



TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date

Contact Information

Name and title of administrator (signature on Standard Assurances): **Robert Putaansuu, Mayor**

Mailing Address: 216 Prospect Street

City: Port Orchard

WA

Zip Code: 98366

County: Kitsap

Phone #: 360.876.4407

email address: rputaansuu@cityofportorchard.us

Name and title of head of transportation-related services: **Mark Dorsey, Director of Public Works/Engineering**

Mailing Address: 216 Prospect Street

City: Port Orchard

WA

Zip Code: 98366

County: Kitsap

Phone #: 360.876.4991

email address: publicworks@cityofportorchard.us

Name and title of designated Title VI coordinator*: **Brandy Wallace, City Clerk**

Mailing Address: 216 Prospect Street

City: Port Orchard

WA

Zip Code: 98366

County: Kitsap

Phone #: 360.876.4407

email address: cityclerk@cityofportorchard.us

*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature.

No changes to the approved Title VI Plan.

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

Name	Title	Race/Color/National Origin	Department/Advisory Board
Rob Putaansuu	Mayor / Title VI Administrator	N/A	Mayor
Mark Dorsey	Director of PW/Engineering	N/A	Public Works/Transportation Committee
Chris Hammer	Assistant City Engineer	N/A	Public Works/Transportation Committee
Brandy Wallace	City Clerk/Title VI Coordinator	N/A	Clerk's/Administration
Mark Trenary	Councilmember	N/A	Transportation Committee
Scott Diener	Councilmember	N/A	Transportation Committee
Fred Chang	Councilmember	N/A	Transportation Committee

3. Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

- White: 73.82%
- Two or more races: 10.15%
- Asian: 6.95%
- Black or African American: 4.56%
- Native Hawaiian or Pacific Islander: 2.16%
- Other race: 1.80%
- Native American: 0.56%

Language:

- English: 90.4%
- Asian and Pacific Island: 7.2%
- Spanish: 1.9%
- Other European Languages: 0.4%
- Other: 0.1%
- Persons in Poverty, percent: 14.0%

4. Complaints – Provide a copy of the LPA’s Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

No complaints received.

5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

Citywide Street Lighting Study – HSIP funded. Consultants selection in accordance with the LAG manual with approvals by WSDOT Olympic Region H&LP. This study was technical involving lighting levels assessment to identify the need for safety enhancements along major roadways with relatively high accident histories. The study did not include a public involvement component.

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

None

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

None.

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

Citywide Street Lighting Study – HSIP funded. Consultants’ selection in accordance with the LAG manual with approvals by WSDOT Olympic Region H&LP. This study was technical involving lighting levels assessment to identify the need for safety enhancements along major roadways with relatively high accident histories. The study did not include a public involvement component.

Bethel Lincoln Round-about Project – HSIP and TIB/UAP funded. Consultant Skillings provided and environmental and cultural resources work for NEPA/ SEPA and other permitting. An environmental justice analysis of the project was done in accordance with WSDOT NEPA Categorical Exclusion guidance. The results of the analysis included the presence of a protected population within the vicinity of the project site. However, the project did not require further analysis due to the use of existing rights-of-way and city owned property for all project work. In accordance with WSDOT NEPA environmental justice guidance no further analysis was required. A site visit to the project site verified the protected population was not present within the project boundaries and the project site is uninhabited. Demographic data from the analysis is included in the NEPA submittal package and is also presented in question 3 above.

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects’ benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

Sidney Road Sewer Repair Project (Dekalb St.to Kitsap St.) – Repairs to sewer , storm, and street. The traveling public and adjacent neighborhood was effected by temporary traffic control for three months. The neighborhood benefited from maintenance of utilities and repairs and ADA upgrades to sidewalks.

10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

For the 2021 reporting period, all meetings were held virtually via Zoom due to the pandemic. Citizens could attend by phone, or by joining the meeting as an attendee through their computer, laptop, or phone.

Efforts to encourage citizen participation includes Facebook postings, email distribution lists, and sometimes telephone calls or emails. Regular City Council meetings allow citizen comments at the beginning of the meeting for items on the agenda, and at the end of the meeting for any topic the citizen would like to discuss. Citizen comments are encouraged and extremely appreciated by the Mayor, Council, and staff.

Regular City Council meetings are held the 2nd and 4th Tuesday of each month at 6:30pm. A work study meeting is held the 3rd Tuesday of each month at 6:30pm. All City Council meetings livestream to our YouTube channel. Typically, all meetings have about 1 to 15 people attending through the remote link, and 1 from 12 watching the YouTube live stream. Depending on the topic matter, we could have up to 30 attending through the remote link.

Currently, the Transportation Committee meets the 4th Tuesday of each month at 4:30pm. The public typically does not attend, but the public has the option to attend remotely. There have been instances when a couple citizens attended through the remote link.

All meeting videos are saved to the City's website and YouTube Channel.

Examples of Outreach Materials

Facebook:



Email Distribution List:

Good afternoon,

The Port Orchard City Council will be meeting Tuesday, April 20, 2021, starting at 6:30pm remotely via Zoom. Councilmembers and Directors are 'panelists' for this meeting and require a **different link than the public**. *The public link is located on the agenda and will be posted on the City's website banner the day of the meeting.*

Councilmembers and Directors, you should have already received an email with a personalized (panelist) Zoom link. Email reminders will be automatically sent 1 day, and 1 hour before the meeting. **Please use that link to join the meeting.**

To access the materials online, please use the links below:

April 20, 2021, City Council Meeting Agenda:
<https://www.cityofportorchard.us/documents/april-20-2021-city-council-meeting-agenda/>

April 20, 2021, City Council Meeting Packet:
<https://www.cityofportorchard.us/documents/april-21-2021-city-council-meeting-packet/>

Thank you.

Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin

Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.

We do not collect this type of demographic information.

List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

No language services were requested.

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

Bethel Lincoln Round About Project – Consultants selection in accordance with the LAG manual with approvals by WSDOT Olympic Region H&LP.

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

Clauses are included in all advertisements, agreements, and contracts. In signing agreements and contracts those entities agree to the provisions.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

Construction:

Sidney Road Sewer Repair Project (Dekalb St. to Kitsap St.) – ACI, Inc (\$398,786.38)

Not WDBE, DBE Subcontractor OC-O Concrete Construction

Local agency funded

Consultant Agreements:

Bay Street Pathway Project – Tierra Right-of-Way Services, Ltd. (\$174,877.87)

Not WDBE

Federal STP program funded.

Bethel Lincoln Round-about Project – Skillings, Inc. (\$734,354.00)

Not WDBE

Federal HSIP program and State TIB/ UAP program funded.

Citywide Street Lighting Study – Fehr Peers (\$39,983.17)

Not WDBE

Federal HSIP program

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

No actions taken.

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

None

When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.

None

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

None

Title VI Goals for Upcoming Year

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

Continue to attend available Title VI related training opportunities provided by FHWA and WSDOT. Provide the Title VI language in advertisements and public Meeting notices for transportation planning meetings and hearings.