

# ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

## For agencies under 100,000

City of Poulsbo

(Name of Recipient)

May 31, 2018

(Report Submission Date)

May 1, 2017 to April 30, 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.

**No changes.**

2. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.

**2010 CENSUS (with 2016 estimates): 81.0% White, 1.0% African American, 0.3% American Indian or Alaska Native, 0.1% Native Hawaiian and other Pacific Islander, 4.0% Asian, 11.2% Hispanic**

**Limited English Proficiency (LEP): 3.55% Spanish, 1.4% Tagalog, 0.5% Japanese, 0.4% Arabic, 0.1% Hindi, 0.1% Russian**

- 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.

**Updated census search for demographics and LEP populations**

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

**N/A**

- c. Describe any other Title VI activities this reporting period.

**Consulted Census and related data to determine need for preemptive LEP accommodation. Found that largest percentage of LEP (Spanish, 3.55%) is not over the 5% threshold requirement. Added LEP data section to Annual Report. Began planning for future need for LEP Spanish accommodation.**

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:

**Three times per month City Council Meetings, twice per month Planning Commission Meetings, more than four different Council Committee Meetings per month, and numerous Project Meetings all noticed for Public involvement.**

- a. How were special language needs assessed? List the special language needs assessments conducted. **Provided in response to citizen requests.**

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 Statement below included in all published agendas:**

**“Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk al 360.394.9880.”**

- a. 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. **City staff provided translation services when requested. City Website has built in translation capability through Google Translate.**
- b. List any costs incurred for translations and interpreters for each activity. **None incurred.**
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.)
- Include dollar value of each
  - Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency?
  - Identify the DMWBE contracts that were awarded and their dollar amount.
  - Is there a Title VI Non-Discrimination statement included in all contracts and public notices?
  - How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?

<b>Consultant/Contractor</b>	<b>Project</b>	<b>Amount</b>
Parametrix	Noll Road Improvement	\$179,712.00
Doolittle Construction	Pavement Maintenance Demo	\$215,822.70
Cultural Resources Co.	Finn Hill Road Improvement	\$3,250.00
Exeltech	Harrison Force Main	\$64,443.53
Parametrix	Old City Hall TIA Review	\$3,000.00
Parametrix	Central Interceptor CIPP Traffic Control Plan Review	\$2,050.00

- **All transportation construction projects are additionally advertised on the Builder's Exchange of Washington website to ensure maximum opportunity for DMWBE participation.**
  - **No contracts were awarded to DMWBE prime contractors, as the City had no DMWBE requirements for this time period.**
  - **Title VI language is included in all transportation contracts.**
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:
- How impacts were minimized/mitigated.
  - 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.

**No projects had any impacts to EJ populations.**

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

**Two Temporary Construction Easements were purchased on 4/13/18 for the Noll Road Improvements project.**

- Identify the number of minority, low-income, elderly and disabled persons affected. **None**
- The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity). **None**
- Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

**None**

7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include: **None**

- What was the allegation or concern?
- Procedures used
- Action taken
- Resolution

8. List Title VI Training Activities:

- **Two City Staff (Bateman, Zieman) attended LTAP Title VI Training in Sumner, WA 4/18/18**

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- **Three City staff (Bateman, Zieman, Roberts) attended LTAP Civil Rights Program Training in Shoreline, WA 4/24/18**

9. List any other Title VI Activities:

- **Updating City Accessibility request form**
- **Updating City website published Title VI information**