

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

For agencies under 100,000

City of Edmonds

(Name of Recipient)

June 7, 2019

(Report Submission Date)

May 1, 2018 – 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.

Response:

No changes during this reporting period. The Title VI Coordinator is Robert English, City Engineer and the City's organization chart is attached as Exhibit A.

2. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.
 - 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.
 - b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

Response:

See Exhibit B from the U.S. Census Bureau.

No information was utilized per se in a specific study; however, the City of Edmonds includes non-discrimination language in solicitations for contractors and consultants.

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:
 - a. How were special language needs assessed? List the special language needs assessments conducted.
 - 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).
 - 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.
 - d. List any costs incurred for translations and interpreters for each activity.

Response:

- a) **WSDOT's Title VI coordinator provided training to City staff in December 2018. The training was very helpful and led to the following improvements to the City's Title VI program:**
 1. **Added City Web page dedicated to Title VI**
 2. **Implemented an on-line complaint procedure process**
 3. **Provided an opportunity for the public to request an interpreter through the City's Title VI webpage.**
 4. **Revised non-federal professional services agreements to include Title VI provisions.**
 5. **The Title VI webpage also references the City's Diversity Commission's webpage which provides the upcoming meeting agendas and minutes from past meetings.**

After receiving WSDOT Title VI training, staff will now use the Statistical Atlas and Data USA web pages to determine the percentage of population that speaks non-english languages. Based on information on each web page, there are three non-english languages that are spoken and represent more than 5% of the population in Edmonds. The languages are Spanish, Chinese and Korean.

- b) **The City has also added a web page with Title VI information. The web page provides an option for requesting an interpreter through the City Clerk's office to access city information or for an upcoming public meeting.**

The City is also researching the possibility to add google translate or a similar service to provide information on the City's web page in multiple languages.

- c) **Citywide Pedestrian Crossing Enhancements project: a public meeting was held on January 24th, 2019. The purpose of the meeting was to receive public comment on the enhancements being proposed (as part of the design phase) at (9) pedestrian crossings located throughout the City. Open House advertisements were published in a Korean newspaper (*Seattle Korean Weekly*) and a Spanish newspaper (*La Raza*). The Korean press release cost \$250 and the Spanish press release cost \$270.**
- d) **Citywide Pedestrian Crossing Enhancements:**
 - **\$250 for La Raza Spanish Newspaper public meeting announcement**
 - **\$270 for Seattle Korean Weekly public meeting announcement**

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

Response: See Exhibit C.

- Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency?

Response: None.

- Identify the DMWBE contracts that were awarded and their dollar amount.

Response: WSDOT specified a 15% UDBE goal on the design contract for the Citywide Pedestrian Crossing Enhancements project. The City included this requirement in the solicitation for services. The City executed a Local Agency Professional Services Agreement (LAG agreement) with KPG to complete the design phase. The total authorized contract amount is \$318,868.15.

Is there a Title VI Non-Discrimination statement included in all contracts and public notices?

Response:

The City includes a Title VI statement on federal-aid contracts with consultants and contractors. The following contract sections include Title VI provisions in the City's construction contracts:

- FHWA 1273 (Required Contract Provisions Federal-Aid Construction Contracts)
- GSP 1-07.11 (Requirements for Nondiscrimination)

The construction contracts funded with local funding use the WSDOT Standard Specifications. Section 1-07.11, "Requirements for Nondiscrimination" are incorporated into the City's contract provisions.

Title VI Assurances (Exhibit F of the LAG Consultant Agreement) are included in federal-aid consultant contracts.

The City's Professional Services agreement boilerplate for local funded projects, has been revised to include Title VI provisions.

On public notices for requests for qualifications and bid solicitations, the City continues to include a Title VI Statement in the notice.

- How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?

Response:

The FHWA-1273 contract provisions require the contractor to accept Nondiscrimination policies, designate an Equal Employment Officer (EEO) and keep records to document compliance with EEO requirements.

On public notices for requests for qualifications and bid solicitations, the City includes a Title VI Statement in the notice.

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.

Response:

Citywide Pedestrian Crossing Enhancements Project

An Environmental Justice Technical Memorandum was completed on December 5, 2018 for this project. The memo concluded that no minority or low-income populations have been identified that would be adversely affected by the Project. The report did recommend that public notices be advertised in Spanish and Asian newspapers, television and on the City website.

The Memorandum also identified how the proposed improvements will provide the following benefits:

- **Provide safer crossings for pedestrians and cyclists trying to reach various destinations (schools, parks and commercial/residential areas) at various locations throughout the City.**
 - **Make bus commuting more attractive by creating safer non-motorized access to Community Transit bus stops; and**
 - **Reduce vehicle congestion by improving access for transit, pedestrians and bicycle facilities.**
6. If Right of Way has been acquired for a transportation project, please describe:
- Identify the number of minority, low-income, elderly and disabled persons affected.
 - The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).
 - Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

Response:

There were no right of way acquisitions during this reporting period.

7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include:
- What was the allegation or concern?
 - Procedures used
 - Action taken
 - Resolution

Response:

The City of Edmonds is not aware of any Title VI related complaints, as a result of transportation activities and projects, filed against the City.

EXHIBIT A

Organizational Chart

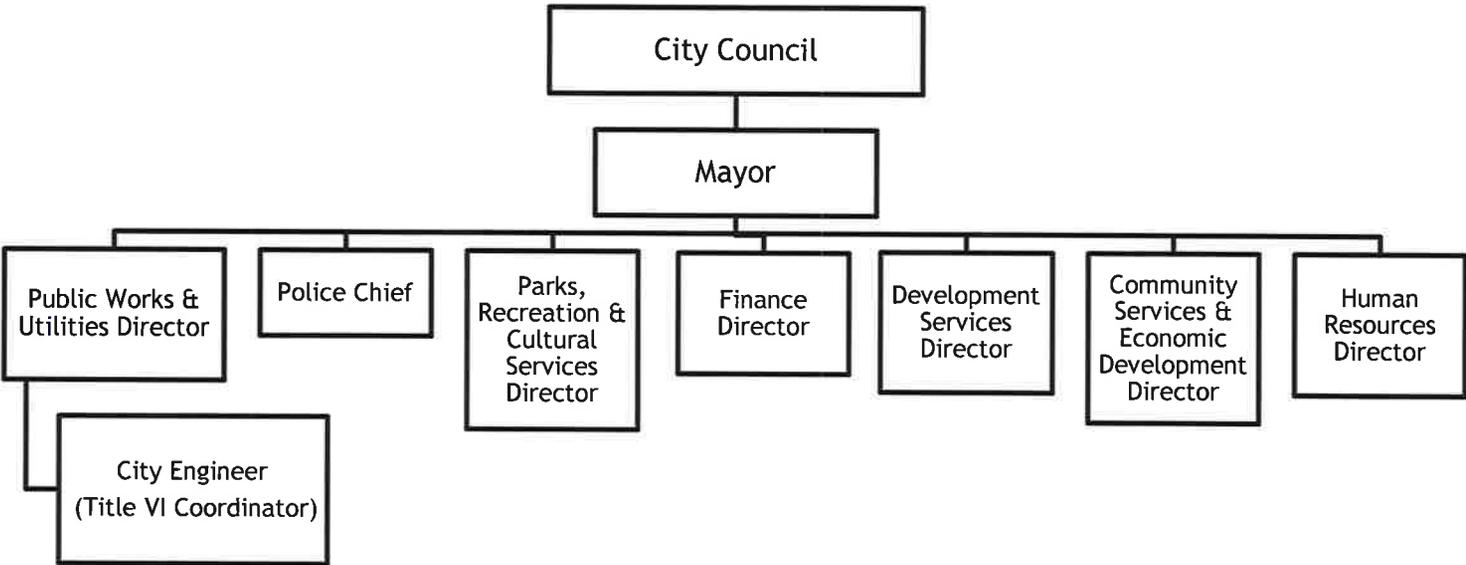


EXHIBIT B

QuickFacts

Edmonds city, Washington; United States

QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.

Table

All Topics	Edmonds city, Washington	United States
Population estimates, July 1, 2018, (V2018)	42,767	327,167,434
 PEOPLE		
Population		
Population estimates, July 1, 2018, (V2018)	42,767	327,167,434
Population estimates base, April 1, 2010, (V2018)	39,747	308,758,105
Population, percent change - April 1, 2010 (estimates base) to July 1, 2018, (V2018)	7.6%	6.0%
Population, Census, April 1, 2010	39,709	308,745,538
Age and Sex		
Persons under 5 years, percent	▲ 4.3%	▲ 6.1%
Persons under 18 years, percent	▲ 16.8%	▲ 22.6%
Persons 65 years and over, percent	▲ 20.8%	▲ 15.6%
Female persons, percent	▲ 51.3%	▲ 50.8%
Race and Hispanic Origin		
White alone, percent	▲ 82.1%	▲ 76.6%
Black or African American alone, percent (a)	▲ 1.1%	▲ 13.4%
American Indian and Alaska Native alone, percent (a)	▲ 0.4%	▲ 1.3%
Asian alone, percent (a)	▲ 8.5%	▲ 5.8%
Native Hawaiian and Other Pacific Islander alone, percent (a)	▲ 0.5%	▲ 0.2%
Two or More Races, percent	▲ 5.3%	▲ 2.7%
Hispanic or Latino, percent (b)	▲ 5.3%	▲ 18.1%
White alone, not Hispanic or Latino, percent	▲ 79.2%	▲ 60.7%
Population Characteristics		
Veterans, 2013-2017	3,046	18,939,219
Foreign born persons, percent, 2013-2017	12.6%	13.4%
Housing		
Housing units, July 1, 2018, (V2018)	X	138,537,078
Owner-occupied housing unit rate, 2013-2017	70.9%	63.8%
Median value of owner-occupied housing units, 2013-2017	\$443,800	\$193,500
Median selected monthly owner costs -with a mortgage, 2013-2017	\$2,136	\$1,515
Median selected monthly owner costs -without a mortgage, 2013-2017	\$720	\$474
Median gross rent, 2013-2017	\$1,275	\$982
Building permits, 2017	X	1,281,977
Families & Living Arrangements		
Households, 2013-2017	17,515	118,825,921
Persons per household, 2013-2017	2.34	2.63
Living in same house 1 year ago, percent of persons age 1 year+, 2013-2017	86.1%	85.4%
Language other than English spoken at home, percent of persons age 5 years+, 2013-2017	16.9%	21.3%
Computer and Internet Use		
Households with a computer, percent, 2013-2017	94.7%	87.2%
Households with a broadband Internet subscription, percent, 2013-2017	89.8%	78.1%
Education		
High school graduate or higher, percent of persons age 25 years+, 2013-2017	96.4%	87.3%
Bachelor's degree or higher, percent of persons age 25 years+, 2013-2017	49.2%	30.9%
Health		
With a disability, under age 65 years, percent, 2013-2017	4.4%	8.7%
Persons without health insurance, under age 65 years, percent	▲ 6.9%	▲ 10.2%
Economy		

In civilian labor force, total, percent of population age 16 years+, 2013-2017	65.7%	63.0%
In civilian labor force, female, percent of population age 16 years+, 2013-2017	58.8%	58.2%
Total accommodation and food services sales, 2012 (\$1,000) (c)	83,081	708,138,598
Total health care and social assistance receipts/revenue, 2012 (\$1,000) (c)	442,065	2,040,441,203
Total manufacturers shipments, 2012 (\$1,000) (c)	D	5,696,729,632
Total merchant wholesaler sales, 2012 (\$1,000) (c)	177,774	5,208,023,478
Total retail sales, 2012 (\$1,000) (c)	448,192	4,219,821,871
Total retail sales per capita, 2012 (c)	\$11,094	\$13,443

Transportation

Mean travel time to work (minutes), workers age 16 years+, 2013-2017	32.7	26.4
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Income & Poverty

Median household income (in 2017 dollars), 2013-2017	\$82,697	\$57,652
Per capita income in past 12 months (in 2017 dollars), 2013-2017	\$48,477	\$31,177
Persons in poverty, percent	▲ 6.1%	▲ 12.3%

BUSINESSES

Businesses

Total employer establishments, 2016	X	7,757,807
Total employment, 2016	X	126,752,238
Total annual payroll, 2016 (\$1,000)	X	6,435,142,055
Total employment, percent change, 2015-2016	X	2.1%
Total nonemployer establishments, 2016	X	24,813,048
All firms, 2012	5,071	27,626,360
Men-owned firms, 2012	2,627	14,844,597
Women-owned firms, 2012	1,737	9,878,397
Minority-owned firms, 2012	814	7,952,386
Nonminority-owned firms, 2012	4,116	18,987,918
Veteran-owned firms, 2012	467	2,521,682
Nonveteran-owned firms, 2012	4,301	24,070,685

GEOGRAPHY

Geography

Population per square mile, 2010	4,459.2	87.4
Land area in square miles, 2010	8.91	3,531,905.43
FIPS Code	5320750	00

About datasets used in this table

Value Notes

▲ Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the QI left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2018) refers to the final year of the series (2010 thru 2018). *Different vintage years of estimates are not comparable.*

Fact Notes

- (a) Includes persons reporting only one race
- (b) Hispanics may be of any race, so also are included in applicable race categories
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the interval of an open ended distribution.
- D Suppressed to avoid disclosure of confidential information
- F Fewer than 25 firms
- FN Footnote on this item in place of data
- NA Not available
- S Suppressed; does not meet publication standards
- X Not applicable
- Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

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- QuickFacts
- American FactFinder
- 2010 Census
- Economic Census
- Interactive Maps
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- Data Tools
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- Catalogs
- Publications

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- Help With Your Forms
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- Economic Census
- E-Stats
- International Trade
- Export Codes
- NAICS
- Governments
- Longitudinal Employer-Household Dynamics (LEHD)
- Survey of Business Owners

PEOPLE & HOUSEHOLDS

- 2020 Census
- 2010 Census
- American Community Survey
- Income
- Poverty
- Population Estimates
- Population Projections
- Health Insurance
- Housing
- International
- Genealogy

SPECIAL TOPICS

- Advisors, Centers and Research Programs
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- Emergency Preparedness
- Statistical Abstract
- Special Census Program
- Data Linkage Infrastructure
- Fraudulent Activity & Scams
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EXHIBIT C

CONSULTANT CONTRACTS/AMENDMENTS 2019

PROJECT NAME	IN AGREEMENT WITH	EXECUTION DATE	CONTRACT EXPIRATION DATE	AMOUNT	DEPARTMENT/ PROJECT MANAGER
PSA for Dayton Street Utility Replacement Project	Enviroissues	04/25/19	N/A	NTE \$42,484	Engineering/ Mike DeLilla
Agreement for Purchase of ORCA Business Cards	Community Transit	04/25/19	4/30/2020	N/A	Engineering/ Bertrand Hauss
PSA for 2019 Overlay Program	GeoDesign	04/04/19	N/A	NTE \$37,219	Engineering/ Ryan Hague
PSA for Stormwater Education & Outreach	ECOSS	03/29/19	N/A	NTE \$5,000	Engineering/ Pat Johnson
Supp. No. 1 for 2019 Storm Maintenance Project (88th Ave - Olympic View Drive to 185th Place)	Duane Hartman & Associates	03/27/19	N/A	Additional NTE \$4,417 (Total NTE \$19,716)	Engineering/ Greg Malowicki
Supp. No. 6 for Five Corners Reservoir Recoating Project	Murraysmith	03/27/19	N/A	Additional NTE \$37,701 (Total NTE \$546,115)	Engineering/ Henry Schroder
Construction Contract for Dayton Street Utility Replacement Project	Shoreline Construction	03/20/19	N/A	\$6,141,084.60	Engineering/ Mike DeLilla
Construction Contract for 89th Pl Retaining Wall Replacement	Kamins Construction	03/20/19	N/A	\$112,152	Engineering/ Zack Richardson
Amendment No. 1 for the Seaview Park Infiltration Facility Grant	Dept. of Ecology	02/06/19	6/30/2019	GRANT	Engineering/ Zack Richardson
Supp. No. 1 for Wayside Horns	Quiet Zone Technologies	01/28/19	N/A	Additional NTE \$43,288.86 (Total NTE \$208,041.70)	Engineering/ Bertrand Hauss
Supp. No. 1 for TIGER FY2017, INFRA FY2019 and INFRA 2019 Grant Applications for Edmonds Street Waterfront Connector	Tetra Tech, Inc.	01/23/19	N/A	Additional NTE \$12,144.75 (Total NTE \$26,630.21)	Engineering/ Ed Sibrel
Supp. No. 2 for 2019 Curb Ramps Project	The BlueLine Group	01/22/19	N/A	Additional NTE \$10,900 (Total NTE \$62,750)	Engineering/ Ryan Hague
ILA for Natural Yard Care	Snohomish County	12/19/18	12/31/2019	NTE \$2,500	Engineering
Supp. No. 1 for the Hwy 99 Gateway/Revitalization Project	Shea, Carr & Jewell, Inc.	12/13/18	12/31/2019	No Change in Amount (Total NTE \$419, 827)	Engineering/ Bertrand Hauss
Supp. No. 5 for Five Corners Reservoir Recoating Project	Murraysmith	12/10/18	N/A	Additional NTE \$30,445 (Total NTE \$508,414)	Engineering/ Henry Schroder
Supplemental Agreement No. 12 to 76th Ave W & 212th St. SW Intersection Improvements	David Evans & Associates	11/30/18	6/30/2019	No Change in Amount (Total NTE \$814,219)	Engineering/ Bertrand Hauss
Supp. No. 3 for the 76th Ave & 212th St. Intersection Improvements Project	KBA, Inc.	11/27/18	6/30/2019	No Change in Amount (Total NTE \$413,605)	Engineering/ Jaime Hawkins
PSA for the 2019 Overlay Program	CM Design Group	11/13/18	N/A	NTE \$83,942	Engineering/ Ryan Hague
Supplemental Agreement No. 11 to 76th Ave W & 212th St. SW Intersection Improvements	David Evans & Associates	10/30/18	12/31/2018	No Change in Amount (Total NTE \$814,219)	Engineering/ Bertrand Hauss
PSA for 238th St. SW Island Improvements and Pedestrian Curb Ramp Barrier Removals Project	The BlueLine Group, LLC	10/26/18	N/A	NTE \$51,400	Engineering/ Ryan Hague
LAG Agreement for 84th Ave W Overlay	Tetra Tech	09/25/18	9/30/2020	NTE \$150,528	Engineering/ Ed Sibrel
Supp. No. 1 for 2019 Curb Ramps Project	The BlueLine Group, LLC	09/20/18	N/A	Additional NTE \$1,650 (Total NTE \$51,850)	Engineering/ Ryan Hague
ILA for Installation of an Adaptive Traffic Signal Control System along 220th Street SW	City of Mountlake Terrace	09/13/18	N/A	See Agreement	Engineering/ Bertrand Hauss
PSA for the 2019 Storm Maintenance Project	HWA GeoSciences	09/09/18	N/A	NTE \$37,007	Engineering/ Greg Malowicki
PSA for the 2019 Storm Maintenance Project (194th Street & 88th Ave)	Duane Hartman & Associates	09/06/18	N/A	NTE \$9,030	Engineering/ Greg Malowicki

PSA for the 2019 Storm Maintenance Project (88th Ave - Olympic View Drive to 185th Place)	Duane Hartman & Associates	09/06/18	N/A	NTE \$15,299	Engineering/ Greg Malowicki
PSA for Utility Rate & GFC Update	FCS Group	08/23/18	N/A	NTE \$81,060	Engineering/ Mike DeLilla
Supp. No. 3 for Edmonds Street Waterfront Connector	Parametrix	08/22/18	8/31/2019	No Change in Amount Release of Mgmt Reserve	Engineering/ Ed Sibrel
Supp. No. 2 for the Five Corners Reservoir Recoating Project	HWA GeoSciences	08/21/18	N/A	Additional NTE \$3,301.10 (Total NTE \$34,202.90)	Engineering/ Henry Schroder
PSA for Seaview Park Infiltration Facility Project	Associated Earth Sciences	07/11/18	N/A	NTE \$39,705	Engineering/ Henry Schroder
Supp. No. 2 for Edmonds Street Waterfront Connector	Parametrix	07/06/18	8/31/2019	No Change in Amount Release of Mgmt Reserve	Engineering/ Ed Sibrel
Supp. No. 2 for the 76th Ave & 212th St. Intersection Improvements Project	KBA, Inc.	06/25/18	12/31/2018	Additional NTE \$24,025 (Total NTE \$413,605)	Engineering/ Jaime Hawkins
Supp. No. 1 for 2015 Waterline Replacement Project	Stantec Consulting Services	06/25/18	N/A	Additional NTE \$75,434.38 (Total NTE \$384,399)	Engineering/ Mike DeLilla
Supp. No. 4 for Five Corners Reservoir Recoating Project	Murraysmith	06/25/18	N/A	Additional NTE \$30,445 (Total NTE \$448,604)	Engineering/ Henry Schroder
Supplemental Agreement No. 10 to 76th Ave W & 212th St. SW Intersection Improvements	David Evans & Associates	06/20/18	10/30/2018	No Change in Amount (Total NTE \$814,219)	Engineering/ Bertrand Hauss
Supp 1 for the Edmonds Street Waterfront Connector	Parametrix	06/07/18	8/31/2019	NTE \$917,374.19	Engineering/ Ed Sibrel
PSA for 2019 Curb Ramps Project	The Blueline Group, LLC	05/24/18	N/A	NTE \$50,200	Engineering/ Ryan Hague
LAG Agreement for Citywide Crossing Enhancements	KPG	05/21/18	5/31/2019	NTE \$318,868.15	Engineering/ Bertrand Hauss
PSA for 2018 Sanitary Sewer Replacement Project	Landau Associates	05/14/18	N/A	NTE \$34,455	Ryan Hague
Supp. No. 1 for Five Corners Reservoir Recoating Project	HWA GeoSciences, Inc.	05/13/18	N/A	Additional NTE \$6,080.80 (Total NTE \$30,901.80)	Henry Schroder
Agreement for Purchase of ORCA Business Cards and ORCA Business Passport Products	Community Transit	05/10/18	4/30/2019	\$22,676.05	Engineering/ Bertrand Hauss
Supp. No. 3 for On-Call Plan Review & Construction Support Services	Stantec	05/04/18	N/A	Additional NTE \$31,863.51 (Total NTE \$138,932.35)	Engineering/ Jeanie McConnell