

**Non-Discrimination Agreement
Annual Report
Population Under 100,000**

**Washington State Department of Transportation
City of Bothell**

July 1, 2016 – June 30, 2017

As stipulated in the City of Bothell's Title VI Program Non-Discrimination Agreement, WSDOT's approval letter to that agreement, and WSDOT's Highways and Local Programs Local Agency Guidelines Manual (Chapter 28), the annual accomplishment and update report for the reporting period reflected above is hereby submitted.

Chief Executive Officer
Jennifer Phillips, City Manager

Public Works Director
Erin J. Leonhart, Public Works Director

Title VI Coordinator
Erin J. Leonhart, Public Works Director

SUBMITTED by:



for

Signature

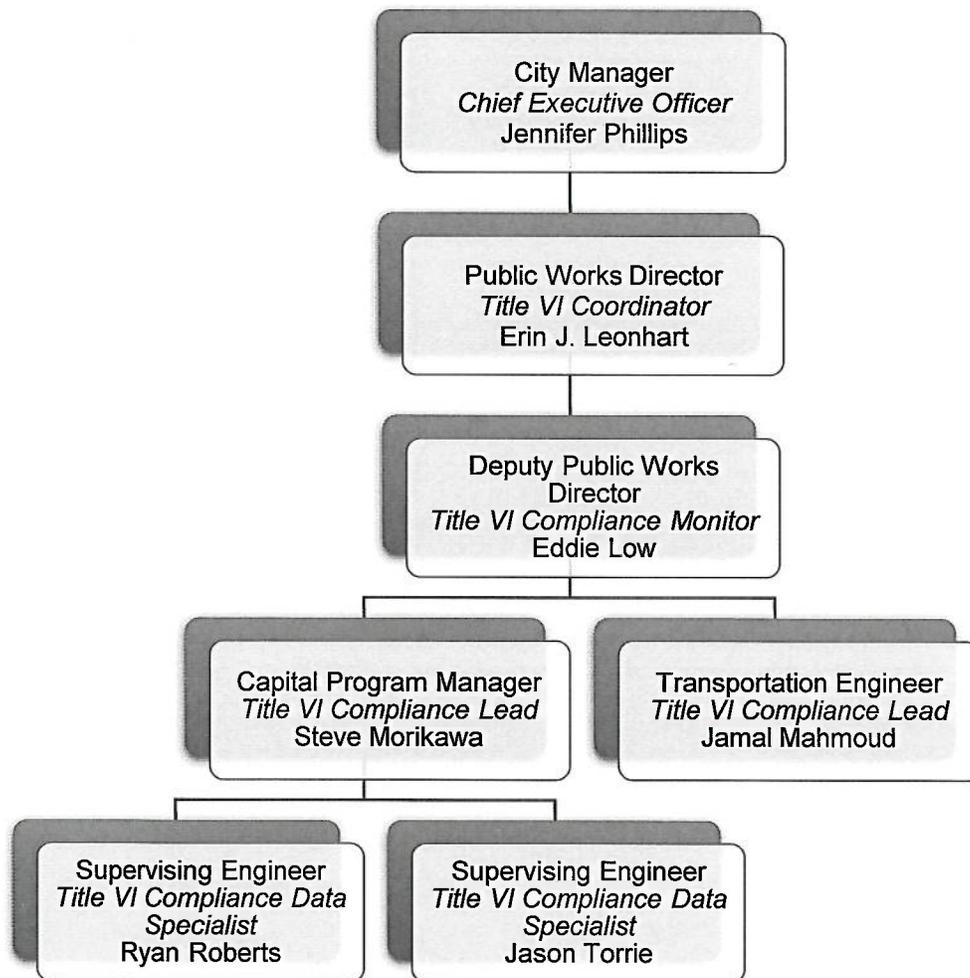
Jennifer Phillips
City Manager, City of Bothell

10/24/2017

Date

Organizational Structure

During the reporting period of July 1, 2016 through June 30, 2017, there have been some changes to the organizational structure of City of Bothell's leadership team. Jennifer Phillips (white female) replaced Interim City Manager Robert W. Jean (white male) as Bothell's City Manager.

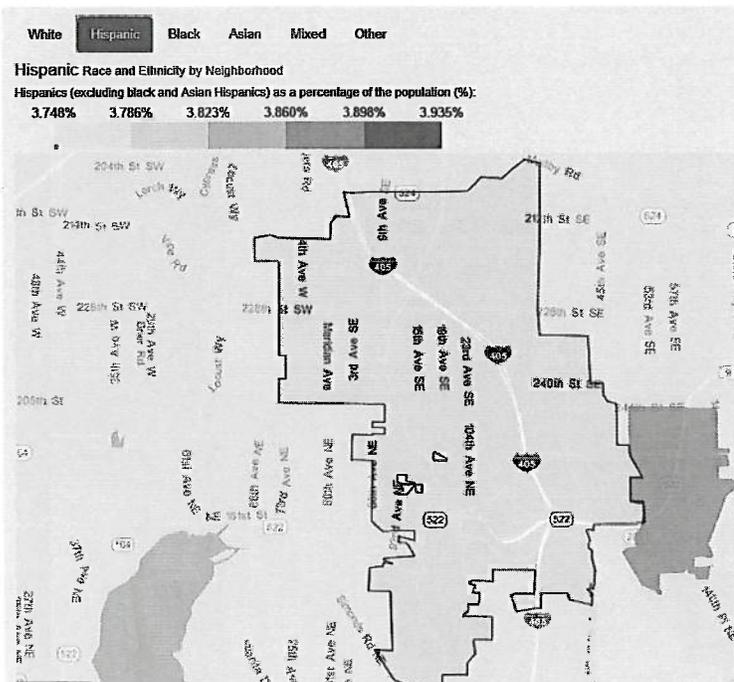
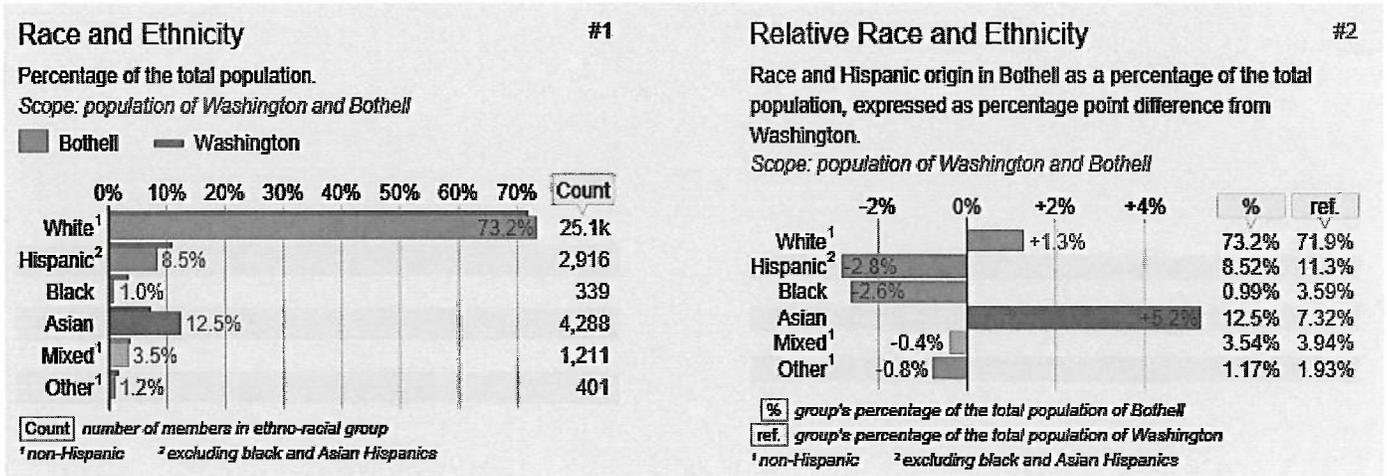


Demographics

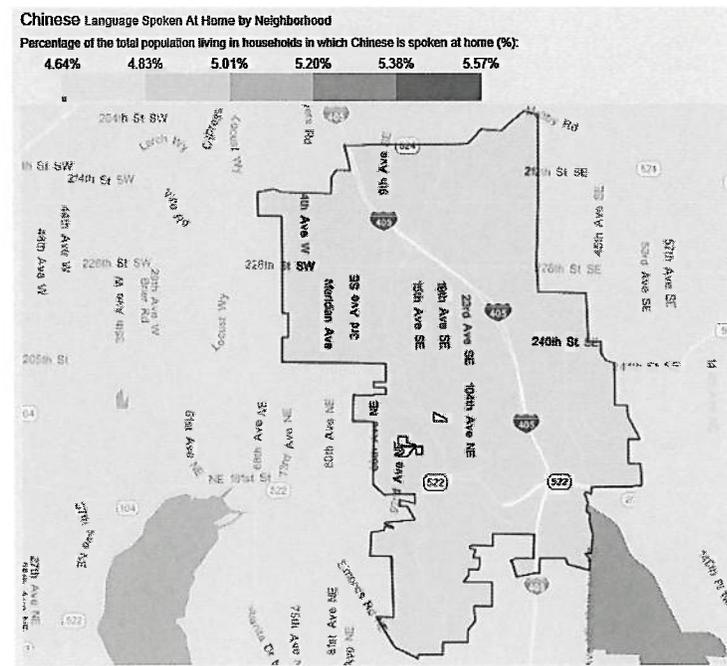
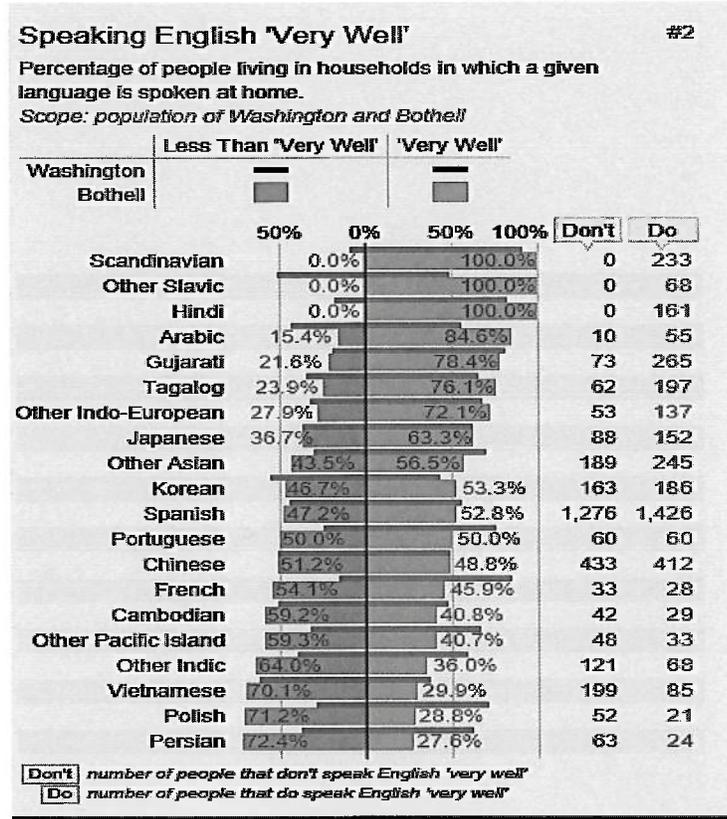
Below are the population estimates for Bothell according to the US Census Factfinder American Community Survey Estimates and the Statistical Atlas on Race & Ethnicity:

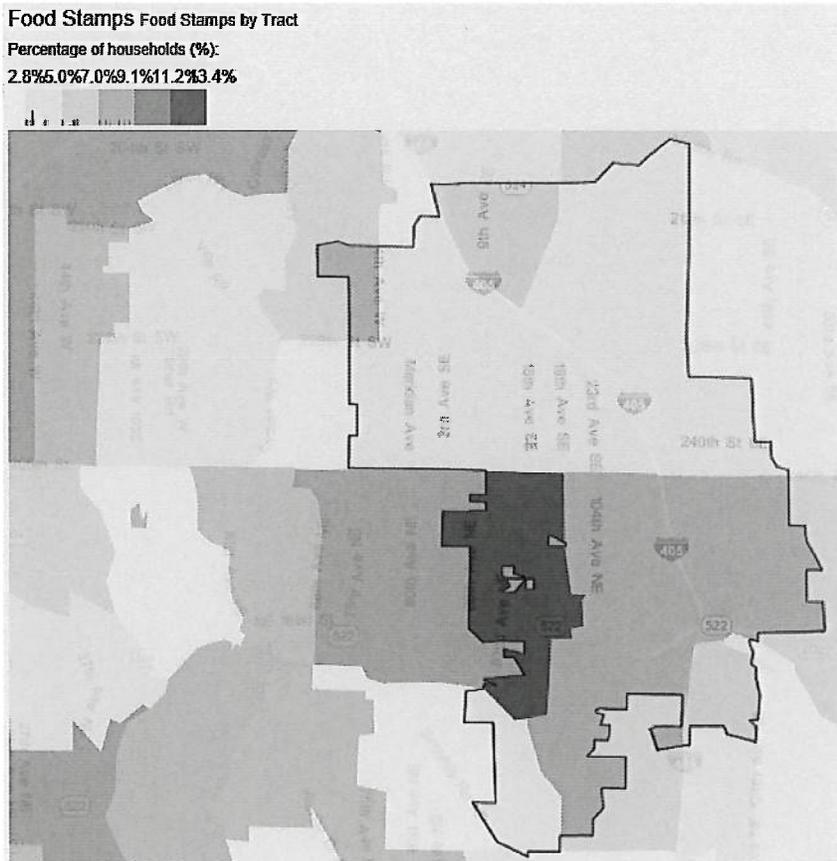
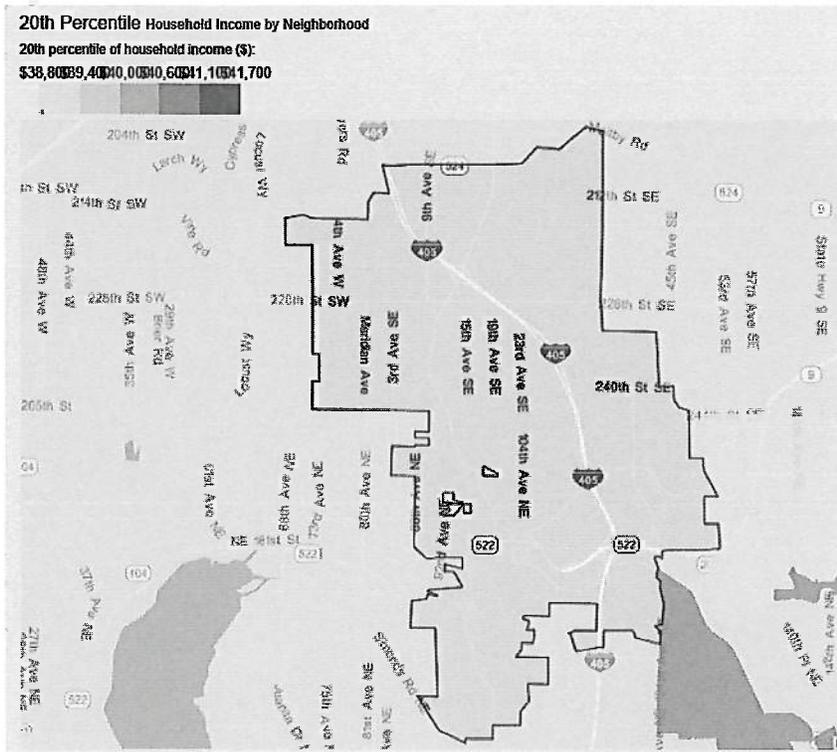
- Population: 44,546
- Race other than white: 17.4 percent
- Persons living below the poverty level: 7.9 percent

This data relates to minority persons and neighborhoods to assist in determining the impacts projects have on the neighborhoods where they are located. Contractors are required by the City of Bothell to analyze the demographics in the region of construction and determine the need for dual-language documents.



The maps below illustrate non-English language speaking and reading needs within Bothell:





Public Outreach

The City Manager's Office publishes and mails *The Bothell Bridge* to all Bothell residents. The most recent issue of this publication is included with this report (Attachment C). This quarterly newsletter contains timely news and contact information for City programs and activities. Additional copies are distributed through other offices and agencies such as the King County Library. Print communications help the City connect with low-income communities and elderly populations who might not have internet access. Staff names, telephone numbers, physical office locations, and mailing addresses are also included.

The Public Works Department also issues media alerts and transportation project-related updates directly and through the Public Information Office. Major road closures are posted on the City website, where the Public Works Department also maintains transportation project pages to keep the community well-informed of project statuses, construction-related traffic impacts, and community meetings.

The Public Works Department conducts community meetings for transportation projects and other new initiatives. For these opportunities, invitations are mailed and emailed to homes and businesses in project-affected areas. The invitation to join the Safe Streets Walk Routes Taskforce is included with this report (Attachment D). For this initiative, Public Works staff facilitated eight Safe School Walk Routes Taskforce meetings with parents, school representatives, and school district staff. The group discussed pedestrian needs near schools – establishing and prioritizing a list of improvements. For more information, please see the [Safe School Walk Routes Taskforce webpage](#).

To address City of Bothell residents with Limited English Proficiency (LEP), the City of Bothell provides equal access to project information by including instructions, in Spanish, on how to request translation services. The 2010-2014 American Community Survey estimated that of the 2,119 Bothell residents who speak Spanish at home, 915 speak English less than "very well". The Fact Finder B16001 report is included with this report (Attachment E).

This summer Bothell also kicked off the Safe Schools Pedestrian Flag Program in partnership with Northshore School District. The event featured remarks from the City of Bothell Mayor, Northshore School District Superintendent, Northshore School District Board President, teachers and volunteers.

The City of Bothell does not have an interpreter or translator on contract at this time. As demographics continue to shift in the City, we may explore having “I Speak” cards and materials readily available in other languages in the future. When documents do need to be translated the City hires an agency. The service was not required this year, but has been in the past.

Contracts

The table below lists all the transportation-related, construction and consultant contracts executed during the reporting period, including disadvantaged and minority Business Enterprise participation. The City’s bid and proposal solicitations include Title VI language and are published in the *Seattle Times*, the City of Bothell’s newspaper of record, and the *Daily Journal of Commerce* to ensure wide exposure and ample opportunity for disadvantaged business enterprise firms seeking to participate in City contracting opportunities.

Date Executed	Contractor	Project Description	Contract Amount	DBE Contractor	DMWBE Amount
09/30/2016	Trinity Contractors	NE 182nd Street/ 97th Ave NE (King County Library) roadway, parking expansion	\$121,486	N/A	N/A
01/13/2017	HWA GeoSciences, Inc.	NE 182nd Street/ 97th Ave NE (King County Library) roadway, parking expansion	\$45,000	N/A	N/A
01/17/2017	Kamins Construction	228 th /29 th Traffic Signal and Intersection Improvements	\$421,400	DBE Electrical	\$226,319
02/02/2017	Perteet	On Call Pavement Preservation	\$450,000	N/A	N/A
03/15/2017	BergerABAM, Inc.	construction engineering services for the Main Street roadway construction	\$189,299	N/A	N/A
03/15/2017	Westwater Construction Company	Main St Enhancement Phase 1 Project – roadway construction	\$4,332,100	N/A	N/A
04/2/2017	GeoTest Services, Inc.	material testing for the Main Street roadway construction	\$34,600	N/A	N/A
04/06/2017	Blueline Group	19th Ave SE / 232nd St SE / 23rd Ave SE Non-Motorized Improvements Project	\$167,200	N/A	N/A
04/20/2017	Service Electric	electrical service reconnections for the Main Street roadway construction	\$16,674	N/A	N/A

A few of the advertisements for community outreach activities and open meetings we had for these projects can be seen below.

Meeting: Main Street Construction Impacts

Main Street Enhancement Project

We held the groundbreaking ceremony in March, and now we're ready to start construction! If you are a Main Street business or property owner, join City staff and the contractor at this interactive meeting to learn what to expect during construction.

Date: Wed., April 19, 2017

Time: 9 - 11 a.m.

Place: Bothell City Hall
Council Chambers
18415 101st Avenue NE
Bothell, WA 98011
425.806.6100

Street and garage parking available



What we'll talk about:

- Construction schedule, work sequence and phasing
- Parking, pedestrian access and signage
- Business access
- Coordination between businesses and City staff
- Upcoming events
- Q&A with the contractor (Westwater Construction Co.)

Email your Main Street Enhancement questions and comments to nduta.mbuthia@bothellwa.gov



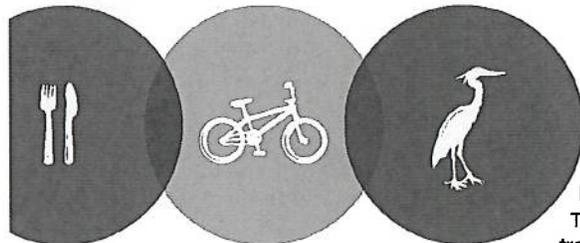
Main Street Enhancement Groundbreaking!



March 28
10 - 11 a.m.

Main Street block between
101st Ave NE & 102nd Ave NE

Community leaders' remarks,
coffee & pastries, and lots of
celebrating!



About the project

The Main Street Enhancement project integrates the historic district with the ongoing development of public spaces downtown. Main Street's one hundred year legacy makes it the heart and soul of Bothell. The project aims to keep that spirit alive while transforming Main Street into a vital community gathering place.



City of Bothell

www.bothellwa.gov/MSE

Getting there

Headed east or west on 522, turn north onto 101st Ave NE.

Headed north or south on Bothell Way NE, turn east onto Main St.

Free parking one block north in City Hall garage (18415 101st Ave NE).

Check www.bothellwa.gov/traffic for downtown road construction alerts.

City of Bothell

NOTICE OF PUBLIC HEARING RESCHEDULED

The Bothell City Council will hold a public hearing on Tuesday, ~~June 21, 2016~~, July 19, 2016 at 6:00 p.m. or later, in the Bothell City Council Chambers, 18415 - 101st Ave NE, Bothell. The purpose of the meeting is to consider action on the following:

An ordinance providing for Initiating Condemnation of Property needed public purposes for the 228th Street SE and 29th Drive SE Traffic Signal Improvements Project

The ordinance includes condemnation of a *portion* of the properties listed below:

Parcel No.	Property Address
27052900403400	22722 29 th Drive SE, Bothell WA 98021-4401

The public is invited to comment at the public hearing or by submitting written comments or questions prior to the meeting to the Bothell City Clerk, 18415 - 101st Ave. NE, Bothell, WA 98011. For further information, please contact Don Ranger, Project Engineer at 425-806-6140 or don.ranger@bothellwa.gov.

Any person may attend the hearing and speak to the Council regarding this issue.

SPECIAL ACCOMMODATIONS: The City of Bothell strives to provide accessible meetings for people with disabilities. If special accommodations are required, please contact the ADA Coordinator at 425.806-6151 at least three days prior to the meeting.

/s/ Laura Hathaway, Bothell City Clerk

Publication Newspaper: *Seattle Times*
Publication Dates: June 17, 2016

**THIS NOTICE IS NOT TO BE REMOVED, MUTILATED OR
CONCEALED IN ANY WAY BEFORE DATE OF MEETING**

Summary of Attachments

- A. Bothell Bridge Publication: Summer 2017
- B. Safe Streets Walk Routes (SSWR) Taskforce Invitation and Charter
- C. B16001 “Language Spoken at Home by Ability to Speak English” Report
- D. Complaint Log