



TITLE VI ACCOMPLISHMENTS & GOALS REPORT

1 of 8

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date

Contact Information

Name and title of administrator (signature on Standard Assurances): **Michael Matthias, City Manager**

Mailing Address: 21630 11th Ave S

City: Des Moines, WA

Zip Code: 98198

County: King

Phone #: 206.870.6554

email address: mmatthias@desmoineswa.gov

Name and title of head of transportation-related services: **Andrew Merges, P.E., Public Works Director**

Mailing Address: 21650 11th Ave S

City: Des Moines, WA

Zip Code: 98198

County: King

Phone #: 206.870.6568

email address: amerges@desmoineswwa.gov

Name and title of designated Title VI coordinator*: **Andrew Merges, P.E., Public Works Director**

Mailing Address: 21650 11th Ave S

City: Des Moines, WA

Zip Code: 98198

County: King

Phone #: 206.870.6568

email address: amerges@desmoineswa.gov

*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature.

No changes.

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

2022 City of Des Moines Administration

City Manager, Michael Matthias (Caucasian American male) (USA Birthplace)
 Chief Operating Officer, Dan Brewer (Caucasian American male) (USA Birthplace)
 Public Works Director/Title VI Coordinator, Andrew Merges (Caucasian American male) (USA Birthplace)
 Chief Administrative Officer, Bonnie Wilkins (Caucasian American female) (USA Birthplace)
 Human Resources Director, Adrienne Johnson-Newton (African American female) (USA Birthplace)
 Finance Director, Beth Anne Wroe (Caucasian American female) (USA Birthplace)

2022 City of Des Moines Transportation-related Staff

Public Works Director, Andrew Merges (Caucasian American male) (USA Birthplace)
 City Engineer, Thomas Owen (Caucasian American male) (USA Birthplace)
 Civil Engineer II, Khai Le (Asian Vietnamese male) (Vietnam Birthplace)
 Civil Engineer I, Mike Kwispond (African Congolese male) (Congo Birthplace)
 Civil Engineer I, Allyssa Beaver (Asian Filipino female) (Philippines Birthplace)
 Engineering Inspector, Anthony Jones (Caucasian American male) (USA Birthplace)

2022 City of Des Moines Transportation Committee (Council members)

Chair, Matt Mahoney (Caucasian American male)
 Vice-Chair, Traci Buxton (Caucasian American female)
 Member, Gene Achziger (Caucasian male)

3. Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient. Maps included as Attachments #1-3.

Demographics

The following information is from the [American Community Survey for Des Moines, WA](#).

Race and Hispanic Origin	
White alone, percent	51.7%
Black or African American alone, percent (a)	10.7%
American Indian and Alaska Native alone, percent (a)	0.4%
Asian alone, percent (a)	12.3%
Native Hawaiian and Other Pacific Islander alone, percent (a)	3.6%
Two or More Races, percent	9.6%
Hispanic or Latino, percent (b)	16.7%
White alone, not Hispanic or Latino, percent	49.1%
Income & Poverty	

Median household income (in 2021 dollars), 2017-2021	\$73,131
Per capita income in past 12 months (in 2021 dollars), 2017-2021	\$38,185
Persons in poverty, percent	11.3%

Languages Spoken

Families & Living Arrangements

Language other than English spoken at home, percent of persons age 5 years+, 2017-2021




33.3%

Source: [US Census American Community Survey Des Moines, WA](#)

The following information from King County, Washington data on [Language Tiers](#). Supporting documentation includes maps showing percentages of languages spoken based on census tract data.

	Language	Avg Rank	Tier
First Tier: Materials Shall be Translated	Spanish	1	1
Second Tier: Translation Recommended	Vietnamese	2	2
	Russian	4	2
	Somali	4	2
	Chinese	4	2
	Korean	6	2
	Ukrainian	7	2
	Amharic	8	2
	Punjabi	9	2
Third Tier: Translation Encouraged	Tagalog	10+	3
	Cambodian	10+	3
	Laotian	10+	3
	Japanese	10+	3
	Hindi	10+	3
	Arabic	10+	3
	Farsi	10+	3
	Tigrinya	10+	3
	Oromo	10+	3
	French	10+	3
	Samoan	10+	3

Key:

	First Tier:	"Public Communication Materials" shall be translated into target language as soon as feasible within available resources.
	Second Tier:	Translation of Public Communication Materials is recommended, depending on target audience.
	Third Tier:	Translation of Public Communication Materials is encouraged, depending on target audience.

4. Complaints – Provide a copy of the LPA’s Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

No Title VI complaints were recorded in 2022 as a result of transportation projects or other related activities.

5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status.

In 2022 transportation public planning outreach activities included the following:

- 1. Transportation Improvement Plan (TIP)**
 - a. Draft 2023-2042 TIP Transportation Council Committee Review 5/12/2022**
 - b. Council Public Hearing 6/23/2022 (Adopted)**
- 2. Six Year Capital Improvement Plan (CIP)**
 - a. Annual Budget Public Hearing First/Final Reading (Adopted) – 9/22/2022**

See Attachment #4 - Example Public Hearing Notice

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

No Right-of-way activities occurred during this reporting period.

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

No Right-of-way staff were used for this purpose during this reporting period.

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

No transportation studies or plans were completed during this reporting period.

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects’ benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

Pavement Preservation Operation & Maintenance Contracts were the only construction related projects executed in 2022. No construction contracts were awarded requiring LPA/MPO concurrence.

10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

All City Council and committee meeting schedules, agenda packets, minutes, ordinances, and resolutions can be obtained on the City’s website:

<https://www.desmoineswa.gov/your-government/city-council>

Identify members of the LPA’s transportation planning and/or advisory groups by race, color, and national origin

(See above Response #2)

Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.

List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

The City of Des Moines publishes announcements, meetings schedules and agendas, hearings, and project notices on our website. Notices are also posted throughout the City at designated posting sites including The Seattle Times, Des Moines Libraries – Des Moines & Woodmont, City Hall, Marina, Redondo Boat Launch and Social Media Sites.

The following information is provided at the bottom of notices:

“The City provides special accommodations such as hearing devices, wheelchair space, and large print material for City meetings. Anyone needing special assistance please contact the City Clerk’s office at 206.878.4595.”

If a party expresses special language needs, the City accommodates them through the use of interpreters from the Court list for various languages, including sign language. Infraction notices have a statement on the back that an interpreter will be provided if necessary, asking what type of language is needed. The City Court has requests for interpreters on a regular basis: the request usually comes from a family member/friend indicating a specific language is needed and the Court provides an interpreter on an “as needed” basis.

Information regarding changes/projects to a specific property or neighborhood is either hand delivered with door hangers or mailed to specific addresses with contact information. None of our projects have had any requests from the public for special handling/interpretation.

No specific activity is conducted that would solicit special language needs nor does the City print information in other languages as requests have not been made to do so.

In addition, public meetings have been held through Zoom Meetings due to the following proclamation:

The City of Des Moines is currently operating under a Proclamation of Emergency issued on March 5, 2020 and Governor Inslee's Stay-at-Home order issued March 23, 2020 in response to the COVID-19 Pandemic. Accordingly, meetings will be held virtually using Zoom.

Public Comment continues to be encouraged and will be accepted in the following manner:

(1) In writing, either by [submitting the online public comment form](#) or by mail; Attn: City Clerk Office, 21630 11th Avenue S., Des Moines WA 98198 no later than 4:00 p.m. day of the meeting. Please provide us with your first and last name and the city in which you live. Your full name and the subject of your public comment will be read into the record at the Council Meeting. Incomplete forms will not be read into the record, however the full correspondence will be attached to the Council packet and uploaded to the website as part of the permanent record.

(2) By participation via Zoom. If you wish to provide oral public comment please complete the [online public comment form](#) no later than 4:00 p.m. day of the meeting to receive your Zoom log-in and personal identification number. Please note that Zoom attendees do not interact with one another; they join in listen-only mode until it is their turn to address the Council.

The Proclamation of Emergency was rescinded by Resolution No. 1448 on October 20, 2022.

11. Transportation-related Construction and Consultant Contracts (if applicable)

The following Washington State Statutes are utilized as well as the Washington State Department of Transportation LAG Manual for those contracts requiring LPA/MPO compliance.

For construction projects:

RCW35.23.352, RCW35A.40.200, RCW39.08, RCW39.04.280, RCW39.34.030 & RCW39.34.080, RCW35.77.020 & RCW35.77.030

For architecture, engineering, landscape architecture, or surveying projects:

RCW39.80.030, RCW39.80.040, RCW39.80.050, RCW39.80.060

For consultant contracts (Preliminary Engineering, Right-of-Way, Construction Management) requiring LPA/MPO compliance, the following is a generalized list of steps used in the selection and contract execution process:

- Solicit Request for Qualifications (RFQ) or Request for Proposals (RFP) through City Clerk's Office for official publication for minimum 14 days or as dictated by various contractual obligations by funding source.

- Assign RFQ/RFP committee consisting of multiple City departments depending on availability to review, score, and make recommendation to the appropriate Department Director.
- Initiate contract scope & fee negotiations.
- Review scope and fee against industry and historical baseline expectations and perform an independent internal fee estimate to ensure individual task assignments meet reasonable industry standards.
- Review overhead rates against WSDOT approved audits.
- If negotiations do not result in mutual Contract agreement, alternate Consultants (ranked) are then pursued.
- Depending on City priority, review project, scope, and fee with appropriate City Council Committee.
- Draft City Public Works Contract with Scope & Fee attached for City Manager approval (less than \$50,000) or full City legislative action (more than or equal to \$50,000).
- Provide Notice to Proceed (NTP).

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

Title VI Language included in City of Des Moines Project Advertisements and Contracts

Contract Advertisement

The City of Des Moines, in accordance with 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 ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair 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.

"The City of Des Moines, 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 ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair 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."

Contract Language

XVI. DISCRIMINATION. In the hiring of employees for the performance of work under this Contract or any sub-contract, the Contractor, its sub-contractors, or any person acting on behalf of the Contractor or sub-contractor shall not, by any reason of race, religion, color, sex, age, sexual orientation, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

The City has not received any Title VI complaints during this reporting period relating to our transportation related contracts.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each.

No Construction, Right-of-Way, or consultant contracts were executed with a LPA/MPO for this reporting period.

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

Title VI Basics for LPAs WSDOT/OEO

Title VI Reporter Jodi Grager Certification of Completion 02/03/2022

Title VI Goals for Upcoming Year

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

Increased use of multiple digital platforms to solicit public comment for Capital Improvement Plan transportation projects.

City of Des Moines Demographics

English Proficiency

(data source: King County)

Legend

Percent speak English
less than very well

- < 1%
- 1% - 2.4%
- 2.5% - 4.9%
- 5% - 7.4%
- 7.5% - 9.9%
- 10% +

City Limits








City of Des Moines Demographics

Median Household Income

(data source: King County)

Legend

Median Household Income

-  < \$15,000.00
-  \$15,000.01 - \$24,999.00
-  \$24,999.01 - \$34,999.00
-  \$34,999.01 - \$49,999.00
-  \$49,999.01 - \$74,999.00
-  \$74,999.01 - \$99,999.00
-  \$100,000.00 +

 City Limits

City of Des Moines Demographics

Percentage of People of Color

(data source: King County)

Legend

Percent People of Color

- < 4.9%
- 5% - 9.9%
- 10% - 24.9%
- 25% - 49.9%
- 50% +
- City Limits

CITY OF DES MOINES

PUBLIC HEARING NOTICE

Notice is hereby given that the Des Moines City Council will conduct a Public Hearing on Thursday, June 23rd, 2022, at 6:00PM or as soon thereafter as may be heard. The purpose is to consider revisions to the Transportation Improvement Plan (TIP) for years 2023-2042. The public is invited to attend and express their views, or submit written comments to the City Clerk's Office at 21630 11th Avenue South, Des Moines WA 98198 or bwilkins@desmoineswa.gov prior to the hearing date. The proposed TIP can be viewed at www.desmoineswa.gov.

City Clerk

Posted: City Hall
Libraries – Des Moines/Woodmont
Marina/Redondo

Publish: Seattle Times, June 9, 2022 and June 16, 2022