

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT For agencies under 100,000

City of Poulsbo

(Name of Recipient)

May 31, 2019

(Report Submission Date)

May 1, 2018 to April 30, 2019

(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 staff or mayor changes. No organizational structure changes. Current NDA dated 5-30-2014 is still valid. Anticipate need to update NDA during next mayoral election cycle in two years.

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

Race:

2010 CENSUS with most recent available 2017 American Community Survey (ACS) estimates – see attached tables:

84.1% White, 1.0% African American, 0.3% American Indian or Alaska Native, 0.0% Native Hawaiian and other Pacific Islander, 4.1% Asian, 12.3% Hispanic

Limited English Proficiency:

(LEP – 2017 ACS estimates – see attached tables):

**All Households: 1.3% (note reduction from 1.7% in 2016 and 3.8% in 2015)
1.3% Spanish, 0% Other Indo-European, 0% Asian and Pacific Islander, 0% Other Languages**

**All Citizens in Population: 3.7% (note reduction from 5.3% in 2016 and 6.7% in 2015)
2.6% Spanish, 0.2% Other Indo-European, 0.5% Asian and Pacific Islander, 0.3% Other Languages**

- 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. Also investigated Poulsbo Zip Code area for demographics to see if there are potential concerns near but outside of City Limits as the City of Poulsbo is only about 4 square miles total. None noted. Demographics and LEP for Poulsbo Zip code included as attachment.

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

As noted – information used to track demographics and demographic trends in both City Limits and City Zip code. Also to investigate whether or not projects may be impacting EJ populations. From an LEP standpoint - while our Hispanic population is growing slightly, our LEP Spanish population is currently diminishing both in households and individual population.

- 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, 2.6% down from 3.3% in 2016 data) is not over the 5% threshold requirement.

In the greater Poulsbo Zip code area, which included a population of 28,749 in 2017 (vs 9,439 within Poulsbo City Limits) the largest LEP (Spanish) population is 1.9%.

However, note that the City does provide Spanish translated notification on all published notifications, meeting agendas, etc as noted below. The City now has ISpeak cards at all service counters with staff attaining training accordingly. Staff has translation services available when needed/requested.

The City continues to proactively work to ensure that the City's LEP population is properly served.

In this reporting period the City had zero requests for language 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.

Special language Provided in response to citizen requests. No requests for language services were received in the reporting period.

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, notifications, etc:

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

Translated materials available by request.

- 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.
 - **No translation services were requested in the reporting period.**
 - **No requests for translated forms were received during the reporting period.**
 - **City Website has built in translation capability through Google Translate.**
 - **Ispeak translation cards provided to all City departments.**
 - **Translation service accounts set up for all City departments (previously available to departments through City courts – now all departments have easy access to translation services if requested).**

- b. List any costs incurred for translations and interpreters for each activity.
 - **None incurred, no requests for translation received, no requests for interpreters received. No known LEP persons were interacted with in this reporting period.**

- 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?

Consultant/Contract	Project	Amount
Cultural Resources Consultants (*WBE)	Finn Hill Shared Use Path-Cultural Assessment	\$3,725.00
Parametrix	Noll Road Improvements - Supplement #6 – design/row	\$814,918.00
Parametrix	Noll Road Improvements - Supplement #7 – design/row	\$555,314.00
Parametrix	Finn Hill Shared Use Path-Survey	\$5,450.00
Parametrix	Forest Rock Lane - Survey	\$7,800.00

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Parametrix	Vanaheimr TIA Review	\$2,350.00
Parametrix	Old City Hall TIA Review	\$900.00
Parametrix	Dogfish Creek Bridge Inspection	\$4,500.00
Seton Construction	Forest Rock Lane - construction	\$598,800.60
Seton Construction	Harrison Force Main - construction	\$855,191.00
Soundwest Engineering	Forest Rock Lane - Design	\$29,240.00
Struck Environmental	Finn Hill Shared Use Path-ROW & Environmental/Design Support	\$24,990.00

- **All transportation construction projects are additionally advertised on the Builder's Exchange of Washington website to ensure maximum opportunity for DMWBE participation.**
- **One contract was awarded to a WBE consultant. No contracts were awarded to DMWBE prime contractors. The City had no DMWBE requirements or goals for this time period.**
- **No Subcontractors were identified as DMDBE on construction projects.**
- **WSDOT/FHWA required Title VI contract provisions and forms are included in all transportation contracts.**
- **All construction contracts are managed to WSDOT/FHWA requirements regardless of funding source.**
- **Required Title VI nondiscrimination statement included in all project advertisements, public notices and 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 impacts to EJ populations. Possibility for impact to EJ populations was evaluated during the NEPA/SEPA process for all construction projects. No probable negative impacts to an EJ population were identified associated with any project. Additionally, no EJ populations were identified near the project areas. Extended possible project impacts beyond project borders were evaluated for impacts to EJ populations, none found. No projects included possible temporary impacts to EJ populations such as bus stop relocation or detours.

The Finn Hill Shared use path project will be improving safety for pedestrians on Finn Hill and will serve pedestrians and schoolchildren walking to Vinland Elementary school. This could potentially benefit EJ populations. However, no EJ populations were identified in or near the project area.

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

Twenty Right of Way parcels and/or TCE acquisitions were accomplished in the reporting period for the City's Noll Road project. See attachment spreadsheet for acquisitions. The City's WSDOT approved Right of Way procedures were followed, which require the City to retain the services of a WSDOT approved Right of Way agent. All acquisition appraisals were performed by WSDOT approved appraisers under the employ of the City's Right of Way Agent (Universal Field Services). All offer letters were drafted to WSDOT/FHWA requirements by the City's Right of Way Agent. All acquisition negotiations were performed by the City's Right of Way Agent. All acquisitions were in full compliance with WSDOT/FHWA requirements, as well as the requirements of the Uniform Act. Offer letters and acquisitions were reviewed and approved by WSDOT Right of Way services.

- Identify the number of minority, low-income, elderly and disabled persons affected.

0 Minority; 0 Low-income; 4 elderly; 0 disabled (data provided by Universal Field Services)

- The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).

None – no individuals interacted with in right-of-way purchases or negotiations indicated Limited English Proficiency Issues.

- Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

No Title VI concerns of any kind were raised during right-of-way acquisition.

7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include:

No complaints were received during the reporting period

- 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 Shoreline, WA 2/28/19**
- **Three City staff (Bateman, Zieman, Roberts) attended LTAP Civil Rights Program Training in Shoreline, WA 4/24/18**

- **“Understanding and Abiding by Title VI of the Civil Rights Act of 1964” online training course published by the Justice Department (6/20/17) is being incorporated into the City training schedule. Three Engineering Dept. and two City staff members have completed this training (Zieman, Carlson, Bateman, Kingery, Gaines).**

9. List any other Title VI Activities:

- **Updated City Accessibility request form**
- **Updated City website published Title VI information**
- **Updated City Title VI complaint form**
- **Added Title VI section to City website**
- **Published Title VI request and complaint forms on City Website**
- **Published Title VI NDA on City Website**
- **Published annual Title VI reports on City Website**
- **Distributed ISpeak cards to all City Departments**
- **Created accounts and easy access to all City Departments for telephone translation services**
- **Performed initial training for City Staff on Title VI and LEP**