



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): **Adolfo Bailon, City Manager**

Mailing Address: **400 SW 152nd St, Suite 300**

City: **Burien,**

Phone #: **206-241-4647**

WA Zip Code: **98166**

County: **King**

email address: adolfof@burienwa.gov

Name and title of head of transportation-related services: **Maiya Andrews, Public Works Director**

Mailing Address: **400 SW 152nd St, Suite 300**

City: **Burien,**

Phone #: **206-248-5514**

WA

Zip Code: **98166**

County: **King**

email address: maiya@burienwa.gov

Name and title of designated Title VI coordinator*: **Noelani Hatton, Public Works Administrative Assistant**

Mailing Address: **400 SW 152nd St, Suite 300**

City: **Burien**

Phone #: **206-248-5521**

WA

Zip Code: **98166**

County: **King**

email address: noelanih@burienwa.gov

*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.

There have been 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.

Chief Executive Officer: Adolfo Bailon, declined to answer

Public Works Director: Maiya Andrews, Caucasian, White, USA

Title VI Coordinator: Noelani Hatton, Native Hawaiian and Caucasian, Brown, USA

Title VI Civil Rights Coordinator: Cathy Schrock, Caucasian, White, USA

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.

The US Census estimate provides the following information regarding Burien's population:

- **51.3% of the residents are males and 48.7% are females.**
- **53.2% of the population is White.**

- 22.6% of the population is Hispanic or Latino.
- 9% of the population is Black.
- 0.4% of the population is American Indian and Alaska Native.
- 14.6% of the population is Asian
- 33.7% of its residents above age 5 speak a language other than English at home.
- 14.7% of its residents are 65 years of age and older.
- 24.9% of the residents are foreign-born.
- 13.8% of the households have an income of \$24,999 or less.

The Demographic Statistical Atlas of the United States states that Burien's population consists of 49.5% minorities with the following race and ethnicity breakdown:

- Whites – 51.5%
- Hispanics – 23.7%
- Asians – 10.9%
- Blacks – 6.4%
- Non-Hispanic Mixed – 5.5%
- Other – 2.0%
- Residents age 65 or older – 12.7%

The Seahurst and Sunnysdale Neighborhoods in Burien have particularly high concentrations of Hispanics at 38.7% and 34% respectively. The Highline Neighborhood has the largest concentrations of Asians at 28.3%. Unfortunately, language data is not available from this source for Burien.

While the overall demographic information for the Highline Public School District is not particularly helpful as the District covers five different communities, including Burien, data for individual schools can assist in further defining or confirming the demographic statistics for a specific area.

14% English Language Learners – Sylvester Middle School

35% English Language Learners – Cascade Middle School

40% English Language Learners – Seahurst Elementary

24% English Language Learners Gregory Heights Elementary

Overall, Highline School District estimates 31% of their student population are English Language Learners.

The U.S. Census estimated that 18.7% of the total Burien population speak English less than very well. The below table shows the languages spoken within the City of Burien was obtained from King County Emergency Management. In order to get an estimate on the LEP population totals for each language, we assumed the LEP population from the U.S. Census data was spread proportionally across the languages spoken and the percentages can be found in the below table. We recognize that this is not an accurate assumption, but it provides us an approximate for estimating purposes.

	% of Total Burien Population that Speaks Language	Per US Census 18.7% of Total Burien Population is LEP. Spread proportionally among the languages would result in an estimate of:
Speak only English	60.4%	
Spanish	15.0%	7.08%
Amharic, Somali, or other Afro-Asiatic languages	5.7%	2.69%
Vietnamese	4.6%	2.17%
Ilocano, Samoan, Hawaiian, or other Austronesian languages	1.9%	0.90%
Tagalog (incl. Filipino)	1.8%	0.85%
Note: The remaining 20% of population is spread across 30 languages and represents very small numbers of LEP in any one language. Our 2021 report relied on this same data. However the numbers of LEP in this 2022 report are higher because a math error was found in the 2021 estimates.		

If we were to use the Highline School District's English Language Learner percentage of 31%, on this table, it would push the percentage of Spanish LEP population to 11.7% and other numbers proportionally. If we were to use the U.S. Census data alone, the Spanish speaking LEP would be as high as 5.6% with other languages falling between 0-3%. Based on this information, we provide most information in Spanish and English. We also provide Amharic and Vietnamese translation for specific projects. Other languages are offered upon request. Currently all council meetings are simulcast in Spanish.

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 Title VI complaints were received during this reporting period.

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.

The City is developing the Transportation Management Plan (TMP) in conjunction with its Comprehensive Plan and its Parks, Recreation, and Open Space Plan. We have created an outreach campaign to gather feedback for all three plans.

Between August-November 2022, the city gathered feedback through 21 online and in-person events, online surveys and maps, and small stakeholder groups. We attended back-to-school events, community centers, farmers markets, and community events like Welcoming Burien, B-Town Fiesta, Green Burien Day, Día de los Muertos, and the Boulevard Park Block Party, receiving feedback from people of a diverse ages and backgrounds. This outreach and planning effort will be continued into 2023.

The City's Burien Magazine is mailed quarterly to all households in Burien. In each edition, several key articles (Public Works Operations and Projects) were translated into Spanish and Vietnamese.

Also, included in the quarterly magazine is information about the availability of City documents in other languages. This information is provided in Spanish and Vietnamese. Below are links to examples of the translated articles.

<https://magazine.burienwa.gov/shape-your-city-invita-a-la-comunidad-a-reimaginar-el-futuro-a-largo-plazo-de-burien/>

<https://magazine.burienwa.gov/le-hoi-stormfest-bien-hoc-sinh-trung-hoc-thanh-nha-khoa-hoc-ve-nuoc-mua/>

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).

Temporary construction easements were obtained from 6 residents in connection with the City's S. 136th Street Sidewalk Improvement Project. Of the six, only one was not English proficient. Translation was offered but the homeowner preferred to use their grown child as the interpreter. The residents did not provide specific demographic information, however the resident that required interpretation was of Asian descent.

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

The City used RES Group Northwest to help with this temporary acquisition. The lead acquisition person identifies as white and from the U.S.

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.

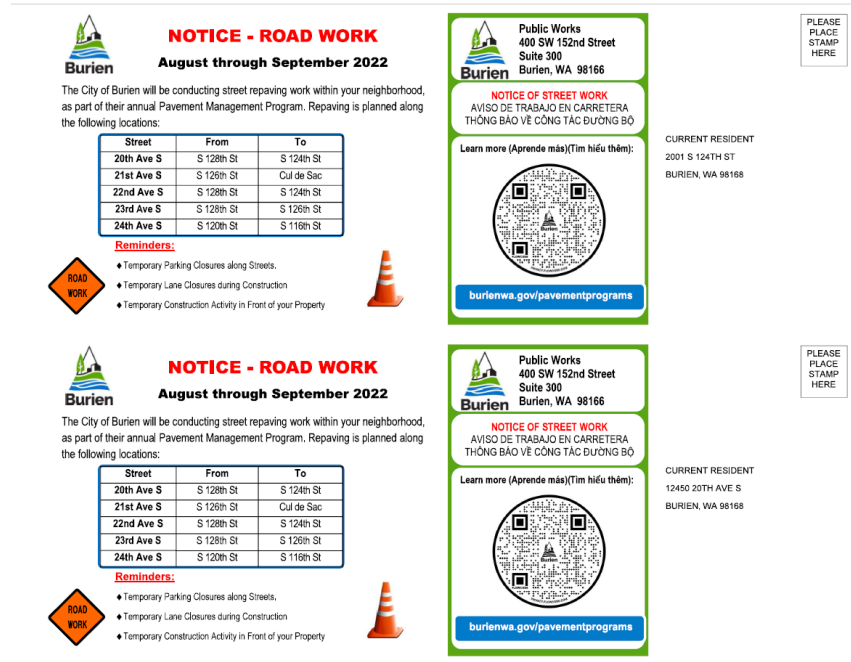
No transportation studies or plans were completed during this reporting period.

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.

2022 Pavement Management Program - The City conducted necessary pavement repairs and pavement improvements projects within the Riverton-Boulevard Park neighborhoods consisting of reconstruction and rehabilitation, grind and overlay of new asphalt pavement, and ADA-compliant improvements along school and bus route corridors. This project allowed for improved and accessible roadways and safer routes to school. The burdens that were created by this project were minimal. Each affected area was subject to a few days of construction but traffic and accessibility to roads were managed through the use of traffic control that minimized impacts.

While we are unable to provide a map, we reviewed the data provided by the Highline school district and U.S. Census regarding racial diversity within the City. When looking at the above-referenced neighborhoods and their adjacent schools, we estimate that the vast majority of the LEP population speak Spanish.

Below is a copy/example of a multi-language post card that was mailed out to residents informing them of the project that was taking place. Our City's website also provides a translation button that allows the reader to change the text from English to their desired language of choice. The City also has multilingual employees who are available to assist when necessary.



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.

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. 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.

The only transportation related meetings were those described in question 5. No forms listing public demographics were collected. However, one survey was created as part of the Shape Your City process (which included questions related to transportation planning). The survey was open to any who wished to participate. An English language survey opened October 17 and closed

November 30, 2022. Surveys were also posted in Spanish, Vietnamese, and Amharic approximately November 1 and closed November 30, 2022. The availability of the survey was shared through press releases and social media advertisements. In all, 194 surveys were completed in whole or in part, including:

- English Survey: 161
- Spanish Survey: 31
- Vietnamese: 2

Respondents tended to be 35-44 years old or 65 years and older. Overall, 20% speak a language other than English at home. The racial background of the respondents was 72.6% white, and 27.4% non-white. The share of white respondents is higher than the 2020 Census share at 45%.

While we did not get specific interpretation requests at our public meetings, we now provide live Spanish interpretation at City Council meetings. Dynamic Language is the contractor to provide interpretation services.

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).

All advertisements and/or solicitations for Construction and Consultant Contracts include a required notice that the City of Burien will affirmatively ensure nondiscrimination in all of its contracts.

For all construction contracts - in addition to providing the non-discrimination assurance to all interested contracting parties – the specifications include provisions in Section 1-07.11 (Requirements for Nondiscrimination) that the Contractor must comply with as included in the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction. An additional WSDOT General Special Provision (GSP) 1-07.11 (Requirements for Nondiscrimination) is included in federal aid contracts.

For negotiated consultant contracts, the non-discrimination assurance is included in any advertisement or solicitation for contract work. A nondiscrimination provision is included in the language of the body of all contracts that are executed between the City and all consultants.

The City advertises all public works requests for proposals in the Daily Journal of Commerce, the standard posting site of all public work projects in the area. This publication reaches all credible firms, including DMWBE firms, in the public works arena. The City also advertises its projects in the Seattle Times.

The City utilizes multiple sources in order to reach a larger pool of contractors, increasing the likelihood of reaching minority, women owned, and disadvantaged firms. Burien uses MRSC Small Works Roster, a regional, as opposed to local, roster so that a larger pool of contractors is included in the outreach process. In addition, requests for bids are published in the Daily Journal of Commerce, the standard posting sites for all public works projects in the area, the Seattle Times, and on our City's website.

We staff tables at a regular farmer's market and often have Spanish speaking staff at those events. While not specific to the contracting process, we share information about upcoming projects, opportunities, and events at these forums.

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?)

Contractors and consultants are required by contract language to comply with all federal, state, and local nondiscrimination laws and provisions. These laws and provisions are explicitly included in the contract language. Solicitations for sub-contractor and sub-consultant work are required to include the same nondiscrimination language as noted in Question 11 above. Contractors and consultants are required to maintain records that show compliance with nondiscrimination provisions and must create and maintain records of minority and Disadvantaged Business Enterprise (DBE) use for the duration of the contract. Access to books, records and accounts by the Contracting Agency is required for the purpose of ascertaining compliance. Contractors and consultants are required to keep records necessary to determine compliance that include: Work Force Data, Good Faith Efforts and Subcontracting. Monthly utilization reports are required for the duration of the contract and Annual EEO Reports are required by FHWA. All of these requirements are reviewed at the preconstruction conference. When necessary to gain compliance, discussions are had at regular weekly construction meetings with the contractor's administrative staff.

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).

Vendor	Transportation Project	Amount	Funding Sources	Certified
Fehr & Peers	Transportation Master Plan assistance	\$250,000.00	Local	No
Icon Development	2022 Pavement Management Program -Overlay Project	\$658,148	Local	No
KPG Psomas	2022 On-Call Engineering	\$10,000	Local	No
KPG Psomas	S 136 th St Sidewalk Improvements	\$814,214	Local	No
Otak	2022 On-Call	\$35,000	Local	No
Perteet	2022 Pavement Management Program	\$271,648	Local	No

Pivetta Brothers	Sylvester Rd. Landslide	\$75,000	Local	No
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14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

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

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.

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

At a staff meetings, construction project statuses and issues are regularly discussed at meetings with the Engineering Division. When public outreach materials are prepared, project managers and their supervisors discuss the need to review the demographics and provide appropriate content to meet the needs of that demographic.

The following staff members completed the online training on the WSDOT website:

Cathy Schrock, Administrative Services Director – January 31, 2022 – Caucasian, White, USA

David Traub, Engineer – Journey Level (Capital Projects Manager)- February 9, 2022– Caucasian, White, USA

Robin Tischmak, Deputy Public Works Director – February 11, 2022 – Caucasian, White, USA

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.

- **Convert additional vital documents into Spanish and Vietnamese;**
- **We plan to offer interpretation services at more public workshops and meetings;**
- **We will expand the new Burien Community Hub website that offers information in the top 4 languages;**
- **We will start using the Community Connectors Program that will work with trusted leaders from Burien’s diverse communities to connect more people to civic planning processes. The program is based on the trusted advocate model which honors the ability and knowledge of leaders from a wide spectrum of cultural, ethnic, and racial identities and experiences, including many immigrant and refugee communities, as experts on what their community needs to thrive. The program brings resources, information, and decision-making opportunities to underrepresented communities;**
- **Continue to pursue outreach efforts to increase participation of minorities in public process and community meetings;**
- **Provide staff with a Title VI refresher training opportunity.**