



**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 is listing times and locations of public meetings in this report. The City is also seeking clarification from WSDOT in procedures for collecting demographic data during Right-of-way interactions before implementation of these procedures.

**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.**

See appendix for SeaTac Title VI Organization and Staffing

**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) 2020 5-Year Estimates
- II. Decennial Census-2020: DEC Redistricting Data (PL 94-171)

Source: United States Census Bureau at:

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

Category	Value	Percent
Total Population	31,454	100%
Male Population	17,110	54.4%
Female Population	14,343	46.6%
Population Under 5 Years of Age	2,296	7.3%
Population 5-17 Years	5,127	16.3%
Population 18-64 Years	20,350	64.7%
Population 65 Years or Older	3,680	11.7%
Median Age (Years)	35.0	N/a
<b>Income</b>		
Mean Household Income	\$79,346	N/a
Median Household Income	\$66,131	N/a
<b>Race</b>		
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%
<b>Place of Birth</b>		
Total Population – Native Born	20,500	65.2%
Total Population – Foreign Born	10,954	34.8%
Foreign Born - Europe	449	4.1%
Foreign Born - Asia	2,990	27.3%
Foreign Born - Africa	4,141	37.8%
Foreign Born - Oceania	241	2.2%
Foreign Born – Latin America	3,045	27.8%
Foreign Born – Northern America	88	0.8%
<b>Language Spoken at Home</b>		
Population 5 Years or Older	26,965	85.7%
English Only	14,231	52.8%
Spanish	4,603	17.1%

Other Indo-European Languages	1,786	6.6%
Asian and Pacific Islander Languages	2,058	9.3%
Other Languages	3,844	14.3%
<b>Limited English Proficiency</b>		
Spanish Speakers with Limit English	1,293	4.1%
Other Indo-European Language Speakers with Limit English	600	1.9%
Other Asian and Pacific Islander Language Speakers with Limit English	1,044	3.3%
Other Language Speakers with Limit English	1,602	5.1%

\*Race information based on Decennial Census-2020: DEC Redistricting Data (PL 94-171). All other information based on American Community Survey – 2020: 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.**

South 200th Street Corridor Study

For this study, the consultant team and City staff conducted continuous outreach to the community as well as other agency stakeholders, such as the Port of Seattle, Sound Transit, King County Metro Transit, WSDOT, and the Puget Sound Regional Fire Authority. The two rounds of public outreach were conducted in March 2021 and November 2021.

The first round involved the creation of a website and interactive “webmap” where individuals could “pin” their comments along the corridor, a postcard mailing to everyone in the vicinity of the corridor, and the posting of yard signs along the corridor publicizing the study. Participants were asked to provide their general comments on the corridor.

Three alternatives were developed for the public to provide feedback on, and these alternatives were presented as part of the second phase of outreach. This involved an updated website, an

interactive survey, as well as another postcard mailing and more yard signs. Both outreach phases were successful, with over 200 combined responses.

#### Local Road Safety Plan

For this study, the consultant team and City staff conducted outreach to all address in the City of SeaTac by way of an online survey. Further focus groups were held with members of the King County Housing Authority building at Windsor Heights, members of the senior community, members of the business community, and a request was sent but no one attended from the school/ parental community.

Participants were asked a series of questions about the way they travel in SeaTac, what improvements to traveling they would like to see and what felt the most dangerous to them. Respondents indicated a need for increased street lighting, more sidewalks and lower speed limits.

A ranked list of suggestions was created and utilized in implementation of traffic safety measures. Some of the traffic safety measures include; leading pedestrian intervals, reflective back plating and plantings in the median

#### Military Road Five-Way Intersection Study

2020-2021 Title VI Report lists the scope and public process for this project, which was formally adopted in December, 2021.

### **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).**

During this reporting period we established a new Lease agreement with Unit 240, an existing business and tenant at the City Hall building (Unit 240). We gave nine-month advanced notice of lease termination to business tenant in Unit 220, at the City Hall building. We did not collect any demographic information as part of these lease negotiations/transactions.

Airport Station Pedestrian Improvement Project, we met (virtually) with several business owners and private property owners to discuss the timeline of the upcoming project and make note of specific concerns or requests each owner relayed. We did not collect any demographic information as part of the interactions with affected property owners.

River Ridge Sidewalk Project, we made initial contacts and outreach with affected property owners to request Right of Entry permits and discuss the proposed project and timelines/process. We did not collect any demographic information as part of this process.

As part of the construction for the ongoing 34<sup>th</sup> Ave South Pedestrian Improvement Project, we addressed concerns with private property owners with regards to construction and restoration

methods impacting the existing improvements. We did not collect any demographic information as part of the interactions with affected property owners.

13<sup>th</sup> Avenue South Street Vacation, VA-046. The applicant was a private business, owning the property on both sides of the street. We asked for the public's input and comments, by way published notices in local periodicals, posted physical sign boards and city website. We established a Resolution #22-001 setting a public hearing date. The City held a public hearing (virtually) on March 8, 2022. The area was appraised by a Washington Certified Appraiser and just compensation was set. The vacation was approved, compensation was collected and City Ordinance No. 22-1101 as passed. We did not collect any demographic information as part of this vacation process.

**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. The City is waiting to implement data collection pending guidance from WSDOT around operational procedures.

**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. South 200<sup>th</sup> 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.

II. Local Road Safety Plan

- a. Data Sources – City wide survey and focus groups. Safety and traffic data from WSDOT including collision data and traffic counts.
- 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 - Traffic counts and crash data were used to provide recommendations for traffic calming and intersection improvements. Data was used to prioritize local road safety projects in accordance with greatest impacts/need and submit for Federal funding opportunities.

**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. 34<sup>th</sup> Avenue S (ST-015)
- II. 2022 Overlay (ST-902)

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**

The City does not have any established procedures for collecting demographic information of its Council and Committee members.

Non-Capital & Maintenance Project Items:

(First meeting of the month starts at 4:30pm. Second meeting of the month starts at 5:30pm))

## I. Transportation and Public Works Committee

## a. Advisory Members

- i. Councilmember Peter Kwon
- ii. Councilmember Takele Gobena
- iii. Mayor Jake Simpson

Date	Location	Description
10/7	Virtual	Military Road South 5-Way Intersection Study draft final report  Utility Agreements for 34th Ave South Project (ST-015) – Comcast & Lumen  Lighting Upgrades for SR509 Mitigation Project  Street Section Upgrades for South 216 <sup>th</sup> Street Bridge Reconstruction Project
11/4	Virtual	South 200th Corridor Study – Briefing on Outreach Efforts
12/16	Virtual	Adoption of the 2021 King County Surface Water Design Manual
1/20	Virtual	Approve Structural Design contract for Airport Station Pedestrian Project (ST-141)
2/3	Virtual	Approve Professional Services Contract for DKS for Fleet Electrification Strategic Plan  Approve Professional Services contract for Intelligent Transportation Systems Strategic Plan
2/17	Virtual	River Ridge Elementary Safe Routes To School Update  Right of Way Purchase General Information
3/3	Virtual	Adoption of Local Road Safety Plan  Interlocal Agreement with Kent School District for River Ridge Elementary School Sidewalk Project  Vacation of a portion of ROW near S 200 <sup>th</sup> and 13th Ave S to Bridge Development
4/7	Virtual	SeaTac Urban Design Report Update  SeaTac Signage Program
4/21	Virtual	Approve Commute Trip Reduction Contract with City of Federal Way  King County Surface Water Design Manual 2021 – Adoption
5/5	Virtual	Six-Year Transportation Improvement Program 2023-2028  Adopting the South 200th Street Corridor Study
5/19	Virtual	SR 509 Stage 2 Overview and Open House Preview  Stormwater Management Action Planning

6/2	Hybrid	Six-Year Transportation Improvement Program 2023-2028 Interlocal Agreement with WSDOT for South 204th Street CIP Project
6/16	Hybrid	Award of construction contract for 2022 Overlay Project ST-902
7/21	Hybrid	Memorial Markers in the Right of Way
8/4	Hybrid	Utility Box Art Wrap Contract
9/1	Hybrid	2023 Overlays Design Contract Lighting Design Contract Amendment for ST-141 Airport Station Area Ped Improvements Community Workforce Agreement
9/15	Hybrid	AB 5663-Three-Way Consolidated Light Rail Agreement AB 5904- Easement granted to Sound Transit for Power Easement at 20400 Int'l Blvd.

II. Sidewalk Advisory Committee (all meetings start at 6:00pm)

- a. Advisory members
  - i. Councilmember Mohamed Egal
  - ii. Councilmember Takele Gobena
  - iii. Mayor Jake Simpson

Sidewalk Advisory Committee Meetings		
Date	Location	Description
2/17	Virtual	River Ridge Elementary Safe Routes to School
4/21	Virtual	Status of Sidewalks in SeaTac
9/15	Hybrid	River Ridge Elementary Safe Routes to School Lighting Policy Update

III. Planning and Economic Development Committee of Council (all meetings start at 4:00pm)

- a. Committee members
  - i. Councilmember Mohammed Egal (Chair)
  - ii. Councilmember Peter Kwon
  - iii. Mayor Jake Simpson
  - iv. Stan Tombs (past councilmember, served during reporting period)
  - v. Councilmember Erin Sitterley (past member, served during reporting period)



Planning Commission Meetings		
Date	Location	Description
10/28	Virtual	2021 Comprehensive Plan Amendments

IV.Planning Commission (all meetings start at 5:30pm)

- b. Commission members
- vi. Alyne Hansen (Chair)
  - vii. Tony Zuniga Sanchez (Vice Chair)
  - viii. Tom Dantzer
  - ix. Karin Ellis
  - x. Damiana Merryweather
  - xi. Jagtar Saroya
  - xii. Bandhanjit Singh
  - xiii. Tejvir Basra (past member, served during reporting period)
  - xiv. Andrew Ried-Munro (past member, served during reporting period)

Planning Commission Meetings		
Date	Location	Description
10/5	Virtual	Continued Public Hearing: 2021 Comprehensive Plan Amendments
2/15	Virtual	2021 King County Surface Water Design Manual
4/5	Virtual	Public Hearing - 2021 King County Surface Water Design Manual
5/3	Virtual	Military Road 5-Way Intersection Study Outcome
9/20	Hybrid Virtual/ City of SeaTac Council Chambers	SeaTac 2044: Major Comprehensive Plan & Transportation Master Plan (TMP) Update Project

IV.City Council (Council meetings start at 6:00 PM)

- a. Council Members
- i. Mayor Jake Simpson
  - ii. Duty Mayor Senayet Negusse
  - iii. Councilman Peter Kwon
  - iv. Councilwoman Mohamed Egal
  - v. Councilwoman Takele Gobena
  - vii. Councilman Iris Guzmán
  - viii. Councilman Erin Sitterley

City Council Meetings		
Date	Location	Description
9/14	Virtual	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>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>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 (SWMCI-11), and amending the 2021-2022 Biennial Budget accordingly.</p> <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>
10/1	Virtual	A Motion authorizing the City Manager to increase the contingency amount on the South 221st Street Drainage Improvements Project (SWMCI-11).
10/12	Virtual	<p>An Ordinance authorizing the creation of an Adopt-A-Street program for the City of SeaTac and amending the 2021-2022 Biennial Budget.</p> <p>A Motion authorizing the City Manager to amend an existing professional services contract with The Blueline Group for design of the 2022 South 188th Street Overlay Project (SeaTac CIP ST-902).</p> <p>An Ordinance amending the 2021-2022 Biennial Budget to provide additional funding to settle final construction related costs and close out the Des Moines Memorial Drive South and South 200th Street Intersection Improvements Project (SeaTac CIP No. ST-065).</p> <p>A Motion authorizing the execution of professional services contracts for right-of-way acquisition for the Airport Station Pedestrian Improvement Project (Public Works CIP ST-141).</p> <p>A Motion authorizing the City Manager to execute utility relocation agreements, in substantially similar form as attached hereto, with CenturyLink, Comcast, and Puget Sound Energy as part of the 34th Avenue South Project (Public Works CIP ST-015).</p>
11/23	Virtual	<p>A Resolution adopting the Military Road Five-way Intersection Study and the recommendation for a roundabout.</p> <p>An Ordinance authorizing the City Manager to execute an amendment to a Memorandum of Understanding (MOU) and execute an Interlocal Agreement (ILA) with the Washington State Department of Transportation (WSDOT) for pedestrian level lighting improvements to the South 208th Street Connector Improvements Project, and amending the City's 2021- 2022 Biennial Budget to fund the additional improvements.</p> <p>An Ordinance authorizing the City Manager to execute an amendment to a Memorandum of Understanding (MOU) and execute an Interlocal Agreement (ILA) with the Washington State Department of Transportation (WSDOT) in connection with additional improvements to be made to South 216th Street,</p>

		and amending the 2021-2022 Biennial Budget to provide funding for the improvements.
1/11	Virtual	Federal Way Light Rail Extension Project within SeaTac SR 509 Completion Project.
1/25	Virtual	A Motion authorizing the City Manager to execute a contract with Trantech Engineering for Structural Design and Analysis in support of the Airport Station Pedestrian Improvement Project (Public Works CIP ST-141) and to amend the existing civil design contract with KPG to provide funding for structural engineering support services.
2/8	Virtual	A Motion authorizing the execution of a professional services contract with DKS to develop an Intelligent Transportation Systems Strategic Plan.
3/8	Virtual	A Motion adding the River Ridge Elementary Sidewalk Project to the 2022 capital improvement plan and authorizing the City Manager to enter into an Interlocal Agreement with the Kent School District to partner on the Project.
4/12	Virtual	A Motion authorizing the City Manager to execute an amendment to an existing Interlocal Agreement (ILA) with King County to reflect an additional \$1,105,000 Conservation Futures Tax Levy grant used to acquire property from the Washington State Department of Transportation (WSDOT) to expand Des Moines Creek Park.  A Motion adopting the SeaTac Local Road Safety Plan.  A Motion authorizing the City Manager to execute a contract with DKS for a fleet electrification study.
4/26	Virtual	A Resolution adopting the Urban Design Report for the Airport Station Area Pedestrian Improvement Project.
5/10	Virtual	Update on American Rescue Plan Act (ARPA) Funding
5/24	Virtual	A Resolution adopting the South 200th Street Corridor Study.  A Motion authorizing the City Manager to enter into an interlocal agreement with the City of Federal Way to provide Commute Trip Reduction (CTR) services and assistance.
6/14	Hybrid	A Resolution adopting a six-year Transportation Improvement Program for the years 2023-2028.  Informational briefing on SeaTac 2044: Major Update Project for Comprehensive Plan and Transportation Master Plan.
6/28	Hybrid	An Ordinance awarding and executing contracts for the construction of the 2022 Overlay Project (Public Works CIP No. ST-902) and amending the 2020-2021 biennial budget.  A Motion authorizing the execution of a contract for right-of-way acquisition and relocation professional services for the Airport Station Pedestrian Improvement Project (Public Works CIP ST-141).  A Motion authorizing the City Manager to enter into an Interlocal Agreement (ILA) with the Washington State Department of Transportation (WSDOT) for the reconstruction of a segment of S. 204th Street, to be included as part of the City's future S. 204th Street Transportation Improvement Project.

8/9	Hybrid Virtual/ City of SeaTac Council Chambers	A Motion authorizing the City Manager to enter into a contract with Traffic Wrapz in an amount not to exceed \$109,242.35 for the purpose of installing artistic wraps on signalized intersection controller boxes in SeaTac.
9/13	Hybrid Virtual/ City of SeaTac Council Chambers	<p>A Motion authorizing an amendment to the Airport Station Pedestrian Improvement Project design contract with KPG-Psomas, increasing the contract amount by \$49,504 to allow for additional lighting design/redesign work.</p> <p>An Ordinance establishing the SeaTac 2044: Major Comprehensive Plan and Transportation Master Plan Update Project and amending the City's 2021-2022 Biennial Budget.</p> <p>An Ordinance authorizing the City Manager to execute a professional services contract with Exeltech Consulting, Inc. for the 2023 Overlay Project (Public Works CIP No. ST-903) and amending the City's 2021-2022 Biennial Budget.</p>

Community Focused Meetings			
Date	Time	Location	Description
5/4	5:30pm	SeaTac Community Center	Community Conversation regarding rental/landownerships within the City.

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.**

South 200th Street Corridor Study used a web questionnaire and ask participants to voluntarily disclose demographic data. See appendix for demographic survey questions used in this survey. The survey is now closed, but the website can be found here:

<https://www.south200thstreetstudy.com/>

For 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 this project.

**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.**

<b>Translation Services Provided During Transportation-Related Public Meetings</b>			
<b>Date</b>	<b>Description of Public Meeting</b>	<b>Which Language</b>	<b>Provide By</b>
5/4/22	Community Conversation regarding rental/landlords.	Amharic Spanish Somali	Dynamic Language Dynamic Language Ismael Mohamed (individual contract)

**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?)**

34<sup>th</sup> Ave S (ST-015) Project is a federally funded that started construction within this period. The current extent of actions taken to promote compliance with Title VI for the project as it relates to contracted contractors and/or consultants is to perform the following: I. Added the following Title VI language to the 34<sup>th</sup> Ave S project and also 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 Page 15 of 17 Appendix 28.93 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-141	Airport Station Ped. Imp.	Right of Way - pre acquisition work	Epic Land Solutions	SRWA	General Fund?	\$950.00
N/A	Sound Transit / PSE utility Easement	Valuation Consultation (ROW)	Integra Realty Resources	Certified licensed Appraiser	General Fund	\$325
ST-141	Airport Station Ped. Imp.	Right of way acquisition work	Commonstreet Consulting	SRWA		\$495

VA-46	Street Vacation 13 <sup>th</sup> Ave so.	Street vacation appraisal (ROW)	Integra realty Resources	Certified Appraiser	General Fund	\$4,000.00
ST-015	34 <sup>th</sup> Avenue S	Construction Contract	R.L. Alia Company		Federal, State, & Local	\$6,046,132.60
ST-015	34 <sup>th</sup> Avenue S	Construction Management Consultant	Perteet Inc.		Local	\$533,097.00
ST-902	2022 Overlay	Construction Contract	Miles Resources LLC		Local & ILA	\$1,757,315.50
ST-902	2022 Overlay	Design Contract	The Blueline Group		Local	\$240,320.00
ST-903	2023 Overlay	Design Contract	Exeltech Consulting, Inc.	DBE, MBE	Local	\$199,164.00
ST-902 & ST-903	2022 Overlay & 2023 Overlay	On-Call Geotechnical Engineering Services	NV5, Inc.		Local	\$88,000.00
ST-N45	River Ridge Elementary Sidewalk Project	Environmental Consultant	The Watershed Company	SBE	State, ILA, and Local	\$11,286.00
Small Works Project	S 160 <sup>th</sup> St Left Turn Lane Rebuild	Design Consultant	The Blueline Group		Local	\$37,000.00

**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

**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.**

<b>Internal Title VI Trainings</b>				
<b>Date</b>	<b>Training/ Description</b>	<b>Provided by</b>	<b>Job Title</b>	<b>Race/Ethnicity</b>
7/6	Title VI Basics for LPAs	WSDOT	Title Vi Local Agency Compliance Lead	Sr. Management Analyst - White

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

<b>Other Local Civil Rights Trainings</b>				
<b>Date</b>	<b>Training/ Description</b>	<b>Provided by</b>	<b>Attendee</b>	<b>Job Title/Title VI Role</b>
Varied/Virtual /Self-paced	Implicit Bias	Dr Brian Marks	All new staff	All new staff

**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.**

The City’s goal is to complete the following list of actions within the next reporting period:

1. Provide all staff with Title VI/Language access presentation to raise awareness of this policies and how it impacts them and their customers.
2. Provide all front-line staff with Title VI/Language access training.
3. Roll out a comprehensive Language access procedures and guidance to all staff.
4. Implement voluntary demographic collection forms at all public meetings.
5. Implement procedure for identifying vital documents as part of the City Language Access Program.
6. Develop Title VI and Language Access webpage on the City Website to direct customer questions and provide guidance for staff.