



City of Bainbridge Island
Annual Update & Accomplishment Report
2021 Reporting Year
January 1 to December 31, 2021
(for agencies under 100,000)

City Manager: Blair King

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:

Printed Name: Blair King

City Manager

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.

Executive Department

Staff:

One new staff position, employee identifies as female/white, hired 10/11/21.

Decision Makers:

One New City Manager position, employee identifies as male/two or more races, hired 5/17/21

Planning & Community Development (PCD)

Staff:

One vacated staff position; employee identifies as male/white, separated 12/3/21.

Decision Makers:

One vacated PCD Director position; employee identifies as female/white, separated 11/1/21.

One vacant PCD Director position.

Public Works

Staff:

Three new staff positions, employees identify as male/white hired 2/1/21, 8/9/21, and 9/27/21.

Three vacated staff positions, employees identify as female/white separated 2/15/21, 8/24/21, and male/American Indian or Alaska Native separated 9/7/21

Decision Makers

One vacated Engineering Manager position, employee identifies as male/white, separated 3/15/21.

One new Engineering Manager position, employee identifies as male/white, hired 7/1/21

- 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 on Bainbridge Island, WA commute by car alone and the average commute time is 34.9 minutes.

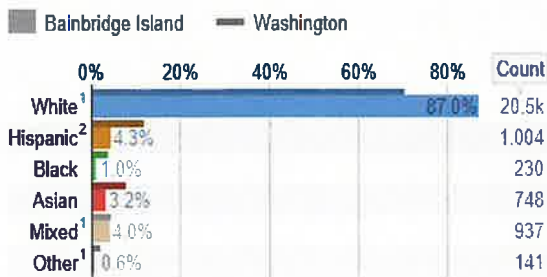
Bainbridge Island <https://statisticalatlas.com/place/Washington/Bainbridge-Island/Overview>

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

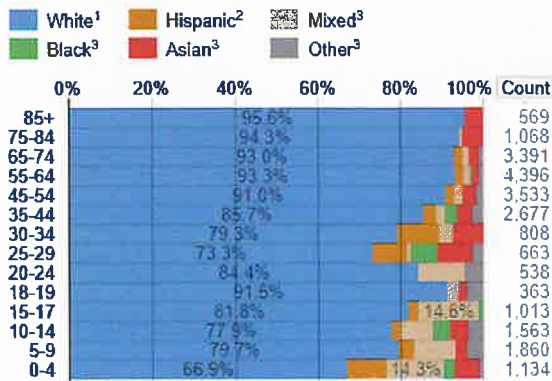


Count: number of members in ethno-racial group
¹ non-Hispanic ² excluding black and Asian Hispanics

Relative Ethno-Racial Composition by Age #3

Ethno-racial composition by age cohort as a percentage within each age cohort.

Scope: population of Bainbridge Island

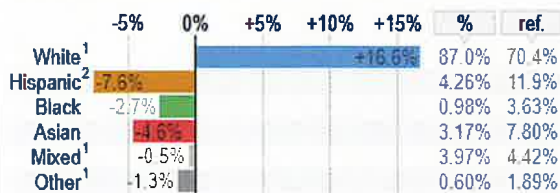


Count: total number of people in age cohort
¹ non-Hispanic white ² white Hispanic ³ including Hispanic

Relative Race and Ethnicity #2

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

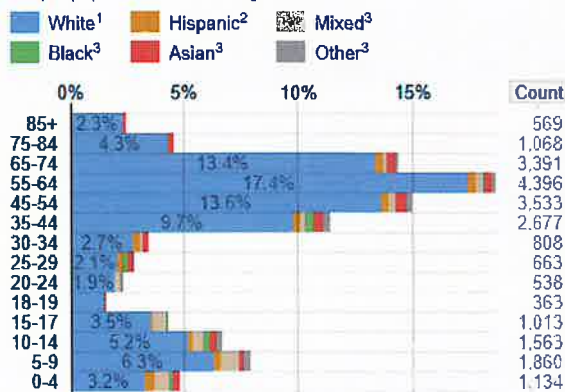


%: group's percentage of the total population of Bainbridge Island
 ref.: group's percentage of the total population of Washington
¹ non-Hispanic ² excluding black and Asian Hispanics

Ethno-Racial Composition by Age Cohort #4

Ethno-racial composition by age cohort as a percentage of the total population.

Scope: population of Bainbridge Island

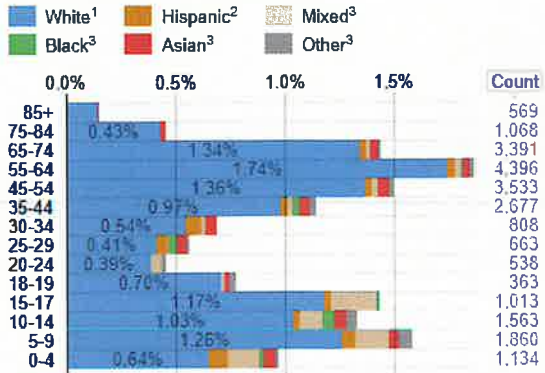


Count: total number of people in age cohort
¹ non-Hispanic white ² white Hispanic ³ including Hispanic

Ethno-Racial Composition per Year #5

Ethno-racial composition per year of the age cohort as a percentage of the total population.

Scope: population of Bainbridge Island

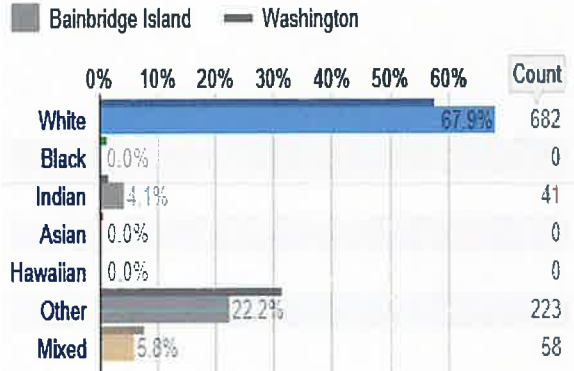


Count total number of people in age cohort
¹ non-Hispanic white ² white Hispanic ³ including Hispanic

Race among Hispanics #6

Percentage of the Hispanic population.

Scope: population of Washington and Bainbridge Island



Count number of members of racial group

Map of Race and Ethnicity by Neighborhood in Bainbridge Island

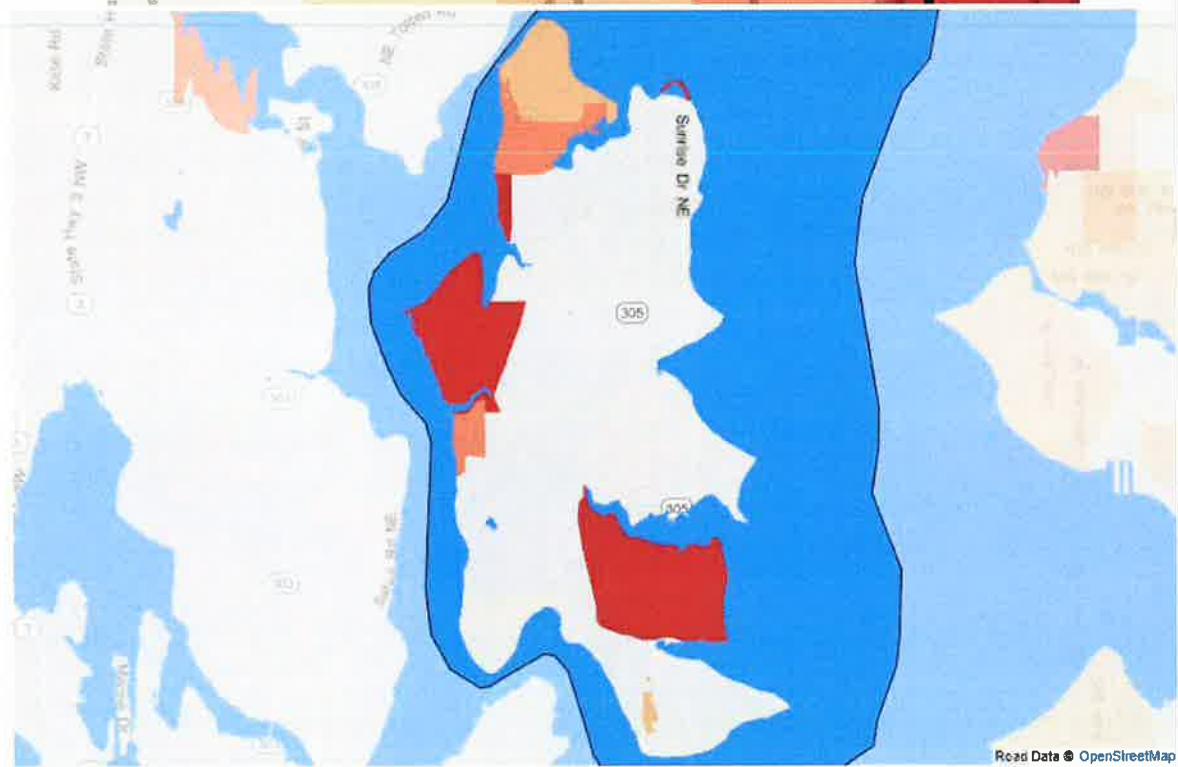
White
 Hispanic
 Black
 Asian
 Mixed
 Other

White Race and Ethnicity by Neighborhood

#7

Whites (non-Hispanic) as a percentage of the population (%):

76.5% 80.2% 83.8% 87.4% 91.0% 94.7%



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 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).

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Race and Ethnicity by Neighborhood in Bainbridge Island

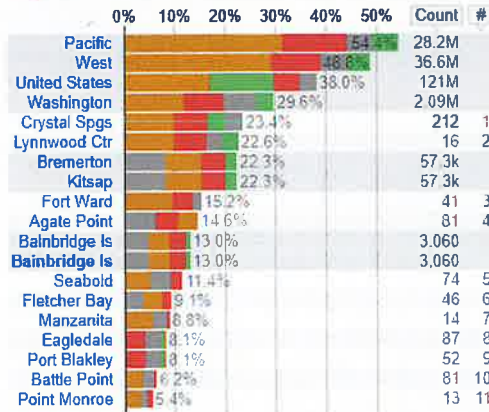
There are 11 neighborhoods in Bainbridge Island. This section compares all 11 of those to each other, Bainbridge Island, and other entities that contain or substantially overlap with Bainbridge Island.

Non-White Population by Neighborhood #25

Percentage of the total population.

Scope: population of Bainbridge Island, selected neighborhoods in Bainbridge Island, and entities that contain Bainbridge Island

White¹ Hispanic² Black
Asian¹ Other¹



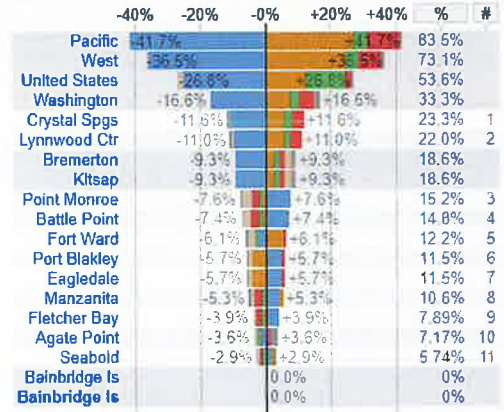
Count number of non-whites
rank of neighborhood out of 11 by percentage non-white
¹ non-Hispanic ² excluding black and Asian Hispanics

Relative Race and Ethnicity by Neighborhood #26

Percentage point difference from Bainbridge Island.

Scope: population of Bainbridge Island, selected neighborhoods in Bainbridge Island, and entities that contain Bainbridge Island

White¹ Hispanic² Black
Asian¹ Mixed¹ Other¹

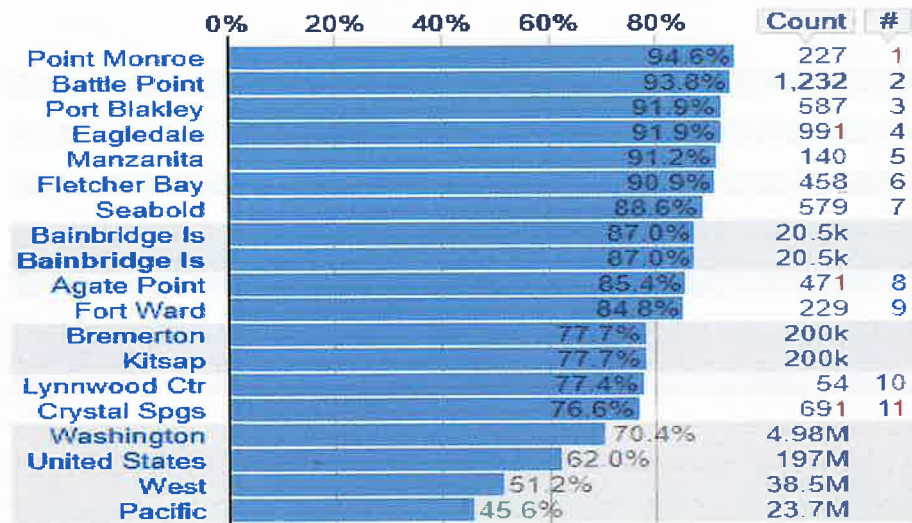


% sum total percentage point deviation of neighborhood from Bainbridge Island
rank of neighborhood out of 11 by %
¹ non-Hispanic ² excluding black and Asian Hispanics

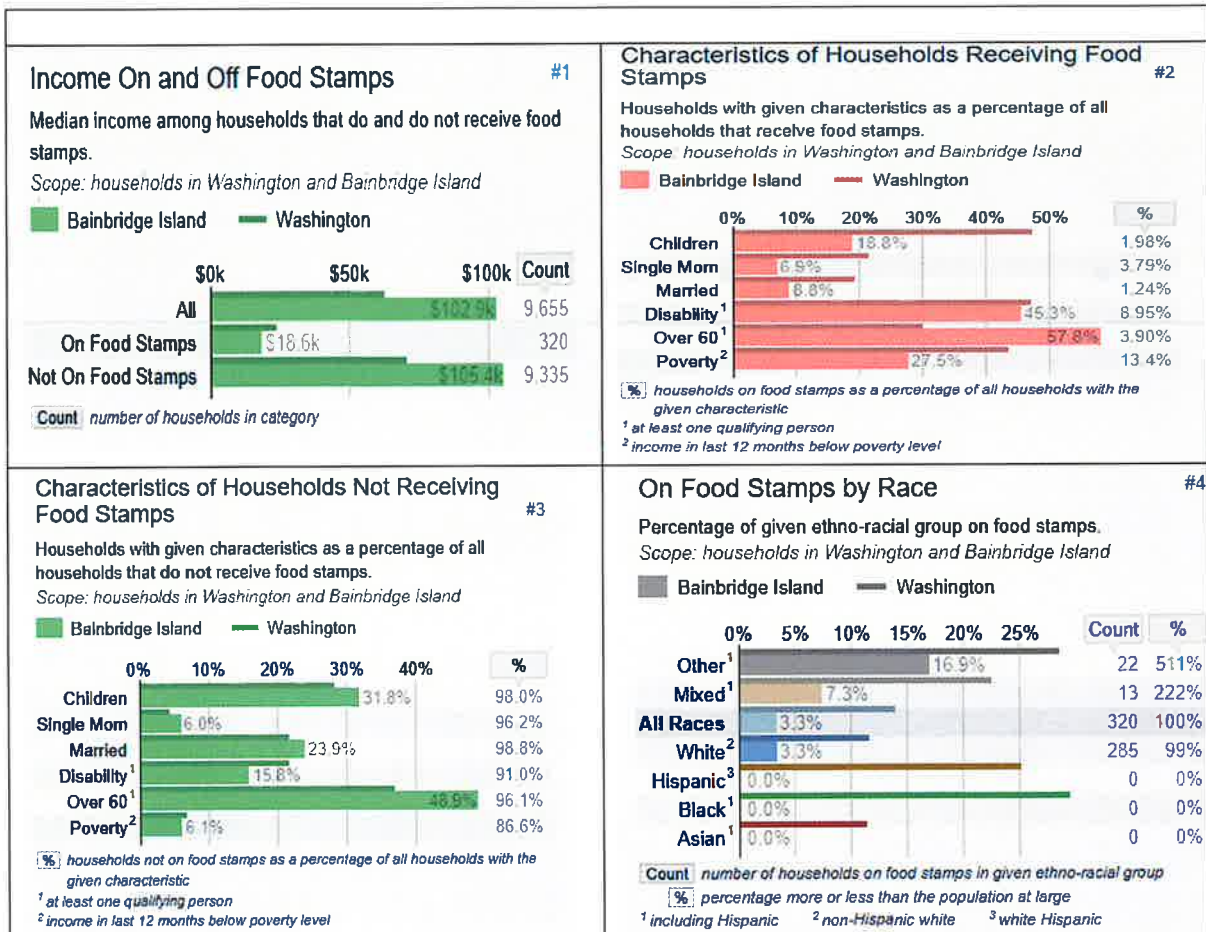
White¹ Population by Neighborhood #27

Percentage of the total population.

Scope: population of Bainbridge Island, selected neighborhoods in Bainbridge Island, and entities that contain Bainbridge Island



Count number of whites
rank of neighborhood out of 11 by percentage whites
¹ non-Hispanic



- 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".

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.

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 Managers 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 statutes 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"

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.

Project	Company	Phase	DMWBE	Award Amt	Award Date
Eagle Harbor Ph II Shoulder Improvements	Seton Construction Inc.	Construction	N/A	\$512,254.00	4/5/221
High School Road Safety Improvements	Transportation Systems Inc	Construction	N/A	\$324,523.00	10/29/21

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

For the 2021 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 2021 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 2021 CY reporting period, the City of Bainbridge Island did not receive any Title VI complaints.

Training

Engineering staff member Joan Haase completed the Title VI Basics for LPAS on September 14, 2021. Since the pandemic began, staff resources have been low, city anticipates more employees trained once staffing levels return to normal.

Additional Comments

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

Goals for 2022

- *Update demographic data maps*
- *Review Lag Manual Chapter 28 updates*
- *Attend future Title VI Video trainings to be offered by WSDOT*

Appendix A: The United States Department of transportation (US DOT) Standard Title VI/Nondiscrimination Assurances, DOT Order No.: 1050.2A

The United States Department of Transportation (USDOT)

Standard Title VI/Nondiscrimination Assurances

DOT Order No. 1050.2A

The (Title of Recipient) (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through RITA, is subject to and will comply with the following:

Statutory/Regulatory Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);

49 C.F.R. Part 21 (entitled Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964);

28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

RITA may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including RITA.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

RITA may include additional General Assurances in this section, or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted University Transportation Centers Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all University Transportation Centers Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

The (Title of Recipient), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively insure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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, or national origin in consideration for an award.

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or

b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

RITA may include additional Specific Assurances in this section.

By signing this ASSURANCE, [Name of the recipient] also agrees to comply (and require any subrecipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the RITA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by RITA. You must keep records, reports, and submit the material for review upon request to RITA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

[Name of Recipient] gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the University Transportation Centers Program. This ASSURANCE is binding on [Name of Recipient], other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the University Transportation Centers Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Name of Recipient:

BY: 
City Manager Blair King

DATED: 2/1/27