



City of Bainbridge Island
Annual Update & Accomplishment Report
2016 Reporting Period
(for agencies under 100,000)

City Manager: Douglas Schulze

Public Works Director/Title VI Coordinator: Barry Loveless

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

As stipulated in the City of Bainbridge Island'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: Douglas Schulze
City Manager

Date

ORGANIZATION STRUCTURE:

1. Report any changes in the organizational structure since the last reporting period:

NAME	DEPT	POSITION	DATE	STATUS	
<i>Regular Positions - Hired</i>					
MARTIN KNIGHT	PCD	PLANNER	1/12/2016	FT	1
AARON QUITSLUND	PCD	PERMIT SPECIALIST	2/12/2016	FT	1
JAY HARRIS	PCD	PERMIT SPECIALIST	3/1/2016	FT	1
CHRIS WREN	PCD	BUILDING INSPECTOR/PLANS EXAM	3/14/2016	FT	1
GARY CHRISTENSEN	PCD	PLANNING DIRECTOR	4/11/2016	FT	1
MARILYN GUTHRIE	PW	NPDES PERMIT COORDINATOR	4/18/2016	FT	1
KII YETTE	PW	MAINTENANCE TECHNICIAN II	7/11/2016	FT	1
LESLEY HETZLER	POL	SENIOR POLICE CLERK	8/1/2016	FT	1
ROBERT KLEINPASTE	POL	POLICE OFFICER	8/1/2016	FT	1
JOE LEVAN	EXEC	CITY ATTORNEY	9/15/2016	FT	1
OLIVIA SONTAG	PCD	PLANNER	9/30/2016	FT	1
MARK WESTOVER	PW	ENGINEERING PROJECT MANAGER	10/17/2016	FT	1

Regular Positions - Promotions

NATE SCHILDMEYER	PCD	PLANNER	3/1/2016	FT	1
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Regular Positions - Lateral Transfers

CHRISTIAN BERG	PW	WATER RESOURCES TECHNICIAN	3/1/2016	FT	1
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Total Regular & Limited Term Positions Filled	14
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MELVA HILL	PW	ENGINEER I	1/5/2016	FT	1
KATHY COOK	PCD	PLANNING DIRECTOR	1/15/2016	FT	1
TRICIA BENNON	PCD	BUILDING INSPECTOR/PLANS EXAM	1/29/2016	FT	1
MARTIN KNIGHT	PCD	PLANNER	2/5/2016	FT	1
AIMEE LACLAIRE	POL	DETECTIVE	2/15/2016	FT	1
CHUCK DILLON	PW	MAINTENANCE TECHNICIAN II	4/20/2016	FT	1
BARBARA SEITZ	POL	SENIOR POLICE CLERK	5/31/2016	FT	1
LISA MARSHALL	EXEC	CITY ATTORNEY	6/30/2016	FT	1
MAURINE STICH	POL	PATROL OFFICER	6/30/2016	FT	1
NATE SCHILDMEYER	PCD	PLANNER	7/22/2016	FT	1
BRUCE OYLOE	PW	ENGINEER I	9/1/2016	FT	1
NAN GLADSTEIN	PCD	ADMINISTRATIVE SPECIALIST II	9/15/2016	FT	1
MIKE TOVAR	POL	POLICE OFFICER	9/21/2016	FT	1
VICTOR CIENEGA	POL	POLICE OFFICER	10/4/2016	FT	1
RANDALL WILLIAMSOI	PW	MAINTENANCE TECHNICIAN III	11/30/2016	FT	1

Total Separations	15
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Change in racial/gender composition for personnel involved in the transportation decision process, including planning and advisory staff:

No changes.

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

BAINBRIDGE ISLAND DEMOGRAPHICS

Bainbridge Island demographics paints a picture of life in the area. As of 2010, 23,180 people are living in Bainbridge Island spread out over 27.78 square miles, or a total of 731.03 people per square mile. The number of people in the labor force is 10,742, and 15,412 are 25 or older.

The statistics on income show that residents of Bainbridge Island are relatively affluent. The median household income is \$91,280 as of 2009, which is the latest information available, versus \$46,000 for the rest of the United States. The median family income is \$113,686, and the per capita income is \$53,409. Males have a median income of \$65,853, and women have a median income of \$42,051. The average home price on Bainbridge Island is \$803,898 as of October 2008. Four percent of families live below the poverty level, and 5.6% of people live below the poverty level.

Bainbridge Island residents are also well-educated. Bainbridge Island demographics show that 98% of the adult population has a high school education versus 84.6% for the United States. Additionally, 60% have a bachelor's degree or higher compared to 27.5% for the rest of the country. Twenty-five percent have a graduate or professional degree.

The population consists of 9,709 households according to Bainbridge Island demographics. Of these households, 72.5% are families. Out of all households, 36.8% have a child under the age of 18, 32.3% are married couples without children, and 30.8% are married couples with children. The average household size is 2.46 persons and the average family size is 2.93.

The median age for Bainbridge Island is 46 versus 36.5 for the rest of the United States. Of this population, 26.7% are below the age of 18, and 4.6% are under 5 years old. Of the rest, 3.6% are between the ages of 18 and 24, 23.8% between 25 and 44, 33.8% between 45 and 64, and another 12.8% are either aged 65 or older.

Bainbridge Island demographics show that 92.88% of the population is white. Another 2.4% of the population is Asian, 0.62% are Native American, 0.28% are African-American, 0.11% are Pacific Islander, 0.75% are from other races, and 2.96% are from two or more races. Out of the entire population, 2.17% are Hispanics or Latinos of any race. Additionally, 6% of the population is foreign-born.

Source: US Census Bureau

- 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.

N/A

- 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, on-site sandwich boards, variable message boards, kiosks', and door hangers.

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".

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.

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.

- a. 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.

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 are needed 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 U.S.C. 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 is 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. Those requiring disability accommodations, 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

b. List the special language services provided:

No special language services were requested during the reporting period.

c. 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.)

- Include dollar value of each. *See below table.*
- 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 other than local newspaper advertising, such as website bid & awards page; bids & awards ListServ, and MRSC Roster.
- Identify the DMWBE contracts that were awarded and their dollar amount.
See below table.
- Is there a Title VI Non-Discrimination statement included in all contracts and public notices. *Yes*
- 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	Prime/sub
00708 Wyatt Way Reconst. Ph1	Moore Iacofano Goltsman Inc.	Design	--	\$190,701.37
00800 Miller NM Imp.	Skillings Connolly	Design	--	\$178,930.36
00596 Olympic Drive NM Imp.	SVR Design Co.	Design	--	\$82,244.71
00324 Wing Point Way NM Imp	Exeltech	Const. Support	--	\$193,876.59
Wing Point Way NM Imp	Seton Const.	Construction	--	\$1,859,645.18
00668 Sound to Olympic Trail Ph.1	MacLeod Reckord	Design	--	\$38,502.15

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

For the 2016 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 2016 reporting period, the City of Bainbridge Island did not acquire any right-of-way (ROW) acquisition.

Title VI Complaints

For the 2016 reporting period, the City of Bainbridge Island did not receive any Title VI complaints.