Local

KPG PSOMAS INC(7785)	CIP 126th Ave NE Watermain Improvement Project	209,821.00		Local
KPG PSOMAS INC(7785)	CIP 124th Ave NE Rd & Intersection CM	1,257,160.34		Federal
LAND DEVELOPMENT CONSULTANTS INC(6729)	NP - CIP Juanita Beach Parking Lot Rehabilitation	53,763.00	MBE	Local
LEE, DENNY(7993)	Juanita Drive ROW Acquisition - P01	4,000.00		State
LEE, HANWOOL(6941)	CK030 TCE - CIP 100th Avenue NE Corridor Impro	3,937.00		Local
LI, BEN(8106)	CK097 TCE - CIP 100th Avenue NE Corridor Improv	5,920.00		State
LINCOLN CONSTRUCTION INC(7940)	CO2 - CIP Fire Station 27 Construction	17,179,224.20		Local
MAPLE GLEN OWNERS ASSOCIATION(6902)	CK039 TCE - CIP 100th Avenue NE Corridor Impro	7,470.00		State
MATERIALS TESTING & CONSULTING INC(6070)	CIP Fire Station 27 Replacement	38,740.00		Local
MATERIALS TESTING & CONSULTING INC(6070)	CIP Fire Station 22 Expansion & Remode	28,725.00		Local
MATERIALS TESTING & CONSULTING INC(6070)	School & Transit Connector Sidewalk 120th Ave NE	4,190.00		State
MATERIALS TESTING & CONSULTING INC(6070)	CIP NE 142nd St. Surface Water Drainage Improv	43,202.00		Local
MATHIYALAGAN, PREM ANAND(8112)	Juanita Drive ROW Acquisition - P022	1,600.00		State
MCANINCH, MARLENE(7955)	Rerouting - Juanita Drive ROW Acquisition - P017	9,200.00		State
MOCTEZUMA, ROBERT(6937)	CK023 TCE - CIP 100th Avenue NE Corridor Impro	7,479.00		Local
NGO, LE(6939)	Ck096 - TCE CIP 100th Avenue NE Corridor Improv	1,905.00		Local
NORTHBOUND MASONRY(7920)	NP - CIP 132nd Square Park Development (Labyrinth)	63,695.60		Local
NORTHSHORE UTILITY DISTRICT(1517)	CIP Fire Station 27 Replacement	46,100.00		Local
NPM CONSTRUCTION CO(6479)	NE 132nd St/Juanita HS Access Road Intersection Im	1,079,718.00		Local
NYARKO, LESLEY(6983)	CK029 TCE - CIP 100th Avenue NE Corridor Impro	3,937.00		Local
OMA CONSTRUCTION, INC.(6278)	CIP - Cedar Creek Project Maintenance	55,000.00	MBE	Local
OMA CONSTRUCTION, INC.(6278)	CIP 100th Ave Corridor Improvements Phase 1	18,751,206.80	MBE	State
OSBORN CONSULTING INC(7392)	CIP 83rd Ave NE & NE 110th Pl Intersect Pipe Repl	81,607.50	WBE	Local

PAGE, SUZANNE M(7989)	Rerouting - Juanita Drive ROW Acquisition - P04	4,700.00	State
PARKER, WOODROE(7319)	CK034 TCE - CIP 100th Avenue NE Corridor Impro	20,772.00	State
PERFORMANCE VALIDATION, INC(7411)	CIP Fire Station 24 Replacement Commissioning Serv	4,372.65	Local
PERFORMANCE VALIDATION, INC(7411)	NP - Fire Station 22 Expansion and Renovation	29,196.00	Local
PERTEET INC(2406)	Amend 1 NE 85Th St Ped/Bike Connection – 114TH	1,039,758.00	Local
POST TENSIONING SOLUTIONS LLC(7956)	NP - Municipal Parking Garage Exposed Tendon	11,888.00	Local
PRAB LLC(8159)	CK077 TCE - CIP 100th Avenue NE Corridor Impro	46,700.00	Local
PRAKASH, GYAN(8189)	Juanita Drive ROW Acquisition - P009	4,100.00	State
PRENTICE, ELIZABETH(7040)	CK002 - TCE CIP 100th Ave NE Corridor Impr	91,300.00	Local
PUGET SOUND ENERGY(1492)	CIP Fire Station 27 Signal Power Supply and Poles	32,615.81	Local
PUGET SOUND ENERGY(1492)	CIP 132nd Square Park - CON/32000300	19,843.47	Local
PUGET SOUND ENERGY(1492)	CIP FS22 Electrical Service	36,702.28	Local
R & R MIETZNER RENTALS LLC(6914)	CK004 TCE - CIP 100th Avenue NE Corridor Impro	1,576.00	Local
R.W. SCOTT CONSTRUCTION CO(7332)	CO 1 - 126th Ave NE Watermain Improvements	1,447,475.04	Local
REID MIDDLETON INC(2892)	NP - CIP Marina Park Dock & Shoreline Renovations	177,800.00	Local
REID MIDDLETON INC(2892)	Amend 1 - CIP Marina Park Dock & Shoreline Renovat	177,800.00	Local
RH2 ENGINEERING INC(1899)	Amend 1 CIP West of Market Sewer Main Predesign	363,892.00	Local
RODGERS DEUTSCH & TURNER PLLC(6328)	124th Road Widening - Easements P-222	290,000.00	Federal
RODGERS DEUTSCH & TURNER PLLC(6328)	Easement - John & Mary Peacey - Holmes Point	750.00	Local
RONDORF, KIPLING(6904)	CK038 - TCE CIP 100th Ave NE Corridor Impr	42,900.00	Local
RSO FAMILY LLC(7777)	124th Road Widening - Easements P-223	126,000.00	Federal
SABER TECHNOLOGIES LLC(7865)	NE 132nd St/Juanita High School Access Road Imp	1,991.34	Local
SCHNEIDER ELECTRIC BUILDINGS AMERICAS INC(7571)	Fire Station 27 Replacement	71,516.49	Local

SCHNEIDER ELECTRIC BUILDINGS AMERICAS INC(7571)	Fire Station 22 Expansion & Remodel	53,562.71	Local
SEPILLO, ALLAN GORDON L(8117)	CK049 - TCE CIP 100th Avenue NE Corridor Improv	12,584.00	State
SERBUS, BRENT(7024)	CK033 - TCE CIP 100th Avenue NE Corridor Improv	13,975.00	State
SIMONDS GLENN COMMUNITY(6999)	CK105 - TCE CIP 100th Avenue NE Corridor Improv	2,552.00	State
SIMONDS GLENN COMMUNITY(6999)	CK106 & CK107 - TCE CIP 100th Ave NE Corridor Impr	1,443.00	State
SO, SARA ERICKSON(6942)	CK031 TCE - CIP 100th Avenue NE Corridor Impro	3,786.00	Local
SOLANKI, MUKESH(7004)	CK99 - TCE CIP 100th Avenue NE Corridor Improv	1,527.00	State
SPECIALIZED PAVEMENT MARKING INC(1838)	CO1 CIP - 2022 Annual Striping Program	778,895.75	Local
STEFFEE, DANIEL PATRICK(8118)	CK103 - TCE CIP 100th Avenue NE Corridor Improv	38.00	State
SUMMER GROVE CONDOMINIUM ASSOCIATION(6985)	CK055 - TCE CIP 100th Avenue NE Corridor Improv	7,055.00	Local
T & M JENN LIMITED PARTNERSHIP(7911)	CIP Real Property Purchase & Sale Agreement	2,500.00	Local
TCA ARCHITECTURE PLANNING(1760)	CIP - Fire Station 21 Expansion & Remodel	807,729.70	Local
TCA ARCHITECTURE PLANNING(1760)	CIP - Fire Station 26 Expansion & Remodel	916,753.50	Local
TERRACON CONSULTANTS INC(2567)	Amend 1 - 116th Ave NE / NE 124th St Intersect Imp	15,000.00	Local
TERRACON CONSULTANTS INC(2567)	2020 Neighborhood Safety Program	5,680.00	Local
THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS(8201)	Juanita Drive ROW Acquisition - P019	117,500.00	State
TOOLE DESIGN GROUP LLC(6124)	CIP - Stores to Shores Greenways	67,599.00	Federal
TOOZA DESIGN LLC(8098)	CIP Fire Station 22 Expansion & Remodel Public Art	51,071.09	Local
TRAN, HUNG VAN(6948)	CK040 TCE - CIP 100th Avenue NE Corridor Impro	20,103.00	Local
TREDOMAS LLC(6987)	CK086 - TCE CIP 100th Ave NE Corridor Impr	5,317.00	State
VENTILATION POWER CLEANING(1834)	CO 3 - CIP Kingsgate Highlands Storm Drainage	64,242.79	State
VILLA JUANITA CONDOMINIUM ASSOCIATION(6901)	CK050 TCE - CIP 100th Avenue NE Corridor Improv	9,239.00	State
VOLCHAK, TONY MARC(7990)	Juanita Drive ROW Acquisition - P021	5,630.00	State

WATSON ASPHALT PAVING CO INC(1502)	CO1 - 2022 Street Overlay Project	2,344,357.08	Local
WESTWOOD VILLAGE OWNERS ASSOCIATION(7318)	CK017 - TCE CIP 100th Avenue NE Corridor Improv	13,531.00	State
WHPACIFIC INC(2382)	CIP - Lake Washington High School Ped/Bicycle Impr	249,794.00	Local
WILD GLEN CONDOMINIUM ASSOCIATION(6936)	CK053 - TCE CIP 100th Avenue NE Corridor Improv	14,702.00	Local