

Washington State Department of Transportation
Title VI Annual Report for Local Agencies
Under 100,000 in Population

City of Aberdeen

(Name of Recipient)

March 30, 2018

(Report Submission Date)

2017

(Reporting Period)

1. Report any changes in the organizational structure since the last reporting period. Example: New Title VI Coordinator, new planning or public works directors, etc.
 - Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.
 - ✓ **The City of Aberdeen had one (1) change since our last report dated March 30, 2017.**
 - If no changes have been made please indicate that accordingly
 - ✓ **The City Council had one (1) change in its composition since our last report dated March 30, 2017. With the retirement caucasian city councilwoman. The position was filled with a caucasian male.**
 - ✓ **City Composition is as follows: (Please see table below)**

<u>POSITION TITLE</u>	<u>ETHNICITY</u>	<u>GENDER</u>	
		<u>FEMALE</u>	<u>MALE</u>
City Council	Caucasian	5	7
Mayor	Caucasian		1
Public Works Director	Caucasian		1
Public Works Committee Chair Person	Caucasian	2	2
Finance Director	Caucasian		1

2. Using the most current data available (through Census or Washington State Office of Financial Management) describe the demographics within your jurisdiction.

- **Based on Washington State Office of Financial Management (OFM) Census 2010, statistical data is shown as follows:**

- ✓ **Population** **16,896**
 - ✓ **Which is an increase of 435 people from our previous Census in 2000**
- ✓ **Male Population** **8,421**
- ✓ **Female Population** **8,475**
- ✓ **Race Population Data is as follows (with percentages)**

<u>ONE RACE</u>	<u>NUMBER</u>	<u>PERCENT</u>
White	13,584	80.4
Black or African American	135	0.8
American Indian and Alaskan Native	617	3.7
Asian	319	1.9
Native Hawaiian and Other Pacific Islander	49	0.3
Some Other Race	1,359	8.0
Two or More Races	833	4.9
Hispanic or Latino (of any race)	2,678	15.8

- ✓ **Average Household Size** **2.56**
- ✓ **Average Family Size** **3.10**

- **Based on data received from the Office of Superintendent of Public Instruction, Washington State Report Card, statistical data is shown as follows (with percentages)**

<u>ONE RACE</u>	<u>NUMBER</u>	<u>PERCENT</u>
White	1858	57.3
Black or African American	41	1.3
American Indian and Alaskan Native	141	4.3
Asian	85	2.6
Native Hawaiian and Other Pacific Islander	10	0.3
Two or More Races	155	4.8
Hispanic or Latino (of any race)	952	29.4

- a. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.
 - **There were no studies conducted by the City of Aberdeen during this reporting period.**
- b. How was the information utilized or Title VI provisions and needs applied in each study or activity?
 - **There were no studies conducted by the City of Aberdeen during this reporting period.**

3. List any public outreach activities during the reporting period such as: Public Announcements and/or Communications for meetings, hearings, project notices. Include the following:
 - **All City of Aberdeen City Council Meeting notices are placed on a bulletin board in the Lobby of City Hall. If there are special hearings or project notices, a bulletin is placed on the access/egress doors and bulletin board in the lobby of City Hall as well as announced on Social Media (Facebook) account that is ran by City Management.**
 - a. How were special language needs assessed? List the special language needs assessments conducted.
 - **There were no language assessments conducted this reporting period.**
 - b. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social service agencies, advertised in a minority publications)
 - **The City of Aberdeen includes Title VI Non-Discrimination Statements in all transportation projects related to contracts and public notices**
 - **The City of Aberdeen has an onsite Spanish speaking interpreter who is available upon request for Spanish speaking minorities**
 - c. List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.
 - **The City of Aberdeen provides hearing assistance devices for the hearing impaired upon request at all City Council Meetings fir hearings held within the Council Chambers Room at City Hall**
 - **TTD services are also available upon request in the Finance Department during business hours from 8:00 AM to 5:00 PM, Monday through Friday**
 - **There were no requests to use the hearing impaired devices stated above for this reporting period.**
 - d. List any costs incurred for translations and interpreters for each activity.

- **There were no costs incurred for translation or interpreter services this reporting period**
4. List all the transportation related contracts (Federal and others that were executed during this reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.)
- Include dollar value of each
 - Other than advertising in your local legal publication, what outreach was made to the DMWBE firms that a contracting opportunity existed within your agency?
 - Identify the DMWBE contracts that were awarded and their dollar amount
 - Is there a Title VI Non-Discrimination statement included in all contracts & public notices?
 - How did your organization ensure that minority, women and disadvantaged firms were provided equal opportunity to participate in the contracting arena?
- **Project 1: TBD Paving Project I - 2017**
Project Number: CXS01/17
Bid Amount: \$443,172.25
 - ✓ **The City of Aberdeen did not reach out to DMWBE firms that a contracting opportunity existed within our agency, however; an advertisement for a request for quote was published in our Local Newspaper *The Daily World* as well as *The Daily Journal of Commerce and Quest***
 - ✓ **The award of this contract did not go to a DMWBE firm as the City of Aberdeen did not receive any bids from DMWBE firms**
 - ✓ **The City of Aberdeen includes a Title VI Non-Discrimination statement in all transportation project related contracts and public notices**
 - ✓ **The City of Aberdeen's transportation projects were advertised in *The Daily World*, *The Daily Journal of Commerce* and the Quest Construction Data Network, LLC**
 - **Project 2: TBD Paving Project II - 2017**
Project Number: CXS02/17
Bid Amount: \$311,311.00
 - ✓ **The City of Aberdeen did not reach out to DMWBE firms that a contracting opportunity existed within our agency, however; an advertisement for a request for quote was published in our Local Newspaper *The Daily World* as well as *The Daily Journal of Commerce and Quest***
 - ✓ **The award of this contract did not go to a DMWBE firm as the City of Aberdeen did not receive any bids from DMWBE firms**

- ✓ **The City of Aberdeen includes a Title VI Non-Discrimination statement in all transportation project related contracts and public notices**
 - ✓ **The City of Aberdeen’s transportation projects were advertised in *The Daily World, The Daily Journal of Commerce* and the Quest Construction Data Network, LLC**
 - **Project 3: Gateway Center Parking Lot Landscape Improvements**
Project Number: 5XM02/17
Bid Amount: \$25,007.00
 - ✓ **The City of Aberdeen did not reach out to DMWBE firms that a contracting opportunity existed within our agency, however; an advertisement for a request for quote was published in our Local Newspaper *The Daily World* as well as *The Daily Journal of Commerce and Quest***
 - ✓ **The award of this contract did not go to a DMWBE firm as the City of Aberdeen did not receive any bids from DMWBE firms**
 - ✓ **The City of Aberdeen includes a Title VI Non-Discrimination statement in all transportation project related contracts and public notices**
 - ✓ **The City of Aberdeen’s transportation projects were advertised in *The Daily World, The Daily Journal of Commerce* and the Quest Construction Data Network, LLC**
5. Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations i.e. impacts such as displacements, increased noise, bisecting neighborhoods, (et al). Note the following:
- How impacts were minimized/mitigated
 - Also include a statement, if applicable, on projects that specifically benefit community cohesion, such as: Adding sidewalks, improving access to properties that improve access for EJ populations
 - **None of the City of Aberdeen’s Transportation Projects had a negative impact to minority/low-income Environmental Justice populations**
 - **All the projects improved access to property owners. The Gateway Center Parking Lot Landscape Improvements project is specific to the Downtown Aberdeen area where many travellers and city dwellers are able to enjoy the improvements made to the Tesla charging stations and Visitor Parking Lot.**
6. If ROW has been acquired for transportation project, please describe:
- **The City of Aberdeen did not acquire any Right of Way for any of our transportation projects in 2017.**

- Identify the number of minority, low-income, elderly and disabled persons affected.
 - ✓ **It is unknown the number of minority, low-income, elderly and disable person affected by our transportation related projects. However, an area located in our TBD Paving Project is in a part of town that is known to be lower to middle class with a higher number of minorities living in the area.**
 - The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).
 - ✓ **No effort was made to address Limited English Proficiency issues as we have an onsite Spanish speaking interpreter who is available upon request.**
 - ✓ **TTY phones are also available upon request during City Council Meetings for the hearing impaired.**
 - Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance and payments. What actions were taken to resolve those issues?
 - ✓ **No concerns were brought to our attention to resolve during this reporting period.**
7. List and describe any Title VI related complaints, as result of transportation activities and projects. Include:
- **The City of Aberdeen received one (1) complaint from a citizen during the TBD Paving Project 1 – 2017.**
 - What was the allegation or concern?
 - ✓ **The citizen was upset that their shoulder hadn't been completed within 24 hours after the street directly in front of their home had new asphalt overlay.**
 - Procedures used.
 - **When she called it was explained to her that the crews would follow up by adding gravel to the shoulders within a week of the completion of the asphalt overlay, depending on the weather.**
 - **Letter's were sent prior to the project starting to all the affected properties in the area explaining the process and timeline.**
 - **Prior to the project starting, temporary signs were erected in the affected areas notifying residents of upcoming street work.**
 - Action taken.

- **Shoulder work was completed according to the timeline provided by the City Engineer**
- Resolution.
 - **Homeowner was happy with the resolution once it was explained to her what the process and timeline was.**
 - **Homeowner admitted to not reading the letter that the City sent out.**