

Annual Title VI Update and Accomplishment Report
For agencies under 100,000

Agency: **City of Sedro-Woolley**
Report Date: May 31, 2016
Reporting Period: **2015**

I. Report any changes in the organizational structure since the last reporting period.

No changes for the reporting period of **2015**. Current Responsible Agency Official for **2016** has been listed for information purposes only. An updated nondiscrimination agreement was sent to WSDOT Title VI officials on February 9, 2016 designating our new and current “Responsible Agency Official”.

Name	Gender/Ethnicity	Title	Program
Keith Wagoner	Male/Caucasian	Mayor	Responsible Agency Official for 2016
Mike Anderson	Male/Caucasian	Mayor	Responsible Agency Official for 2015
Mark Freiberger	Male/Caucasian	Director of Public Works	All aspects of work for public works
David Lee	Male/Caucasian	City Engineer	All aspects of work for design engineering

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

According to the estimated Census as of April 1, 2015 from the Washington State Office of Financial Management website the City of Sedro-Woolley has an estimated population of 10,700 within 4.16 square miles.

A. Describe any required Title VI activities and/or studies conducted that provided data relative to minority person, neighborhoods, income levels, physical environment, and travel habits.

The City of Sedro-Woolley did not conduct any official Title VI studies that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.

We did however use student demographics from the OSPI Washington State Report Card for the Sedro-Woolley School District to determine the prominent ethnicity in the school district to determine our public outreach needs.

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

It was determined by the OSPI Washington State Report Card that White was the predominate race/ethnicity at 72.5% with the Hispanic/Latino race/ethnicity following behind at 19.8%.

With this information we were able to determine that public notices for this project needed to include not only the standard disability accommodation in English but also a short Spanish description of the project as well.

III. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices.

- A. *How were special language needs assessed? List the special language needs assessments conducted.*

We had one public open house for our Jameson Arterial Extension to SR9 Project in July 2015. All public notices that were mailed within the project area received a notice of the open house in English which included a short message translated into Spanish. This notice also included a phone number that the Hispanic/Latino community could call and leave a message for an interpreter to call them back and answer their questions.

- 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).*

No public outreach activities were conducted in 2015 other than general construction notices (local paper, radio, emergency services and our city website) for the projects listed above in III. A.

- C. *List the special language services provided – note the professional language service provided including the name of service, date provided, number of persons served, and any other relevant information.*

We used a random internet English to Spanish translation program then we engaged our local Spanish speaking facility monitor to translate and proofread our open house invitation. This insured the notice being sent was phonetically correct. There was no special language services requested as a result.

- D. *List any costs incurred for translations and interpreters for each activity.*

No special language services or accommodations were requested; therefore no additional costs were incurred in 2015.

IV. List of all 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)

Consultant agreements implemented in 2015 for transportation purposes:

One federally funded **engineering consultant** agreement was implemented. Their services included engineering design for our Jameson Arterial Extension to SR9 Project. *Note:* The design was finished in 2016 and finally went to bid in 2016.

This 2015 consultant design agreement was with H.W. Lochner Inc. of Bellevue, WA; the original agreement amount: \$222,141.42 (*federal*)

One federally funded **research consultant** agreement was implemented. Their services included title research which aided in the right of way design and limits of our Jameson Arterial Extension to SR9 Project.

This 2015 consultant agreement was with Guardian Northwest Title & Escrow of Mount Vernon, WA; the agreement amount: \$1,630.58 (*federal*) *Note: Services were tasked and performed in 2015 – invoiced early 2016.*

Note: Federal funds were not utilized in the agreements listed below:

One **surveyor consultant** agreement was implemented. Their services included construction staking for our 2015 Greenstreet-Dean-Virginia Sanitary Sewer and Sidewalk Improvements Project

This 2015 agreement was with Skagit Surveyors & Engineers of Sedro-Woolley, WA; the agreement amount: \$5,006.25 (*non-federal*)

Two **materials testing consultant** agreements were implemented.

First agreement - their services included materials testing for our 2015 Greenstreet-Dean-Virginia Sanitary Sewer and Sidewalk Improvements Project.

This 2015 agreement was with Materials Testing & Consulting Inc. of Burlington, WA; the agreement amount: \$2,657.25 (*non-federal*)

Second agreement - their services included a Mechanical Stabilized Earth (MSE) embankment design for a failed section of Fruitdale Road.

This 2015 agreement was with Geo-Test Services Inc. of Bellingham, WA; the agreement amount: \$4,082.50 (*non-federal*)

Two **construction** agreements were implemented for two different road projects.

First agreement – was a construction agreement for our 2015 Greenstreet-Dean-Virginia Sanitary Sewer and Sidewalk Improvements Project.

This 2015 agreement was with Fisher Construction Group of Burlington, WA; the agreement amount: \$618,319.37 (*non-federal*)

Second agreement – was a construction agreement for our Township-Dunlop Traffic Circle Project.

This 2015 agreement was with Schwetz Construction Inc. of Sedro-Woolley, WA; the agreement amount: \$3,260.00 (*non-federal*)

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

The City of Sedro-Woolley annually participates in a shared roster process maintained by Municipal Research and Services Center of Washington (MRSC). WSDOT has reviewed and determined that MRSC meets federal requirements and therefore is approved for use on projects receiving federal funds below \$100,000.00 – the state limit is \$300,000.00

V. 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).

We continue to design projects that include many ADA upgrades, sidewalk connectivity and improved traffic flow within our city limits.

No potential impacts were identified as a result of our completed projects - only mobility improvements.

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

Right of Way was donated in 2015 for our Jameson Arterial Extension to SR9 Project. All ROW was documented and reviewed by WSDOT Local Agency Coordinator Tom Boyd for local agency compliance.

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

No formal complaints have been received or filed with the City of Sedro-Woolley.