

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,**

WA Zip Code: **98166**

County: **King**

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

email address: adolfo@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,**

WA

Zip Code: **98166**

County: **King**

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

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**

WA

Zip Code: **98166**

County: **King**

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

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:

- **51.6% of the residents are males and 48.4% are females.**
- **52.8% of the population is White.**

- 21.9% of the population is Hispanic or Latino.
- 8.2% of the population is Black.
- 0.4% of the population is American Indian and Alaska Native.
- 14.1% of the population is Asian

- 31.7% of its residents above age 5 speak a language other than English at home.
- 15.3% of its residents are 65 years of age and older.
- 23.3% of the residents are foreign-born.
- 25.4% 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. The US Census reports the following estimated information regarding languages spoken at home for the Burien population 5 years old and above out of a total of 48,577 people:

- Speak only English – 33,170
- Spanish – 7,787
- French, Haitian, or Cajun – 124
- German or other West Germanic languages – 66
- Russian, Polish, or other Slavic languages – 454
- Other Indo-European languages – 953
- Korean – 217
- Chinese (incl. Mandarin, Cantonese) – 249
- Vietnamese – 2,430
- Tagalog – 494
- Other Asian and Pacific Island languages – 1,038
- Arabic – 457
- Other and unspecified languages – 1,138

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.

18% English Language Learners – Sylvester Middle School
39% English Language Learners – Cascade Middle School
36% English Language Learners – Seahurst Elementary
21% English Language Learners Gregory Heights Elementary
Overall, Highline School District estimates 33% of their student population are English Language Learners.

The U.S. Census estimated that 16.8% 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 16.8% 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%	6.36%
Amharic, Somali, or other Afro-Asiatic languages	5.7%	2.42%
Vietnamese	4.6%	1.95%
Ilocano, Samoan, Hawaiian, or other Austronesian languages	1.9%	0.81%
Tagalog (incl. Filipino)	1.8%	0.76%

Note: The remaining % of population is spread across 30 languages and represents very small numbers of LEP in any one language.

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 calling it the Shape Your City (SYC) campaign.

Two Shape Your City in-person meetings took place on April 18th from 6-8pm and December 6th from 6-7:30pm. Mini workshops were also held on October 27th from 11-12pm, 12-1pm, November 3rd from 6-8pm, and November 10th from 5-6pm and 6-7pm at the Burien Community Center. We also did a pop-up booth at the Hazel Valley Planting Event on November 5th from 10-1pm as well as at the Salmon Creek Park Planning event on November 12th from 11-2pm.



We attended back-to-school events, community centers, farmers markets, and community events like Welcoming Burien (an event that highlights our community and the rich cultures from around the world), 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 2024.

The City's Burien Magazine was mailed out in the spring and fall 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/la-comunidad-comparte-sus-estrategias-e-historias-para-dar-forma-al-futuro-de-burien/>

<https://magazine.burienwa.gov/xay-dung-burien-xuan-2023/>

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).

No right-of-way actions were taken during the 2023 reporting year.

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

The city did not use right-of-way appraisers or acquisition staff as there were no right-of-way actions during this reporting period.

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 period except for the Transportation Master plan mentioned in question 5.

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.

The construction of roadway improvements on S 136th St between 1st Ave S and Des Moines Memorial Drive in the Boulevard Park neighborhood started in April 2023. The project purpose was to reconstruct improvements within the right-of-way to better serve all users and modes of travel. Mature street trees had heaved and damaged sections of sidewalk to the extent that they were hazardous and did not meet ADA requirements. The existing street section provided two travel lanes (one in each direction), parking on both sides of the street, and sidewalks on both sides of the street. The new street design elements include two travel lanes (one in each direction), parking on one side of the street, sidewalks on both sides of the street, and bicycle lanes in each direction. The new street improvements provide a better balance for all users that focuses primarily on non-motorized travel modes. New bicycle lanes and ADA compliant sidewalks better serve pedestrians and bicyclists while vehicle traffic is accommodated with little change. Pedestrian and bicycle improvements have benefited affected populations by expanding amenities for non-motorized travel modes as well as improved access to transit services in the area. Outreach during design occurred in 2022 and prior years. Outreach during construction has been limited to contractor notifications regarding specific areas of impact. Translation services were used on a case-by-case basis to communicate with individual property owners as needed.

2023 Pavement Management Program - The City conducted necessary pavement repairs and pavement improvements projects within the Manhattan 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 and the Demographic Statistical Atlas does not provide language information for this particular section of Burien, Spanish and Vietnamese speaking residents are among the highest within the city, so information is often provided in both languages.

Below is a copy/example of a multi-language notice 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.



NOTICE OF STREET WORK

AVISO DE TRABAJO EN CARRETERA / THÔNG BÁO VỀ CÔNG TÁC ĐƯỜNG BỘ August thru September 2023

The City of Burien will be conducting street repairs and repaving work within your neighborhood, as part of their annual Pavement Management Program. Repaving is planned along the following locations:

- SW 192 ST (from 1st Ave S. to 4th Ave S.)
- 4th Ave S. (from SW 192 ST to S. 181st ST)

Reminders:

- Temporary "No Parking" along streets during construction.
- Temporary construction activity in front of your property.
- Contractor will notify Residents/Homeowners in advance (24hrs.) of temporary driveway closure during Paving.



Learn more / Aprende más / Tìm hiểu thêm :

Please visit the project website for more information, schedules, and updates.

https://www.burienwa.gov/residents/public_works/current_projects/2023_pavement_management_program

La información en español está disponible. Thông tin bằng tiếng Việt có sẵn.
Por favor llama 208-241-4847. Vui lòng gọi 208-241-4847.

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.

As described in question 5, the city held multiple Shape Your City (SYC) events in 2023. SYC was created with the effort to make one coordinated forum that allows residents an opportunity to weigh in on all three plans (Park, Recreation and Open Space Plan, Comprehensive Plan, and the Transportation Master Plan) without having to attend multiple meetings for each plan.

In SYC meetings, the Community Connectors (CC) have taken a more active role. The Community Connectors Program works 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. Below is a link to the Community Connectors Program page on the city’s website:

https://www.burienwa.gov/residents/resident_resources/community_engagement/community_connectors_program#:~:text=Community%20Connectors%20are%20compensated%20and,te%20materials%20as%20needed.

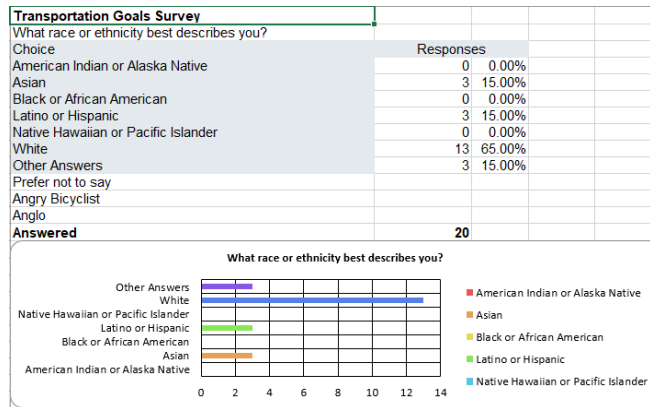
Below are the six Community Connectors:



Sofia Esteva	Mesti Kassa	Nha Khuc	Diana Llanes	Alem Negeri	Elly Trinh
Spanish	Amharic	Vietnamese	Spanish	Amharic, Afan Oromo	Vietnamese

The Community Connectors were briefed ahead of the December SYC meeting. Each Community Connector reached out to their own networks and communities to encourage them to attend the open house event. They would guide members of the community around the SYC event providing interpretation services as needed. After the event, the Community Connectors summarize the input for their respective communities and provide the city with that information.

A survey was open to the public in December 2023 in connection with the Transportation Master Plan that asked residents for feedback on revised project ideas for transportation policies that support community goals. The survey was available in English, Spanish, Vietnamese, and Amharic. Below are the demographics of the survey participants.



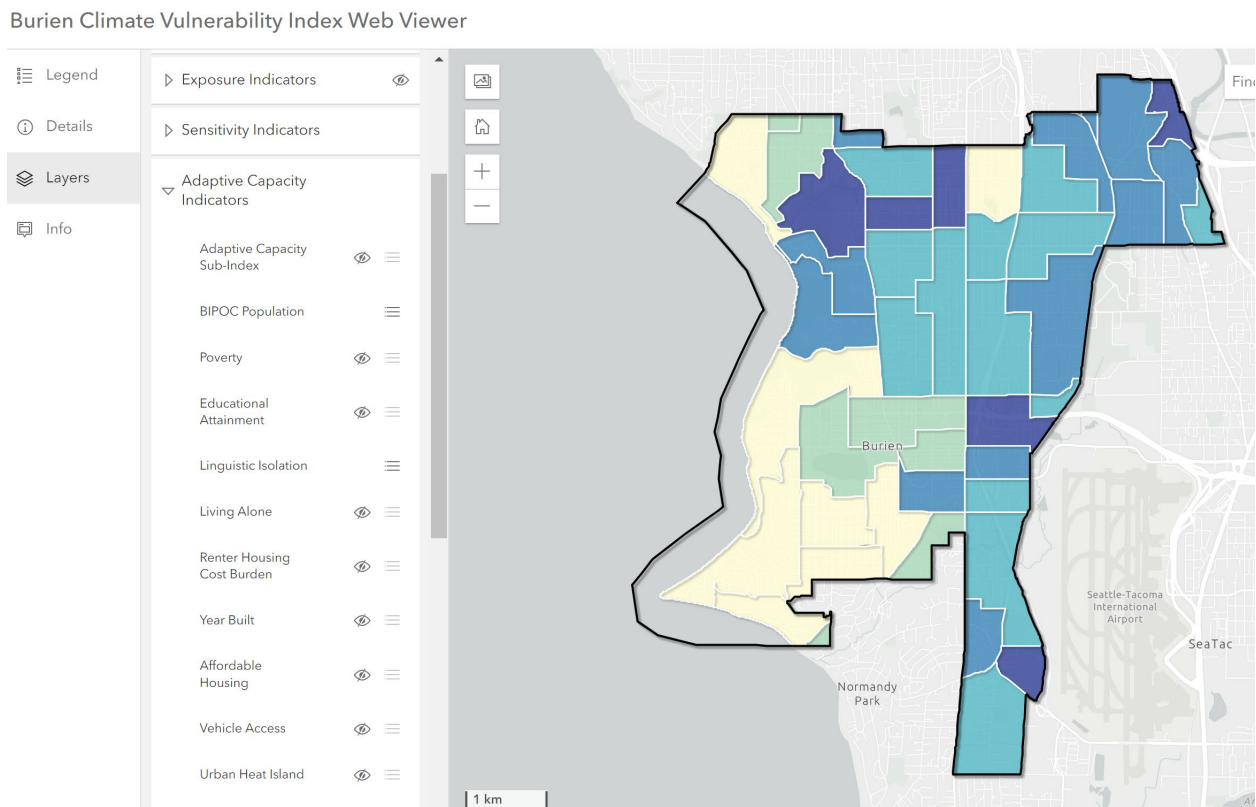
Along with the events listed in question 5, the city’s outreach for Shape Your City also included the list of events below:

Date	Group	Attendees	Host	Staff Lead	Location
3/15/2023	Parks and Recreation Advisory Committee	6	City	Carolyn	hybrid
3/28/2023	Arts Commission - COMPLETE	7	City	Carolyn	hybrid
4/15/2023	Discussion Group with rec leaders- Walkability & ADA (Transp/PaRCS)	5	City	Carolyn, Maiya and Feer & Peers	BCC
4/18/2023	Open House - City Hall/Library lobby, evening of Farmer's Market	50	City	Emily, Carolyn, Maiya, Susan, Daniel, Caroline, et al	City Hall
5/3/2023	Discussion Group on Public Art - HHM Host with Arts Organizations at HHM, 6-7:30	28	Highline Heritage Museum	Caroline, Casey	Highline Heritage Museum
5/9/2023	Discussion Group on Public Art - Arts Comm with Arts Organizations at Moshier 6-7:30	18	City	Caroline, Casey	Moshier Art Center
5/10/2023	Discussion Group - Boulevard Park/Southern Heights PaRCS Needs - w/Vicki Hartley	17	City and Vicky Hartley	Carolyn, Caroline, Vicky Hartley	Boulevard Park Library
5/13/2023	Vietnamese Connector Discussion Group - Relationship Building and General Questions	10	Community Connectors	Elly and Nha, Emily supported	BCC
5/13/2023	Spanish Connector Discussion Group - Relationship Building and General Questions	4	Community Connectors	Sofia and Diana, Emily supported	BCC
6/4/2023	Walk and Talk on Transportation and Parks	27	WABI	Fehr and Peers, Maiya, Robin, Daniel	Walk through town
6/5/2023	PROS online map comments	9	City	Carolyn, Emily	Online
6/5/2023	PROS online surveys for specific parks	16	City	Carolyn, Emily	Online
4/1/2023	Statistically Valid Survey	400	City	Carolyn, Daniel, Casey	Online and phone
	Total people	597			

The Language Access Working Group for the City of Burien was developed in 2023. The group is made up of city employees who are working to assess our current language program procedures in order to identify gaps and needs, document what is working well and identify community stakeholders including Community Connectors.

The City of Burien also began examining Burien’s vulnerability to climate change, including identifying specific neighborhoods that are most vulnerable. The work resulted in the Burien Climate

Vulnerability Index, a tool that will help guide investments in infrastructure (including transportation infrastructure), land use planning, zoning, urban tree planning, and parks and green space investments. The Index helps support a planning-level view of vulnerability that is important for the development of appropriate policy response and project planning. Below is a screenshot from the tool that shows examples of a some of the many adaptive indicators of vulnerability including linguistic isolation and BIPOC Population.



We also provide live Spanish interpretation at City Council meetings. Dynamic Language is the contractor that provides these 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.

Below is the language in our bid packets as well as the language in our contracts:

Bid packets:

“The City of Burien, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on grounds of race, color, national origin, sex, handicap/disabled, age in consideration for an award.”

Contracts:

Discrimination Prohibited. The Contractor shall not discriminate against any employee, an applicant for employment, or any person seeking the services of the Contractor to be provided under this Agreement based on age, color, creed, gender, gender expression, gender identity, gender preference, marital status, military or veteran status, national origin, families with children, race, religious beliefs, sexual orientation, sexual preference, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person unless it is a bona fide occupational qualification reasonably necessary to the normal operation of the particular business.

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
Atwell	2023 Pavement Management Program	\$212,830	Local	No
Fehr & Peers	Transportation Master Plan assistance	\$329,770	Local	No
Icon Development	2023 Pavement Management Program -Overlay Project	\$570,250	Local	No
KPG Psomas	2023 On-Call Engineering	\$10,000	Local	No
KPG Psomas	S 136 th St Sidewalk Improvements	\$814,214	State	No
Otak	2023 On-Call	\$20,000	Local	No
Perteet	SW 148 th St Project	\$306,036.00	Local	No
Perteet	4 th Ave – SW 156 th St to SW 160 th St	\$809,347.78	Local	No

	Pedestrian Improvements			
R.L. Alia	S. 136 th St Sidewalk Improvements Project	\$5,500,000.00	Local and State	No

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 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.

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.

- Provide staff with a Title VI refresher training opportunity;
- Convert additional vital documents into Spanish and Vietnamese;
- Offer interpretation services at more public workshops and meetings;
- Expand the new Burien Community Hub website that offers information in the top four languages;
- Continue using the Community Connectors Program that will work with trusted leaders from Burien’s diverse communities to connect more people to civic planning processes;
- Continue growing the Language Access Working Group for the City of Burien that was developed in 2023. The group is made up of city employees who are working to assess our current language program procedures in order to identify gaps and needs, document what is working well and identify community stakeholders including Community Connectors.
- Continue to pursue outreach efforts to increase participation of minorities in public process and community meetings.