



**Washington State
Department of Transportation**

Transportation Building
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Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

May 12, 2020

Seth Fleetwood, Mayor
City of Bellingham
210 Lottie St
Bellingham WA 98225

Dear Mayor:

RE: CY2019 Annual Report and Nondiscrimination Agreement

WSDOT is approving the CY2019 report. The report for CY2020 will be due **Jan. 1, 2021**. Comments on areas for improvement are included in the transmittal email. A signed copy of the City's Nondiscrimination Agreement is attached. Both should be accessible to the public and may be posted on your website.

Title VI requirements apply to all phases of transportation-related projects/services no matter the funding source. The Standard Assurances and related attachment(s) are required in all contracts and agreements.

Chapter 28 of the LAG Manual is being revised and it should be available this summer. It will include more detail on the Executive Orders for language access and environmental justice. Title VI training will be offered and we recommend at least two staff from the City attend. Registration will be through Local Programs LTAP web page.

WSDOT is committed to providing any assistance you may need. If you have questions concerning Title VI, please contact me at 206-440-4778, or email TitleVI@wsdot.wa.gov.

Sincerely,

/s/Gretchen Gleue
Title VI Local Agency Compliance Lead
Office of Equal Opportunity

Washington State Department of Transportation

City of Bellingham

2019 Reporting Year

Reporting Period January 2019-December 2019

As stipulated in this agency's Title VI Program Non-Discrimination Agreement, WSDOT's approval letter to that agreement, and WSDOT's Highways and Local Programs Local Agency Guidelines Manual (Chapter 28), the annual accomplishment and update report for the reporting period reflected above is hereby submitted.

Current Chief Executive Officer:

- Name: Seth Fleetwood
- Title: Mayor


Planning or Public Works Director:

- Name: Eric Johnston
- Title: Public Works Director

Title VI Coordinator:

- Name: Kim Brown
- Title: ADA Coordinator

SUBMITTED by:



Signature

Kim Brown
Typed/Printed Name

Public Works ADA Coordinator
Title

3/26/2020
Date

1. Report any changes in the organizational structure since the last reporting period.
 - a. Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.

During the 2019 reporting period, the City Council lost one male/Caucasian councilor then gained one female/Caucasian councilor. The female/Caucasian Real Property Manager retired and was replaced by a male/Caucasian Real Property Manager. A list of decision-maker title, ethnicity and gender follows.

Position Title	Ethnicity	Female	male
City Council	Caucasian	4	3
Mayor	Caucasian	1	
Public Works Director	Caucasian		1
Asst. Director, Engineering	Caucasian		1
Asst. Director, Operations	Caucasian		1
Asst. Director, Natural Resources	Caucasian	1	
Real Property Manager	Caucasian		1
Construction Manager	Caucasian		1
Transportation Planner	Caucasian		1
Environmental Manager	Caucasian		1
Development Manager	Caucasian		1
ADA/Title VI Coordinator	Caucasian	1	
Transportation Commission	Caucasian	2	7

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

The following demographic data is based on the 2014-2018 ACS Demographic and Housing Estimates prepared by the U.S. Census Bureau.

Category	Percentage
Gender	
Male	49.6%
Female	50.4%
Age	
19 years and younger	21.2%
20 years to 64 years	64.8%
65 years and over	14.1%
Race	
White or Caucasian	82.5%
Black or African American	1.6%
American Indian and Alaskan Native	1.3%
Asian	6.4%
Native Hawaiian and other Pacific Islander	0.2%
Other Race	3.1%
Two or more races	4.9%
Hispanic or Latino	9.3%

According to data from the Office of the Superintendent of Public Instruction's "2018-2019 Washington Public School Data for Area Eligibility Report – National School Lunch Program - Free and Reduced Enrollment" 28% of students in the Bellingham School District receive free meals.

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.

There were no studies required or conducted during this reporting period.

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

See Attachment A for project list outreach activities.

See Attachment B for outreach examples.

Bellingham City Council Meetings: All City of Bellingham construction contracts, consultant agreements and right-of-way acquisition are approved at City of Bellingham Council meetings which are open to the public.

- Agendas, notices and minutes of all meetings are available via the City of Bellingham website. <https://www.cob.org/gov/council>
- Meetings are broadcast live on the City's local television station BTV, with recorded meetings available on YouTube (with closed captioning). Meetings on DVD are available through the Council Office. During winter of 2020, City Council Chambers will be installed with a hearing loop and equipment for live captioning.
- Anyone can sign up to speak at the meeting directly to the Mayor or City Council at the beginning of each meeting. Speakers are generally limited to three minutes; however, accommodations are made for persons with disabilities or persons who use English as a second language.
- Assistive listening devices and qualified interpreters are provided on request.

All transportation plan and project activities are available on the City of Bellingham website, and public announcements and communications for public outreach events are provided in a manner akin to that of City Council meetings.

a. How were special language needs assessed?

Spanish speaking residents represent the largest LEP population in Bellingham. The Public Works Department sends direct mailings to all residents and property owners adjacent to project corridors that includes a statement in Spanish alerting recipients to translation options. Materials will be translated to other languages as appropriate.

- 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.**

Outreach materials are provided in targeted languages when projects occur in specific neighborhoods with more than 5% Spanish as Home Language residents. Posters and flyers are distributed to language-appropriate venues in specific project areas. Translation services are available as needed. WSDOT Title VI Public Involvement forms are available in applicable languages at all public meetings.

- 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.**

No special language services were provided for 2019 transportation projects. The sentence in Spanish below is on all written mailings.

Por favor, para información en Español, comunicarse con el Departamento de Obras Públicas al Telefono (360) 778-7700. Gracias.

- d. List any costs incurred for translations and interpreters for each activity.**
N/A

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

Project Name/Number	Contractor/Consultant & Subs (* = DMWBE)	Type of Service	Total Dollar Amount & DMWBE amount
Cordata/Stuart/Horton safety improvements ES-0548	Strider Construction Co., Inc.	Construction	\$598,178
Donovan Ave Water Main Replacement EW-0234	RH2 Engineering, Inc.	Design	\$146,921
2019 Transportation Benefit District Projects Design ES-0547	Transpo Group USA, Inc.	Design	\$327,300
2019 Transportation Benefit District Projects ES-0547	Larry Brown Construction, Inc.	Construction	\$1,758,245
Samish/Maple/Ellis Multimodal Safety Improvements – Design ES-0552	Transpo Group USA, Inc.	Design	\$182,200
40th Street Sidewalk and 2020 Transportation Benefit District Projects – Design ES-0553	Transpo Group USA, Inc.	Design	\$278,000
Aldrich Road Overlay Design ES-0551	Reichardt and Ebe Eng. Inc.	Design	\$121,010
Aldrich Road Overlay ES-0551	Colacurcio Brothers, Inc.	Construction	\$1,195,580
F Street Crossing WF-1022	PH Consulting LLC	Design	\$176,733
Cordata Safe Routes to School – Aldrich Road ES-0531	Strider Construction, Co., Inc. AAA Contractors Inc.* S&S Concrete Construction Inc.*	Construction Construction Construction	\$663,053 \$44,343 \$51,060
Meridian Street Roundabout Feasibility Study ES-0550	Reid Middleton, Inc.	Consulting	\$159,372
James Street Multimodal Feasibility Study ES-0549	Transpo Group USA, Inc.	Consulting	\$110,300
2019 Crack Seal Program	Central Paving LLC	Construction	\$144,900

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

Consultant contracts for professional services are publicly advertised on the City's web site and in the local newspaper, the Bellingham Herald. It is policy of the City of Bellingham to comply with 49 Code of Federal Regulations CFR), Part 26 to ensure that Disadvantaged Businesses, including minorities and women, have an equal opportunity to receive and participate in federally assisted contracts. The City of Bellingham does not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate in connection with the award or performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

All federal construction contracts and all bid packages have appropriate language, goal setting programs, and monitoring to address the use of minority firms in capital construction.

- **Identify the DMWBE contracts that were awarded and their dollar amount.**
DMWBE contracts are identified with an asterisk in the above table.
- **Is there a Title VI Non-Discrimination statement included in all contracts and public notices?**
There is 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?**

A Title VI Policy Statement is included in post award packets of information materials that City of Bellingham sends to prime contractors for each contract that has been publicly bid and advertised. The Policy Statement is posted on our web site in both Spanish and English, Purchasing Home page next to "Current bids, Request for Proposals or Requests for Qualifications."

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:**
 - a. **How impacts were minimized/mitigated.**
No projects adversely impacted minority or low-income populations.
 - b. **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.**

The City of Bellingham had 4 projects in 2019 that specifically provide opportunities for community cohesion.

- **Cordata/Stuart/Horton Safety Improvements** – installing new flashing pedestrian crossings with ADA compliant curb ramps, and protected bicycle lanes improved transportation safety and access for pedestrians and bicycle riders, specifically for elderly residents and people with disabilities.
- **Donovan Ave Water Main Replacement** – replacing ADA ramps to current standards improved access for people with disabilities, families with strollers and elderly persons, specifically for residents living in Bellingham Housing Authority affordable housing unit.
- **Cordata Safe Routes to School – Aldrich Road** – adding sidewalks, curb ramps (all ADA compliant), bike lanes and streetlights improved transportation safety for pedestrians and bicycle riders. Access to properties for low-income, elderly and people with disabilities was improved – specifically for residents living in Bellingham Housing Authority affordable housing unit.
- **2019 Transportation Benefit District Projects** - adding sidewalks and curb ramps (all ADA compliant) in various locations around the City and replacing curb ramps and making pedestrian crossing safety improvements at an intersection improved safety and access for people with disabilities, low-income and elderly residents.

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?**

No minority, low-income or elderly and disabled persons were identified or affected. No translation services were required 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.**

No Title VI complaints were received during the reporting period.

8. List goals for the 2020 reporting year:

- Translate vital documents (press releases, complaint forms, notices to the public) in accordance with USDOJ/FHWA requirements.
- Put statement on Public Works project page in Spanish to inform citizens that translation options are available.
- Provide new staff members with training on Title VI reporting requirements.

Attachment A
Printed Public Outreach Materials 2019
All materials contain a Spanish portion for additional information

Project	Outreach materials
Cordata/Stuart/Horton Safety Improvements ES-0548	Direct mail to affected residents and property owners.
Donovan Ave Water Main Replacement EW-0234	Direct mail to affected residents and property owners.
2019 Transportation Benefit District Projects ES-0547	Direct mail to affected residents and property owners.
Aldrich Road Overlay ES-0551	Direct mail to affected residents and property owners.
Cordata Safe Routes to School – Aldrich Road ES-0531	Direct mail to affected residents and property owners.
Meridian Street Roundabout Feasibility Study ES-0550	Direct mail to affected residents and property owners.
James Street Multimodal Feasibility Study ES-0549	Direct mail to affected residents and property owners.

Aldrich Road overlay

This project to improve the road's driving surface is funded through the voter-approved Transportation Benefit District (TBD.) This work is part of planned maintenance to protect the City's investment in its roadways and provide a quality surface for cyclists and motorists.

What to expect:

- Repaving begins, and should conclude, in August;
- Expect some noise (grinding and equipment), dust and traffic slowdowns;
-
- Flaggers will be on-site to direct traffic around active work zones;
- Some road closures and detours plus night work; and,
- Please be patient and allow extra driving time. A weekly road report is available on the City website, Twitter feed and Facebook page for ongoing information.

For more information, contact the project engineer: Freeman Anthony, P.E. • 360-778-7924 • FAnthony@cob.org or check for updates at www.cob.org/pwprojects, search "ES-0551"

Por favor, para información en Español, comunicarse con el Departamento de Obras Públicas al telefono (360) 778-7700. Gracias.

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Attachment B (2)

What's coming:

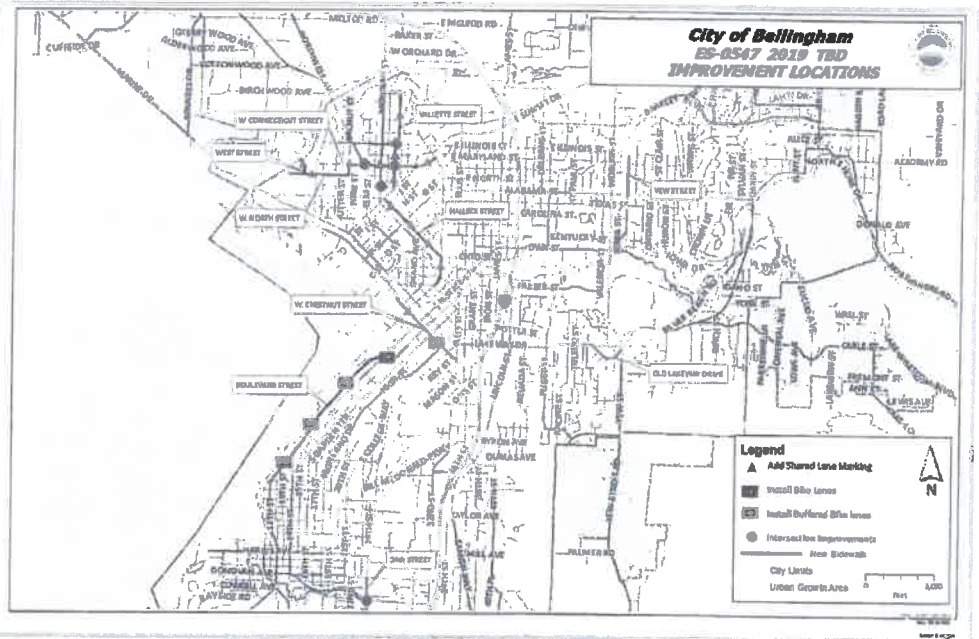
- Improvements for biking and walking in your neighborhood
- Increased connectivity in the bicycle network

Project elements:

- New sidewalks
- Buffered bike lanes
- Intersection improvements
- New bike lanes and bike boulevards

Main work locations:

- Old Lakeway—Lakeway to Yew
- Lakeway—Undine to Old Lakeway
- 24th Street—Old Fairhaven Parkway to Donovan
- North Street / Meridian
- Connecticut / Meridian



Pedestrian and Cyclist Facilities TBD roadway improvements

Por favor, para información en Español, comunicarse con el Departamento de Obras Públicas al telefono (360) 778-7700. Gracias.

For more information, contact the project engineer:
Freeman Anthony, P.E. at (360) 778-7924 or via fanthony@cob.org
or check www.cob.org/pwprojects—and search "ES-0547"

What's coming:

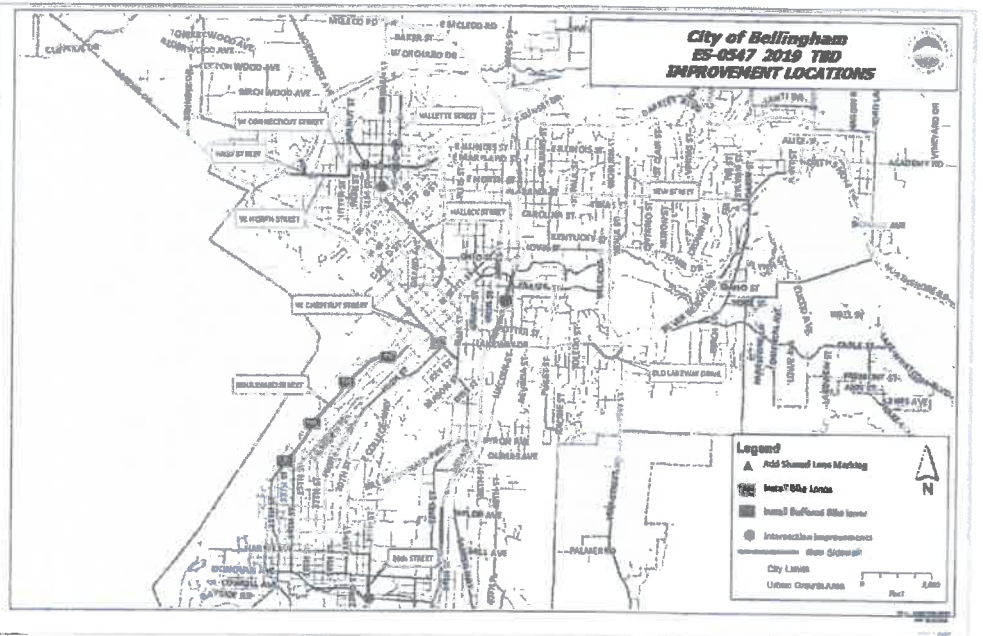
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