

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): Carl Cole, City Manager

Mailing Address: 4800 South 188th Street

City: SeaTac WA Zip Code: 98188 County: King

Phone #: 206-973-4813 email address: ccole@seatacwa.gov

Name and title of head of transportation-related services: William Appleton, Public Works Director

Mailing Address: 4800 South 188th Street

City: SeaTac WA Zip Code: 98188 County: King

Phone #: 206-973-4741 email address: wappleton@seatacwa.gov

Name and title of designated Title VI coordinator*: Florendo Cabudol, City Engineer

Mailing Address: 4800 South 188th Street

City: SeaTac WA Zip Code: 98188 County: King

Phone #: 206-973-4740 email address: fcabudol@seatacwa.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.**

The City of SeaTac submitted a Letter of Intent to Comply with WSDOT Title VI Plan on September 15, 2021. A copy of the letter is attached in the Appendices to this report.

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.**

The City of SeaTac Title VI Program reporting structure consists of the City Manager, who serves as the Title VI administrator for the LPA. The Public Works Director serves as head of transportation related services and the City Engineer is the Title VI Coordinator for SeaTac. The

City Engineer reports to the Public Works Director who reports to the City Manager. All major decisions pertaining to the transportation issues are made by the City Council, City Manager, Public Works Director, and the City's Transportation and Public Works Committee. The Transportation and Public Works Committee is comprised of three SeaTac Councilmembers. The name of the City Manager, Public Works Director, and Councilmembers are included in this report. However, the race, color, and national origin for each individual was not obtained.

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 following table of current citywide data is available from the following sources:

I. American Community Survey (ACS) 2019 5-Year Estimates

II. Decennial Census-2020: DEC Redistricting Data

Source: United States Census Bureau

at: <https://data.census.gov/cedsci/profile?q=1600000US5362288>

Category	Value	Percent
Total Population	29,019	N/a
Male Population	15,229	52.5%
Female Population	13,790	47.5%
Population Under 5 Years of Age	2,079	7.2%
Population 18-64 Years	23,460	80.8%
Population 65 Years or Older	3,480	12.0%
Median Age (Years)	35.3	N/a
Income		
Mean Household Income	\$79,315	N/a
Median Household Income	\$63,009	N/a
Race*		
Hispanic or Latino	6,103	19.4%
Single Race – White Alone	9,182	29.2%
Single Race – Black or African American Alone	7,519	23.9%
Single Race – American Indian and Alaska Native Alone	230	0.7%
Single Race – Asian Alone	5,741	18.3%
Single Race – Native Hawaiian and Other Pacific Islander Alone	972	3.1%
Single Race – Other Alone	146	0.5%
Two or More Races	1,561	5.0%
Place of Birth		
Total Population – Native Born	17,783	61.3%
Total Population – Foreign Born	11,236	38.7%
Foreign Born - Europe	617	2.1%
Foreign Born - Asia	3,510	12.1%
Foreign Born - Africa	4,252	14.7%
Foreign Born - Oceania	333	1.1%
Foreign Born – Latin America	2,482	8.6%
Foreign Born – Northern America	42	<0.1%
Language Spoken at Home		
Population 5 Years or Older	26,940	92.8%
English	13,367	46.1%
Spanish	3,856	13.3%
Other Indo-European Languages	2,558	8.8%
Asian and Pacific Islander Languages	3,066	10.6%
Other Languages	4,093	14.1%

Limited English Proficiency		
Spanish Speakers with Limited English	1,604	5.5%
Other Indo-European Language Speakers with Limited English	1,052	3.6%
Other Asian and Pacific Islander Language Speakers with Limited English	1,356	4.7%
Other Language Speakers with Limited English	2,320	8.0%

*Race information based on Decennial Census-2020: DEC Redistricting Data (PL 94-171). All other information based on American Community Survey – 2019: ACS 5-Year Estimates Subject Tables

The City does not currently keep Geographic Information System (GIS) layers that display detailed demographic data. A Link to maps of the City's service boundaries can be found here:

<https://www.seatacwa.gov/our-city/maps-and-gis>

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).

The City of SeaTac did not receive any Title VI complaint during this reporting period. See appendix for a copy of the City's Title VI Complaint Log.

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.

Military Road Five-Way Intersection Study

The City is conducting a study of an intersection to determine the best long-term treatment to manage all modes of travel. Two rounds of outreach were conducted. In the first round, through a partnership between the Public Works Department and the Planning and Economic Development Divisions of the CED Department, door-to-door outreach was conducted near the intersection. Staff visited individual businesses, sharing information about the upcoming study, the pavement overlay project occurring at the intersection the coming summer, as well as general business assistance resources the City provides.

The second round of outreach comprised of an online open house, which presented the three different alternatives being analyzed and contained a survey to solicit attendees' opinion on them. The open house was available to be translated into different languages and compatible with screen readers. Postcards advertising the online open house were mailed to residents and businesses within a quarter mile of the intersection ahead of the open house start date, and it was publicized via the City's blog, social media channels, and with a banner on the City's homepage.

The outreach was successful, with 20 businesses directly visited and 460 individuals visiting the online open house; of those, 138 individuals completed the survey.

South 200th Street Corridor Study

The City is conducting a study of a corridor to determine the best long-term treatment to manage all modes of travel through it. The corridor connects a light rail station with interstate entrance and exit ramps, with single-family homes in between. One round of outreach was conducted during this

reporting period via an interactive web map, where people could leave comments associated with a particular geographic area. The study website was advertised by a postcard mailing and yard signs.

- 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).**

Right of Way Actions		
Action Taken (purchase, sale, etc.)	Description of Action	Date of Action
purchase	Permanent Easement and Temporary construction easement (Gill) for 34th Ave S CIP ST-015	10/6/2020
purchase	Permanent Easement and Temporary construction easement (Huynh) for 34th Ave S CIP ST-015	10/20/2020
purchase	Temporary Construction Easement (Bianchi) for 34th Ave S CIP ST-015	3/10/2021
purchase	Temporary construction easement (Criswell) for 34th Ave S CIP ST-015	2/10/2021
purchase	Fee title and Temporary Construction Easement (Kuever) for 34th Ave S CIP ST-015	4/7/2021
purchase	Temporary construction easement (Samara Condo) for 34th Ave S CIP ST-015	3/30/2021
purchase	Temporary construction easement (Brown) for 34th Ave S CIP ST-015	12/3/2020
purchase	Fee title from 24th Ave Intersection Overlay Project (Stout)	10/13/2020
purchase	Permanent Easement, Temporary Construction Easement (Pine Ridge) S 180th St Flood reduction SWMCIP-08	7/20/2021
purchase	Permanent Easement, Temporary Construction Easement (Emmanuel Church) S 180th St Flood reduction SWMCIP-08	6/28/2021
purchase	Temporary Construction Easement (Hunt Club) S 180th St Flood reduction SWMCIP-08	6/2/2021
purchase	2 Permanent Easements, 1 Temporary Construction Easement (Port of Seattle) S 200th St Shared Use Path ST-N80	10/16/2020
purchase	Temporary Construction Easement (Mencia) S 200th St Shared Use Path ST-N80	3/19/2021
relocation	1140 S 200th St, Business Relocation (Zamora) S 200th St & DMMD Intersection CIP ST-065	6/15/2021 7/28/2021
relocation	1204 S 200th St, Business Relocation (Proline) S 200th St & DMMD Intersection CIP ST-065	6/23/2021

purchase	Temporary Construction Easement (Heraldo) SWMCIP-10 Spot Drainage Improvements	8/24/2021
sale/exchange	Land exchange and purchase for SR509 ROW and Des Moines Creek Park use.	7/20/2021

The City did not collect demographic information as part of these right-of-way actions.

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

The City did not collect demographic information as part of these right-of-way actions.

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.

I. International BLVD Pedestrian Safety Study

- a. Data Sources – Citywide collision data was provided by Washington State Department of Transportation, an online survey was sent out to the community and stakeholder interviews were used to collect information from users of International BLVD. _
- b. Summary of demographic data – The stakeholders include a diverse group of individuals including New Futures, Living Well, Metro, Hilton Hotels, Global2Local and Council Members. New Futures is located in our largest section 8 multi-family complex and represents some opinions from low-income individuals. Living Well seeks to achieve health equity through policy, systems, and environmental (PSE) change to reduce disparities and increase the opportunities to make healthy lives. The survey was translated into three languages, Spanish, Amharic and Somali based on the most recent census data.
- c. How data was applied – This data was compiled into a report with cost benefit analysis on ways to improve pedestrians' safety along International Boulevard.

II. Local Road Safety Study

- a. Data Sources - Citywide collision data was provided by Washington State Department of Transportation, an online survey was sent out to the community and stakeholder interviews were used to collect information from users of City streets.
- b. Summary of demographic data – The stakeholders include a diverse group of individuals including African Community Development, Partner in Employment, King County Housing Authority, Sound Transit, Glacier Middle School, Port of Seattle, King County Metro and South Side Chamber of Commerce. The survey was translated into four languages, Spanish, Amharic, Punjab and Somali based on the most recent census data. A postcard encouraging participation in the survey was sent to every address in the City. A flyer requesting participation in the survey was also posted at the main lunchroom for taxi drivers, the international market, the bus stops for airport workers and a Halal grocery store. The survey was also advertised on our City Website Homepage, and on our social media pages. 310 survey responses were gathered with 301 in English, 7 in Amharic and 2 in Spanish.

- c. How data was applied – The data is currently being compiled into a report with a cost benefit analysis on ways to improve road safety for all modes of transportation within the City.

III. Military Road Five-Way Intersection Study

- a. Data Sources – Safety and traffic data, such as WSDOT collision data, traffic counts from IDAX, and video analysis from Street Simplified, was acquired. An online survey was sent out to the surrounding community to get their opinion on the intersection options and demographic data.
- b. Summary of demographic data – The majority (70%) of respondents traveled through the intersection daily, and most travel through the intersection by car. Among participants who chose to identify their ethnicity/race, 69% identified as White and/or Caucasian alone. Ninety-one percent (91%) of respondents primarily speak English in their home. Most respondents were 30 years or older, with the largest represented age group being those 60 years or older (30%).
- c. How data was applied - The data was compiled into a summary report that was attached as an appendix to the final report. The final report uses the data to assist in making a recommendation as to a preferred design treatment at the intersection.

IV. South 200th Street Corridor Study

- a. Data Sources - Safety and traffic data, such as WSDOT collision data and traffic counts from IDAX were acquired. An online survey is being sent out to the surrounding community to get their opinion on the corridor options and demographic data.
- b. Summary of demographic data - the survey results have not been received yet, but our questions concern race, ethnicity, language, whether children under 18 are part of the household, and whether the respondent lives, works, owns a business, or other, in the city.
- c. How data was applied - The data will be compiled into a summary report that will be part of the final report. The final report will use the data to assist in making a recommendation as to a preferred design treatment for the corridor.

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.

- I. South 221st St Drainage Improvements (SWMCIP-11)
- II. 2021 Overlay (ST-901)
- III. South 200th Street Shared Use Path (ST-N80)
- IV. S 180th Street Flood Reduction (SWMCIP-08)
- V. Drainage Spot Repair (SWMCIP-10)

The above project locations and brief description of the project benefits are shown in the City of SeaTac Capital Improvement Plan (CIP). Link to the City's CIP can be found here:

<https://www.seatacwa.gov/home/showpublisheddocument/29854/637438114326370000>

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.

The following outreach is provided for all Council Meetings and Advisory Committees:

- I. Citizens can sign up to be notified (Enotifer) of all Council and Advisory Committee meetings on the City’s website.
- II. Citizens can find a continuously updated calendar of all Council and Advisory Committee meetings on the City’s website.
- III. Citizens can find and access all meeting agendas and minutes for all Council and Advisory Committee meetings on the City’s website.
- IV. Instructions for how to access public meetings can be found on the City’s website.
- V. If Citizens signed up for Enotifer, emails will be sent to them informing them of an upcoming meeting.
- VI. Enotifer emails include Date/Time of the meeting, links to the meeting agendas, links to the meeting packet, instructions for how to access the meeting, and instructions on how to submit a public comment (In an effort to adhere to the social distancing protocols, and to keep our residents, Council, and staff healthy, the Committee will not hear any in-person public comments.)

Agendas for Regular Council meetings also include instructions for how to request special accommodations ahead of the council meeting.

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

Non-Capital & Maintenance Project Items:

- I. Transportation and Public Works Committee
 - a. Advisory Members
 - i. Deputy Mayor Peter Kwon
 - ii. Councilwoman Pam Fernald
 - iii. Councilman Takele Gobena

Transportation and Public Works Committee Meetings		
Date	Location	Description
10/1/20	Virtual	Discussion-Right of Way Standards Discussion- Contract Amendment with Blueline Group for additional services on the Spot Drainage Improvements Project
11/5/20	Virtual	Discussion- Temporary Speed Reduction Ordinance
1/21/21	Virtual	Discussion- Property Acquisition/Condemnation Ordinance for Project ST-015, 34th Ave South Discussion- 34th Ave South (ST-015) Design Services Contract Amendment
2/4/21	Virtual	Update- Sound Transit FWLE Construction Update Discussion- South 166th Street Safe Routes To School Project Final Acceptance (ST-N78)
2/18/21	Virtual	Presentation- SR 509 Extension Update
3/18/21	Virtual	Discussion- Award Construction Contract for Spot Drainage Project (SWMCIIP-08)

4/1/21	Virtual	Discussion- Award Professional Services Contract for On-Call Transportation & Engineering Services Discussion- Transportation Improvement Program (TIP) 2022 -2027
5/6/21	Virtual	Presentation- Military Road South 5-Way Intersection Open House Preview
5/20/21	Virtual	Action- Design contract amendment for SWMCIP 11 South 221st Drainage Improvements
6/3/21	Virtual	Action- Execute ILA with City of Tukwila for ST-901 Overlay Project Update- Transportation Improvement Program (TIP) 2022-2027 Update
6/17/2021	Virtual	Presentation - Results from Local Road Safety Plan Action- Award Construction Contract and Design Services Support for 2021 Overlays ST-901 Action- Award Construction Contract and Design Services Support for S 221st Street Drainage Project SWMCIP-11
7/1/21	Virtual	Discussion- Award of South 180th Street Flood Reduction Project Discussion- Mot to approve Interlocal Agreement with King County for Lake to Sound Trail Segment C
7/15/21	Virtual	Discussion- Vacation of a portion of unopened right of way near Des Moines Memorial Drive S & S 200th Street
8/5/21	Virtual	Discussion- Approval of an Interlocal Agreement with Highline Water District for 34th Ave South Improvements (ST-015) Discussion- Approval of a Schedule 74 Undergrounding Agreement with Puget Sound Energy for 34th Ave S Improvements (ST-015) Discussion- Des Moines Memorial Drive & S 200th Street Intersection Project (ST-065) Budget Amendment
9/2/21	Virtual	Discussion- Award of Construction Contract for 34th Ave South Pedestrian Projects Discussion- Highline Water District Interlocal Agreement for 34th Ave S Project Discussion- King County Flood Control District Sub Regional Opportunity Funds Acceptance for South 221st Street Drainage Project
9/16/21	Virtual	Discussion- Amend design contract for 2022 Overlay Project Discussion- Execute professional services contract for Right of Way Acquisition on the Airport Station Pedestrian Improvements Project

II. Sidewalk Advisory Committee

a. Advisory members

- i. Councilwoman Pam Fernald
- ii. Councilman Takele Gobena
- iii. Councilman Stanley Tombs

Sidewalk Advisory Committee Meetings

Date	Location	Description
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10/15/20	Virtual	Presentation - Update International Blvd Pedestrian Safety Crossings and Local Road Safety Program
12/17/20	Virtual	Presentation - Update International Blvd Pedestrian Safety Crossings and Local Road Safety Program
2/18/21	Virtual	Presentation - Report Findings from International Blvd Pedestrian Safety Study
4/5/21	Virtual	Update on S 200th Street Path, and 34th Ave South Improvements Projects.
6/17/21	Virtual	Presentation-Local Road Safety Plan
9/29/21	Virtual	Local Road Safety Plan feedback

III.Planning Commission

- a. Commission members
 - i. Tejvir Basra
 - ii. Alyne Hansen
 - iii. Tom Dantzler
 - iv. Andrew Ried-Munro
 - v. Jagtar Saroya
 - vi. Tony Zuniga Sanchez
 - vii. Jenn Kester

Planning Commission Meetings		
Date	Location	Description
3/2/21	Virtual	Presentation-200 th Corridor Study Presentation-Military Road 5-Way Intersection Study

IV.City Council

- a. Council Members
 - i. Mayor Erin Sitterly
 - ii. Duty Mayor Peter Kwon
 - iii. Councilman Clyde Hill
 - iv. Councilwoman Pam Fernald
 - v. Councilwoman Senayet Negusse
 - vi. Councilman Stanley Tombs
 - vii. Councilman Takele Gobena

City Council Meetings		
Date	Location	Description
9/8/20	Virtual	A motion to award/execute contract and authorize total expenditures for South 200 th Street Shared use Path Project. A motion to execute contract for Military Road South/South 164th Street/42nd Avenue South Intersection Study. A study A motion to execute contract for South 200th Street Corridor Study
10/13/20	Virtual	A Resolution to execute a property exchange agreement and associated quitclaim deeds with the Washington Department of Transportation (WSDOT) to complete the 4(f) mitigation for impacts to Des Moines Creek

		Park due to construction of the SR-509 extension project (Puget Sound Gateway Program).
10/27/20	Virtual	An Ordinance amending certain Chapters of the SeaTac Municipal Code related to transportation improvements, including frontage improvements, right-of-way dedication, deferral of improvements, and right-of-way cross-section specifications.
11/10/20	Virtual	Presentation-Final Acceptance of the Connecting 28th/24th Avenue South capital improvement project (Public Works CIP ST-131).
11/24/20	Virtual	Consent agenda - Final Acceptance of public works projects: Valley Ridge Park Entryway
1/12/21	Virtual	An Ordinance authorizing the City Manager to execute a grant from the Washington State Transportation Improvement Board for the 34th Avenue South Project and amending the 2021-2022 Budget.
1/26/21	Virtual	A Motion to execute a contract amendment with Parametrix, for additional services required for the 34th Avenue South Project (ST-015). Consent agenda- Final Acceptance of public works projects: 2018 Overlay (ST-887 and ST-888)
2/9/21	Virtual	Consent agenda- Final Acceptance of public works projects: South 166th Street Safe Route to School. Presentation - Sound Transit's Federal Way Link Extension (FWLE) Project Construction Updates Click to View Presentation - Final Acceptance of the South 166th Street Safe Routes to School project (Public Works CIP ST-N78). Presentation - A potential Ordinance authorizing and providing for the acquisition of certain properties for the 34th Avenue South project (Public Works CIP ST-015).
2/23/21	Virtual	An Ordinance providing for the acquisition, condemnation, appropriation, and taking of temporary and permanent real property rights to construct 34th Avenue South project (Public Works CIP ST-015).
3/9/21	Virtual	An Ordinance authorizing the City Manager to enter into a contract with the Washington State Department of Transportation (WSDOT) for the purchase of surplus property adjacent to Des Moines Creek Park and amending the City's 2021-2022 Biennial Budget.
4/13/21	Virtual	A Motion authorizing the City Manager to execute a professional services contract with the Transpo Group for On-Call Transportation and Traffic Engineering Services for 2021-2022. A Motion authorizing the City Manager to engage a consultant to prepare a strategic property acquisition, use, and disposition plan using funds previously authorized under AB 5640 to develop a proposal(s) for development and acquisition of two Angle Lake Station area properties owned by Sound Transit.
4/27/21	Virtual	A Motion establishing a Streetscape & Gateway Ad Hoc Committee (SGAC) and appointing its members. The Committee will work with staff and a consultant team to review and provide a recommendation on the Airport Station Pedestrian Improvement Project 'Draft Urban Design Report', which will select urban streetscape elements (lighting, benches, color palette, rubbish reciprocals, etc.) for installation.

5/25/21	Virtual	<p>A Motion to execute a design contract amendment with PACE Engineers for the South 221st Street Drainage Improvements project (SWMCIP-11).</p> <p>Presentation- Update on Public Works Capital Improvement Projects scheduled to be advertised for construction bids.</p>
6/8/21	Virtual	<p>A Motion to execute an Interlocal Agreement (ILA) with the City of Tukwila for the construction of the 2021 Overlay Project (Public Works Project No. ST-901).</p>
6/22/21	Virtual	<p>A Resolution setting the date and time for a public hearing on the proposed vacation of unopened right-of-way in the vicinity of the northeast corner of the intersection of Des Moines Memorial Drive and South 200th Street.</p> <p>A Motion authorizing the City Manager to award a construction contract for the South 221st St Drainage Improvements Project (SWMCIP-11) to HCON Incorporated, the lowest responsible, responsive bidder, amend the professional services contract with PACE Engineering Inc., and authorize construction expenditures.</p> <p>A Motion authorizing the City Manager to award a contract to ICON Materials, amending an existing professional services contract with The BlueLine Group, and authorizing project expenditures for construction of the 2021 Overlay Project (Public Works Project ST-901).</p> <p>A Resolution adopting the 2022 - 2027 Transportation Improvement Program (TIP).</p>
7/13/21	Virtual	<p>A Motion to execute an Interlocal Agreement with King County for the Lakes to Sound Trail Segment C project.</p> <p>An Ordinance authorizing the City Manager to award a contract to Road Construction Northwest, Inc., amend an existing professional services contract with Otak, Inc. authorize construction expenditures, and amend the 2021-2022 Biennial Budget for the South 180th Flood Reduction Project (SWMCIP-08).</p> <p>An Ordinance amending the 2021-2022 Biennial Budget to include lodging tax funding for a 2021-2022 SeaTac Hotel - Westfield Shuttle program.</p>
7/27/21	Virtual	<p>Consent Agenda - Approval of Summary of Grant Acceptance for the WSDOT - Safe Routes to School.</p>
8/10/21	Virtual	<p>Ordinances vacating portions of unopened and unused Right-of-Ways (ROWs) in the vicinity of South 197th Street, 12th Place South, 12th Avenue South, and 13th Avenue South.</p> <p>Vacation of unopened right-of-ways in the vicinity of South 196th Place and South 200th Street, between Des Moines Memorial Drive and 13th Avenue South, within the City of SeaTac.</p>
8/10/21	Virtual	<p>Council Study Session – Presentation - Draft Urban Design Proposal for the Airport Station Pedestrian Improvement Project.</p>
9/14/21	Virtual	<p>A Motion authorizing the City Manager to award and execute a construction contract for the 34th Avenue South project (Public Works Project ST-015) to RL Alia Company, amending the professional services contract with Parametrix Inc for design services during construction, executing a contract with Perteet for construction management services, and authorizing total construction expenditures.</p>

		<p>An Ordinance authorizing the City Manager to accept funds from the King County Flood Control District Sub-Regional Opportunity Fund for the South 221st Street Drainage Improvements Project (SWMCIP-11) and amending the 2021-2022 Biennial Budget accordingly.</p> <p>A Motion authorizing the City Manager to execute a Professional Services Contract, in an amount not-to-exceed \$197,800, with Parametrix, Inc. for developing a Stormwater Management Action Plan (SMAP), and for evaluating runoff impacts in SeaTac from Washington State Department of Transportation (WSDOT) limited access rights-of-way.</p> <p>A Motion authorizing the City Manager to execute an Interlocal Agreement with Highline Water District for the removal and replacement of water main as part of the 34th Avenue South capital improvement project (Public Works Project ST-015) in substantially similar form attached.</p> <p>Consent Agenda - Approval of Grant Acceptance for the Washington State Department of Transportation</p>
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Capital Projects & Maintenance Contracts:

Capital Projects & Maintenance Contracts			
Date	Location	Project	Meeting Type (Council or Subcommittee)
1/12/21	Virtual	34 th Avenue S – Grant	Regular Council Meeting
6/3/21	Virtual	2021 Overlay – Tukwila ILA	Transportation & Public Works Committee
6/8/21	Virtual	2021 Overlay – Tukwila ILA	Regular Council Meeting
6/17/21	Virtual	South 221 st St Drainage Improvements - Bid Award	Transportation & Public Works Committee
6/17/21	Virtual	2021 Overlay – Bid Award	Transportation & Public Works Committee
6/22/21	Virtual	South 221 st St Drainage Improvements - Bid Award	Regular Council Meeting
6/22/21	Virtual	2021 Overlay – Bid Award	Regular Council Meeting
9/2/2021	Virtual	34 th Avenue S – Bid Award	Transportation & Public Works Committee
9/14/21	Virtual	34 th Avenue S – Bid Award & ILA	Regular Council Meeting
9/14/21	Virtual	South 221 st St Drainage Improvements - Grant	Regular Council Meeting
3/23/21	Virtual	Drainage Spot Repair Project – Bid Award/Budget Amendment	Regular Council Meeting
3/18/21	Virtual	Drainage Spot Repair Project – Bid Award	Transportation & Public Works Committee
4/13/21	Virtual	On-Call Transportation and Traffic Engineering Services – Bid award	Regular Council Meeting

7/01/21	Virtual	S. 180 th Flood Reduction Project – Bid Award	Transportation & Public Works Committee
7/13/21	Virtual	S. 180 th Flood Reduction Project – Bid Award/Budget Amendment	Regular Council Meeting
10/27/20	Virtual	S. 180 th Flood Reduction Project – Construction Grant Acceptance	Regular Council Meeting
08/10/21	Virtual	Airport Station Pedestrian Improvement Project – Urban Design Report Meeting #4	Special Council Study Session – Ad-Hoc Committee
9/14/21	Virtual	Stormwater Management Action Plan-Bid Award	Regular Council Meeting

The City Council, Transportation and Public Works Committee, Planning Commission, and Sidewalk Committee agendas, minutes, and presentations for the above-mentioned projects can be found at the following link:

<https://www.seatacwa.gov/government/city-council/online-agendas-and-packets>

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.

As part of the Military Road 5-Way Intersection Study and Local Road Safety Study mentioned in Question 5, demographic information was collected as part of the City's community engagement efforts. This information was collected using a survey. See appendix for the survey materials that were used for both projects.

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.

Translation Services Provided During Public Meetings			
Date	Description of Public Meeting	Which Language	Provide By
3/3/2021	To purchase temporary easement rights	Spanish	Intercom Language Services

During the Military Road 5-Way Intersection Study mention in Question 5, a blind community member contacted the project manager and asked how she could best access the project materials. The project manager returned her call and left a message informing her the website is viewable via a screen reader.

No vital documents were translated during this reporting period.

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).

The City of SeaTac advertises the request for bids for construction projects in the Seattle Times and the Daily Journal of Commerce (DJC) at least twice for each project with the first advertisement 21 calendar days prior to the date which bids will be received. Bid documents are made available to prospective bidders on the Builders Exchange of Washington (BXWA) website where they can be downloaded. Each bid package contains a 'Notice to Contractors' that details how and when bids are to be received and opened. Bid openings have traditionally been held in-person at City Hall, however, COVID-19 has led the City to hold virtual bid openings as of late. Bids are received by the City and read publicly as detailed on the Notice to Contractors.

Upon establishing the apparent low bidder, bids are evaluated and verified by City staff and bid tabulations exceeding \$50,000 are presented to the Transportation and Public Works Committee for authorization to bring a motion to the next Regular Council Meeting for award of the construction contract. When the award for construction is presented at the Regular Council Meeting, City Council has the option to either accept or reject the construction contract and provide recommendation to City staff for next steps. Both TPW and Regular Council Meetings are held publicly and bid tabulations are uploaded to the BXWA website and provided to the DJC for public viewing as soon as City staff has verified the bids.

For small works construction contracts (estimated contract amounts less than \$350,000 per RCW 39.04.155) the City utilizes MRSC Rosters to request quotes and award contracts. During this period, the City did not have any small works construction contracts.

When selecting consultants that will provide professional services, such as design and construction management support, the City staff either sends Requests for Qualifications (RFQ) to at least three consultants, download Statements of Qualifications (SOQ) for consultants listed on MRSC Rosters, or advertise in the Seattle Times for professional services once per week for 2 consecutive weeks with a 3-week response time. Upon identifying at least three consultants that meet qualification requirements, each consultant team is interviewed by City staff. Each consultant team provides a 10-minute presentation followed by a question-and-answer period. City staff asks each consultant team the same set of questions. Each question is scored on a scale of 10 points. Upon concluding all interviews, City staff tabulates all question scoring and selects the consultant team with the highest score. The consultant team selected by the City then provides and scope and fee document to staff that breaks down all required tasks. Based on this document, City staff will negotiate the final contract amount based on historical consulting contracts and the anticipated level of effort.

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?)

No federally funded projects started construction within this period.

The current extent of actions taken to promote compliance with Title VI as it relates to contracted contractors and/or consultants is to perform the following:

- I. Add the following language for all public notices for soliciting construction bids, professional services, and their corresponding contracts:
 - a. The City of SeaTac in accordance with Title VI of the Civil Rights Act of 1964, 78 Sta. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49 Code of Federal Regulations, 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 the grounds of race, color, national origin, or sex in consideration for an award.

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).

Below are the prime consultants for our construction, right-of-way, and consultant contracts:

List of Construction, Right-of-Way, and Consultant Contracts						
Project #	Project Name	Contract for? (Right-of-way, consultant, etc.)	Contractor	Certifications	Funding Source(s)	Dollar Value
ST-N80	S 200 th Street Shared Use Pathway	Consultant Construction Management	Perteet Inc.	N/A	Local	\$232,610
ST-N80	S 200 th Street Shared Use Pathway	Consultant Construction Design Support	PBS Inc.	N/A	Local	\$29,720
ST-901	2021 Overlay	Construction Contract	ICON Materials	N/A	Local	\$866,020
ST-1	2021 Overlay	Design Support During Construction	The Blueline Group	N/A	Local	\$10,000
SWMCIP-11	S 221 st Street Drainage Improvements	Construction Contract	HCON Inc.	N/A	Local / King County Grant	\$556,130
SWMCIP-10	Spot Drainage Repair	Construction Contract	Iron Creek Construction LLC	N/A	Local	\$339,775
SWMCIP-08	S 180 th Street Flood Reduction	Construction Contract	Road Construction NW, INC	N/A	Local / King County Grant	\$1,081,860
ST-901, SWMCIP-08, SWMCIP-11	2021 Overlay, S 180 th Street Flood Reduction, S 221 st Street Drain	On-Call Services for Construction Management Support	Perteet Inc.	N/A	Local	\$49,574

	age Improvements					
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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.

To reduce biases in the recruitment and selection process, the City of SeaTac has implemented the process of blinding applications when interview panel members and hiring managers are reviewing applications and interviewing candidates. Interview panel members and hiring managers receive redacted names of candidates, and other demographic information that is listed in a candidate's application.

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

Trainings for Title VI Coordinator			
Date	Attendee	Training	Provider
1/5/2021	Florendo Cabudol	The Hidden Biases of Good People: Implication for Individuals and Organizations	Dr. Bryant Marks

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.

Internal Title VI Trainings				
Date	Training/ Description	Provided by	Job Title	Race/Ethnicity
1/5/2021	The Hidden Biases of Good People: Implication for Individuals and Organizations	Dr. Bryant Marks	City Manager, Victims Advocate, Recreation & Cultural Manager, Senior Public Works Inspector, Account Analyst, Parks Maintenance Worker Lead, Engineer 2, Senior Permit Coordinator, Senior Planner, Information Systems Analyst, Judicial Support Specialist, Legal Analyst, Public Works Inspection Supervisor, City Engineer, Mayor, Community & Economic Development Director, Court Administrator, Deputy City Manager, Real Property Management Specialist, Graphics Designer, Planning Manager, Administrative Assistant, Public Works Maintenance Worker, Plans Examiner/Inspector 2, Recreation	White, African American, Asian, Hispanic, African, Pacific Island,

			Specialist, Payroll Coordinator, Engineering Manager, Administrative Assistant 3, Government & Communications Manager, Digital Communications Strategist, Building Services Manager, Recreation Supervisor, Information Systems Technician, Recreation Attendant, Permit Coordinator, Judicial Support Specialist Lead, Public Works Maintenance & Operations Supervisor, Senior Management Analyst, GIS Technician, Human Resources Analyst, Water Quality Technician, Records Manager	
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List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

Other Local Civil Rights Trainings				
Date	Training/ Description	Provided by	Attendee	Job Title/Title VI Role
May 25, 2021	Moving Forward: Race & National Origin in the Workplace	U.S. EEOC	Maria Woods	Human Resources Analyst

Due to the pandemic and safety concerns, the model of in-person training did not work. Therefore, we were challenged in finding the training that fits the needs of all staff. However, the City of SeaTac purchased and implemented in September 2021, a Learning Management System that will allow employees to have access to relevant training at any time of the day.

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.

- I. This out the City’s goals for Title VI Requirement/Compliance in the following format:
- Goal 1 – Identify relevant Title VI training for staff.
 - Goal 2 – Record Title VI training for staff for next report.
 - Goal 3 – Establish clear Title VI framework for complaint submittal, information gathering, training and reporting.