



City of Bainbridge Island  
Annual Update & Accomplishment Report  
2020 Reporting Year  
January 1 to December 31, 2020  
*(for agencies under 100,000)*

Interim City Manager: Ellen Schroer

Public Works Director/Title VI Coordinator: Chris Wierzbicki

Report Reference: WSDOT's Local Agency Guidelines Manual, Chapter 28

As stipulated in this agency's Title VI Program Non-Discrimination Agreement, WSDOT's approval letter to that agreement, and WSDOT's Highways and Local Program Local Agency Guidelines Manual (Chapter 28), the Annual Update & Accomplishment Report for the reporting period reflected above is hereby submitted.

SUBMITTED BY:

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Printed Name: Ellen Schroer  
Interim City Manager

February 4, 2021

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Date

## ORGANIZATION STRUCTURE:

1. Report any changes in the organizational structure since the last reporting period:
  - a. Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.

For the 2020 CY Reporting Year, transportation staff changes include:

- Chris Hammer (Caucasian, male) Vacated Engineering Manager - 1/3/2020
- Taylor Eliason, (Caucasian, female) New Admin Specialist II – 01/02/2020
- Diane Barry, (Caucasian, female) Vacated Admin Specialist II- 1/31/2020
- Peter Best (Caucasian, male) New Senior Planner – 02/25/2020
- Ralph Scott (Caucasian, male) New Treatment Operator II – 02/18/2020
- Greg Hiatt (Caucasian, male) Vacated Sr. Plan Check Engineer – 4/15/2020
- Tom Oreiro (Native American, male) Vacated Maint. Tech II – 06/01/2020
- Samantha Long (Black, female) New Engineer I – 06/01/2020
- Todd Cunningham (Caucasian, male) Vacated Building Official – 11/13/2020
- Pam Cienega, (Caucasian, female) Vacated Admin Specialist III – 11/13/2020
- Morgan Smith (Caucasian, female) Vacated City Manager – 12/31/2020

- b. If no significant changes have been made, please indicate that accordantly.  
N/A

2. Using the most current data available, describe the demographics within your jurisdiction:

### BAINBRIDGE ISLAND DEMOGRAPHICS

In 2017, Bainbridge Island, WA had a population of 23.7k people with a median age of 47.7 and a median household income of \$109,341. Between 2016 and 2017 the population of Bainbridge Island, WA grew from 23,576 to 23,689, a 0.479% increase and its median household income grew from \$102,906 to \$109,341, a 6.25% increase.

The population of Bainbridge Island, WA is 87.1% white, 4.16% two or more races, and 3.93% Hispanic or Latino. N/A% of the people in Bainbridge Island, WA speak a non-English language, and 97.4% are U.S. citizens.

The median property value in Bainbridge Island, WA is \$624,200, and the homeownership rate is 76.4%. Most people in Bainbridge Island, WA commute by drove Alone, and the average commute time is 34.9 minutes.

**Bainbridge Island** <https://statisticalatlas.com/place/Washington/Bainbridge-Island/Overview>

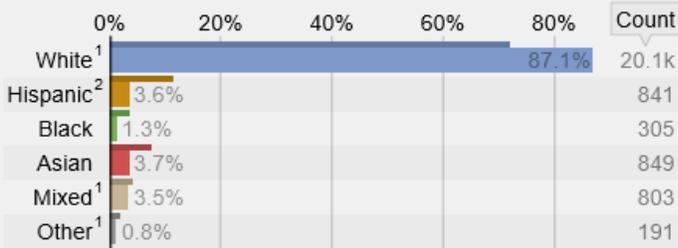
Examples of data relative to minority persons, neighborhoods, etc. to help determine impact of project on neighborhoods where your projects are located.

**Race and Ethnicity** #1

Percentage of the total population.

Scope: population of Washington and Bainbridge Island

■ Bainbridge Island    — Washington

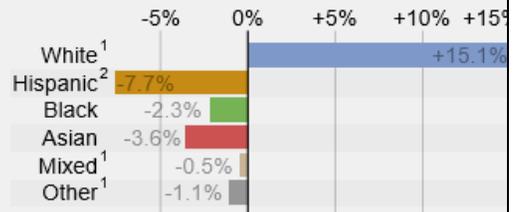


Count number of members in ethno-racial group  
<sup>1</sup> non-Hispanic    <sup>2</sup> excluding black and Asian Hispanics

**Relative Race and Ethnicity**

Race and Hispanic origin in Bainbridge Island as a percentage of the total population, expressed as percentage point difference from Washington.

Scope: population of Washington and Bainbridge Island

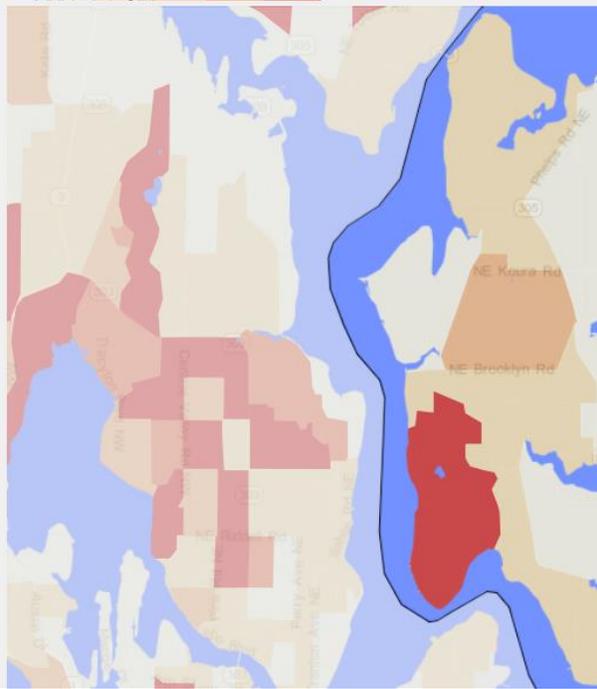


% group's percentage of the total population of Bainbridge Island  
 ref. group's percentage of the total population of Washington  
<sup>1</sup> non-Hispanic    <sup>2</sup> excluding black and Asian Hispanics

**Asian Race and Ethnicity by Block Group**

Asians as a percentage of the population (%):

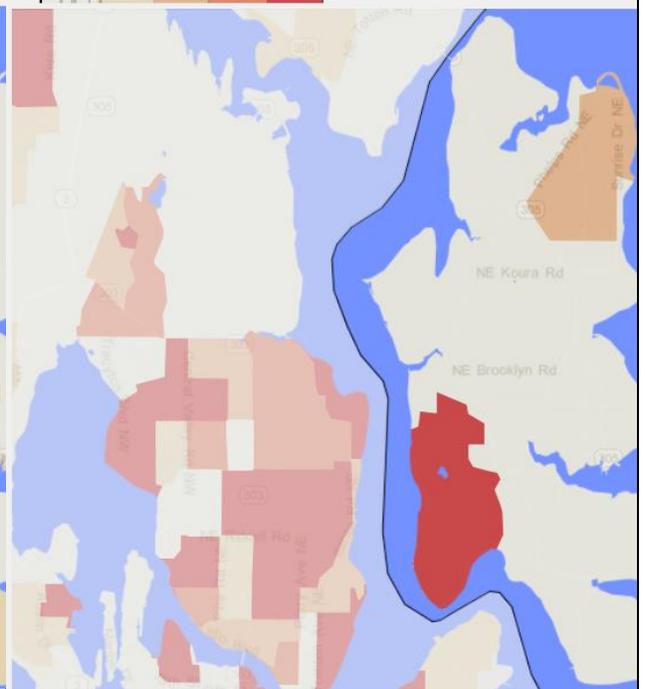
0.0% 2.7% 5.4% 8.0% 10.7% 13.5%

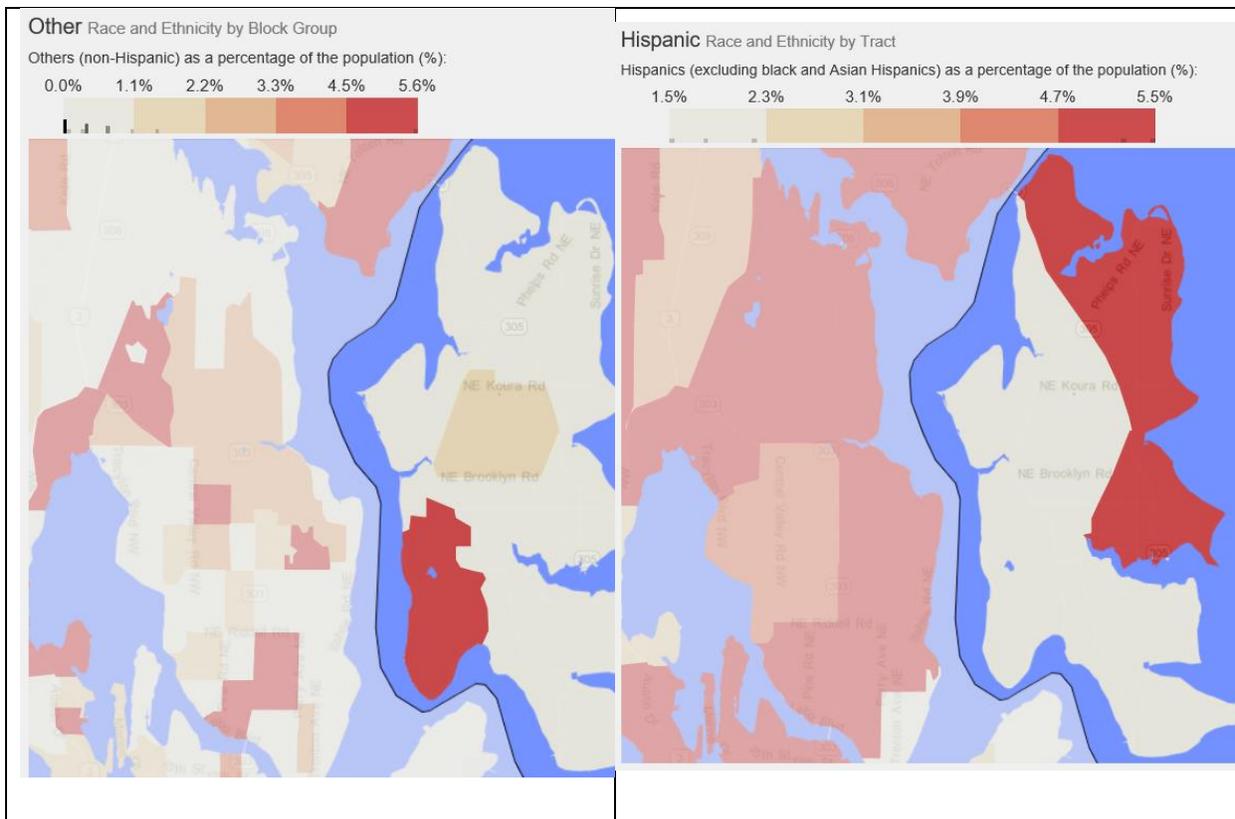


**Black Race and Ethnicity by Block Group**

Blacks as a percentage of the population (%):

0.0% 1.5% 3.0% 4.5% 6.0% 7.5%

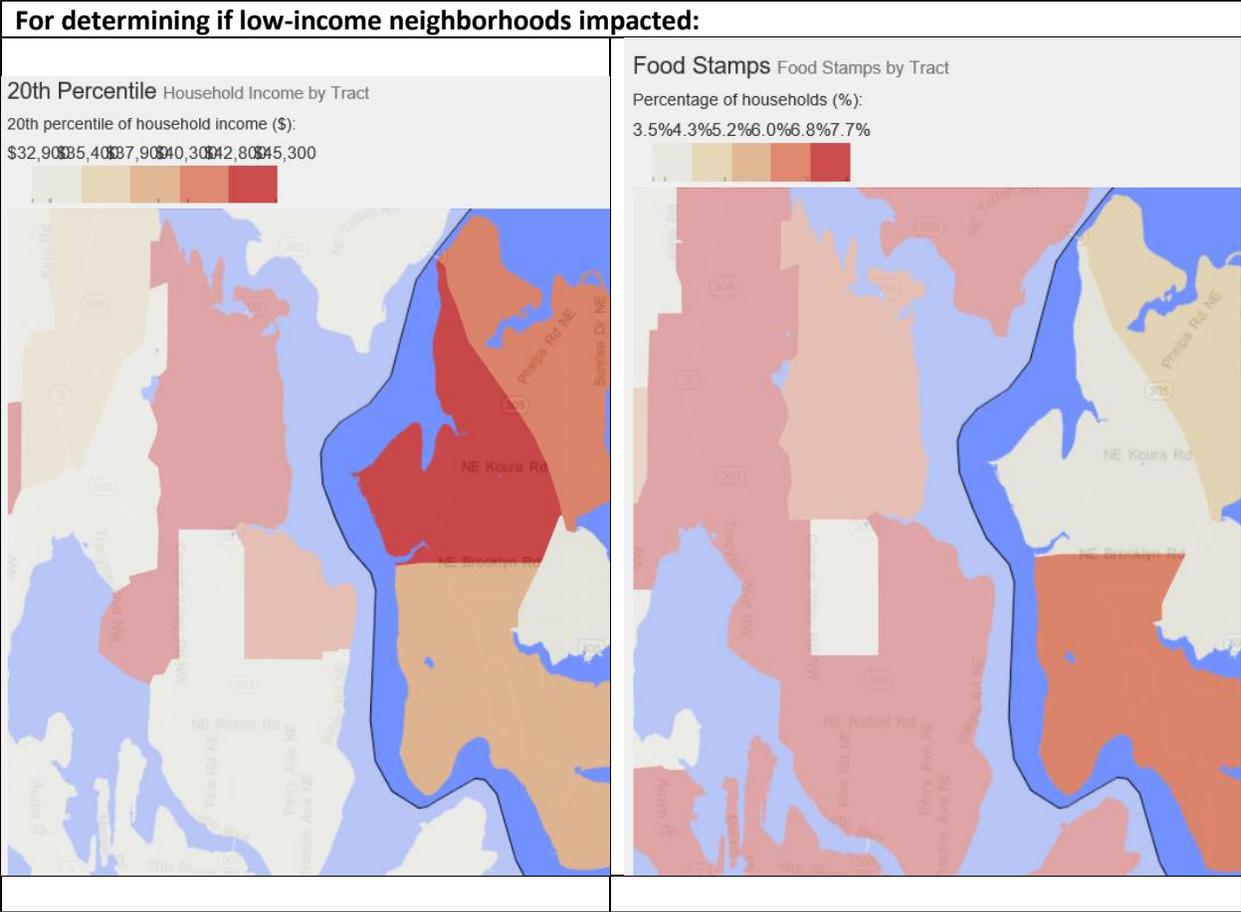
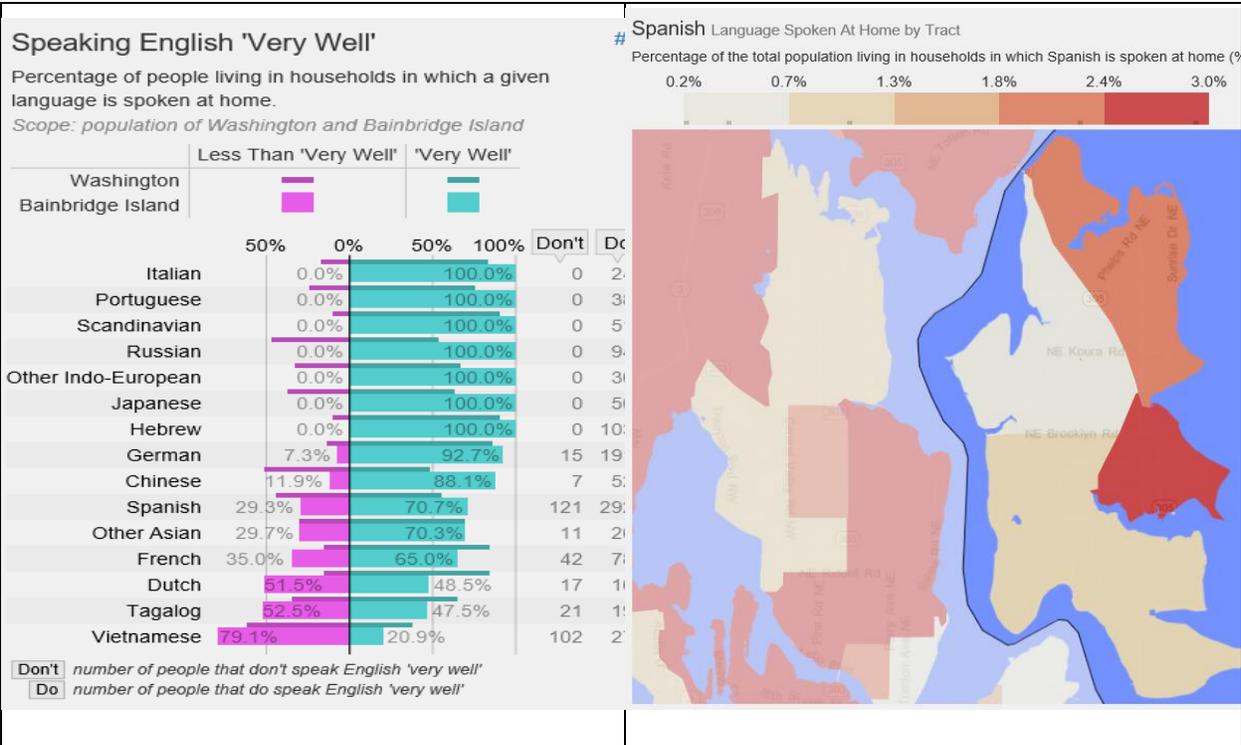




**LEP Consideration**

DOJ and FHWA use 4 Factor Analysis for LEP access. Routinely provide written materials in languages other than English when over 5% of population speaks a language other than English – [www.lep.gov](http://www.lep.gov) for more info:

2010 Census indicated possibility of encountering 14 other languages but only Spanish close to the 5%. Check trends annually with school district(s) as they are required (receive federal funds) to track at enrollment. They will also show percentage of students getting free or reduced meals (income indicator).



- 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 are no existing projects on Bainbridge Island that would meet the requirements to conduct any Title VI activities and/or studies.*

- b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

*N/A.*

3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices:  
*The city uses a variety of public outreach methods to reach all island residents including, local newspaper advertising, announcement mailings within 300' of project location, project webpages, project listserv's, City Facebook webpage, press releases, City Manager weekly report, weekly traffic report & listserv, on-site sandwich boards, variable message boards, kiosks', and door hangers.*

*Agendas, notices, minutes and video are available via the City of Bainbridge Island website: <http://www.bainbridgewa.gov/1101/City-Council-Agendas>*

*Project workshops held in the City Hall Council Chambers include the following notice on all announcements "For special accommodations, please contact City Clerk at 206. 780.8624 or [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov)".*

*City council meetings allow anyone to sign-up to speak and accommodations are made for persons with disabilities or use English as a second language by contacting the City Clerk in advance of the meeting.*

*The City Council Chambers is a wheelchair accessible facility with special equipment available for the hearing impaired.*

*The City has created a dedicated Title VI webpage, for more information, visit [www.bainbridgewa.gov/740/Title-VI-Notice](http://www.bainbridgewa.gov/740/Title-VI-Notice).*

*As far as tracking data for any special need requirements at project meetings, the sign-up sheet requests for name and contact information such as phone number, and email. To date, the city has not received any special needs and/or language requirements, in the data collected from project meetings via the sign-in sheet. Also, collected from the sign-in sheets are requests to sign-up for project listservs to keep residents up to date on project notifications. To date, there has been no requests for special needs and/or language requirements.*

a. How were special language needs assessed?

*The City has access to "Language Line Services"; however, no special language needs were requested during the 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.

*There are no known populations on Bainbridge Island that do not speak English. The City uses a variety of methods to include Title VI language on announcements, flyers, project webpages, etc. and to date, the City has received no requests for language interpretations.*

*Project managers conduct pre-construction meetings and/or workshops in the early stages of project development and, on occasion, go door to door to meet with community members regarding specific projects details.*

*Generally speaking, project workshops are well attended by the community and attendees will let the Project Mangers know if any special circumstances exist for individuals in their neighborhood.*

*All formal advertisements in the City's newspaper of record and specifications include the following language:*

*"The City of Bainbridge Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 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."*

*The following brief Title VI Statement is used in project notices, traffic notifications, webpages, etc.*

*"The City of Bainbridge Island fully complies with Title VI of the Civil Rights Act of 1964 and related statues in all programs and activities. Language services are*

available upon request. Those requiring disability accommodations and/or materials made available in alternate formats, please contact the City Clerk at 206.842.2545 or [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov)”

The general public may request reasonable accommodation to access City programs, services, or activities. Requests may include, but are not limited to:

- ~ Printed materials in alternative formats
- ~ Public facility accessibility
- ~ Website accessibility/PDF document conversion
- ~ Sign language interpreters
- ~ Assisted listening devices

c. List the special language services provided:

*No special language services were requested during the reporting period.*

d. List any costs incurred for translations and interpreters for each activity.

\$0.00

#### **TRANSPORTATION PROJECTS PUBLIC OUTREACH:**

4. List all transportation related contracts (Federal and others) that were executed during the reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, etc.)

- o Include dollar value of each. *See below table.*
- o Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency.  
*The City uses a number of solicitation methods such as the City’s website bid & awards page and Listserv, MRSC Roster, plan centers and the Seattle Daily Journal of Commerce which reaches DMWBE firms.*
- o Identify the DMWBE contracts that were awarded and their dollar amount.  
*See below table.*
- o Is there a Title VI Non-Discrimination statement included in all contracts and public notices? *Yes*
- o How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?  
*Title VI statements are included in all project advertising, webpages, weekly traffic impact notifications, and general project notifications.*

<b>Project</b>	<b>Company</b>	<b>Phase</b>	<b>DMWBE</b>	<b>Award Amt</b>
High School Road Safety Improvements	Saez Consulting Engineers	Design	DBE MBE SBE	\$43,564.83

Transportation projects that identify impacts to minority and/or low-income environmental justice populations.

*For the 2020 CY reporting period, the City of Bainbridge Island did not have any transportation projects that impacted minority and/or low-income environmental justice populations.*

#### Right-of-Way Acquisition

*For the 2020 CY reporting period, no right-of-way acquisition for real property occurred for any projects receiving federal grants.*

#### City's Web Site

*The City of Bainbridge Island uses Civic Plus as our web server which is in compliance with requirements established by the Americans with Disabilities Act (ADA), Section 508I, and using the highest code-based content standards as required by WCAG 2.0 A and AA.*

#### Title VI Complaints

*For the 2020 CY reporting period, the City of Bainbridge Island did not receive any Title VI complaints.*

#### Training

The City is not aware of any Title VI Training offered during 2020.

#### Additional Comments

*City Manager Morgan Smith departed the City Manager position 12/31/2020. It is anticipated a new City Manager will be hired within the next month or so; at which time, the City will submit a new Title VI Agreement. Ellen Schroer is the interim City Manager.*

*Also, for historical proposes, the City of Bainbridge Island has never received any type of Title VI complaint.*

## Goals for 2021

- *Update demographic data maps*
- *Review Lag Manual Chapter 28 updates*
- *Contact School District to receive data on lower income lunch programs*
- *Attend future Title VI Video trainings to be offered by WSDOT*