



TITLE VI ACCOMPLISHMENTS & GOALS REPORT

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): Scott Anderson, Mayor

Mailing Address: PO Box 371

City: Stevenson WA Zip Code: 98648 County: Skamania
Phone #: 509-427-5970 email address: scott.anderson@ci.stevenson.wa.us

Name and title of head of transportation-related services: Carolyn Sourek, Public Works Director

Mailing Address: PO Box 371

City: Stevenson WA Zip Code: 98648 County: Skamania
Phone #: 509-427-5970 email address: carolyn@ci.stevenson.wa.us

Name and title of designated Title VI coordinator*: Leana Kinley, City Administrator

Mailing Address: PO Box 371

City: Stevenson WA Zip Code: 98648 County: Skamania
Phone #: 509-427-5970 email address: leana@ci.stevenson.wa.us

*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).

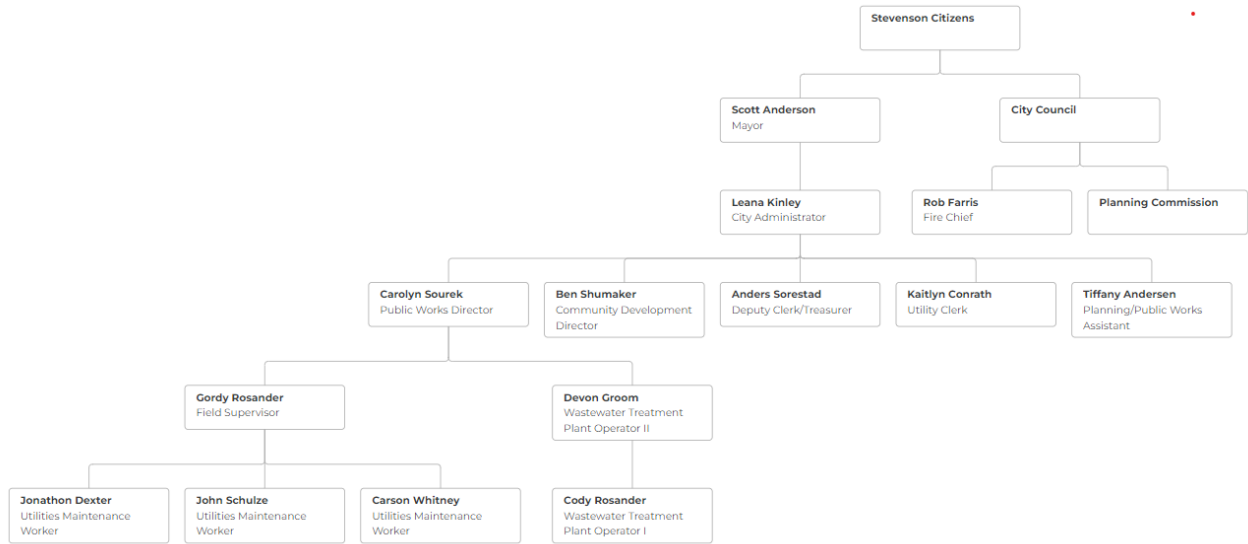
Accomplishments

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.

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.

The City of Stevenson is a code city operating under the Mayor/Council form of government with a total staff of 12 and a volunteer fire chief. The organizational chart is shown on the next page.



The City Administrator is also the Clerk/Treasurer and oversees procurement, contracting and the overall administration of the city, delegated by the Mayor. The Public Works department manages all city infrastructure, including transportation. The Community Development Director is involved in overall planning for the city and manages a portion of transportation planning for the city.

- Title VI Coordinator: Leana Kinley, Female, White (Not Hispanic or Latino)
- Administrative Head: Scott Anderson, Male, White (Not Hispanic or Latino)
- Transportation-related staff: Carolyn Sourek, Female, White (Not Hispanic or Latino)
- Transportation-related staff: Ben Shumaker, Male, White (Not Hispanic or Latino)

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.

ACS 2020 Demographics		ACS 2021 Household Income Data	
White-Not Hispanic or Latino	1,273	Median Income	\$66,250
Black or African American	0		
American Indian/Alaskan Native	23	Less than \$9,999	5.0%
Asian	20	\$10,000-\$14,999	9.6%
Native Hawaiian/Pacific Islander	1	\$15,000-\$24,999	6.6%
Hispanic or Latino	83	\$25,000-\$34,999	11.8%
Two or more races	112	\$35,000-\$49,999	7.1%
Some Other Race	32	\$50,000-\$74,999	13.9%
		\$75,000-\$99,999	11.1%
Male	50.3%	\$100,000-\$149,999	26.0%
Female	49.7%	\$150,000-\$199,999	8.2%
		\$200,000 or more	0.8%
LEP households	0.0%		
Spanish speaking households	3.9%	Poverty Status	12.5%
Asian and Pacific Island Languages	0.2%		
Other Indo-European Languages	3.3%		

Other Demographics:

The January 2023 WA State OFM population estimate is 1,565. None of the City's census data is of sufficient detail to indicate where minority populations are living. An income survey was conducted in 2019 as part of a possible Community Development Block Grant application – 46.41% of the households responding were identified as low to moderate income families. More than 60% of the working adult population commutes out of the area to their workplace.



- 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 complaints were received in this reporting period.

- 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. Include examples of community outreach.**

Design for paving Lakeview, a gravel road on the west side of the city, was completed. Staff are planning the outreach to the residents ahead of paving in 2024.

- 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 actions took place during this reporting period.

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

In accordance with state and federal rules regarding right-of-way negotiations and acquisitions, the city does not perform these tasks. It is done through a consultant hired through our standard practice. The city does not ask consultants for demographic information about their staff and does not have this information.

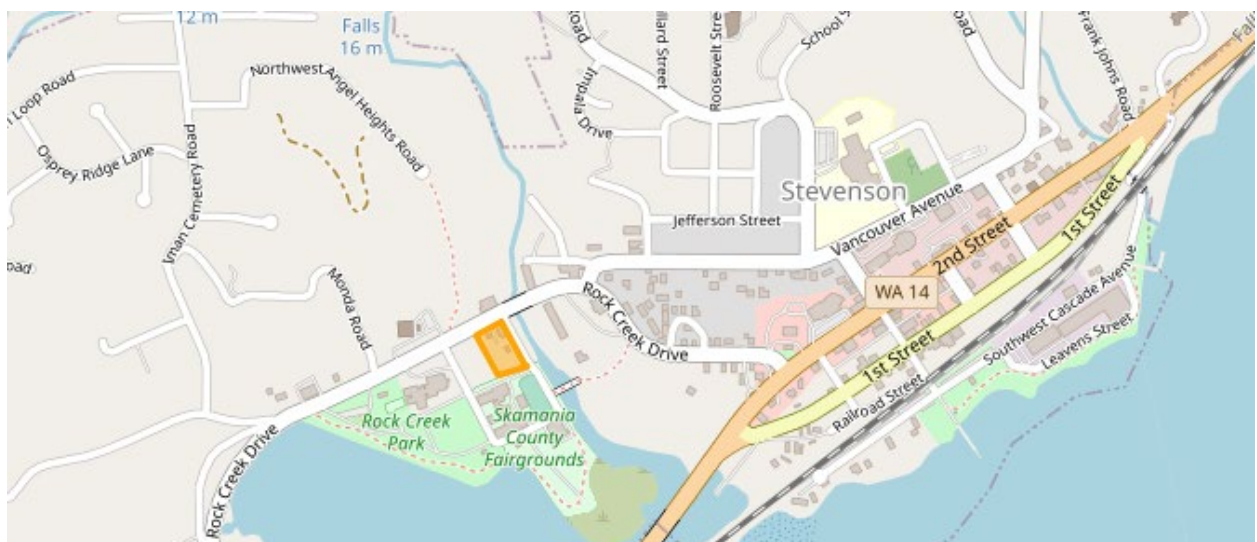
8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken,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

The city continued a parking study of the downtown area to determine if there is adequate parking or if it is a perception issue (ex-unable to park in front of the business therefore there is a parking problem). No additional Title VI or Environmental Justice analysis has been conducted at this time.

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.

The city contracted with Skamania County to chip-seal and overlay streets over a week in the northeastern portion of the city that were identified as high priority during a recent pavement rating. Public works related construction contracts projects took place include Wastewater Treatment Plant Upgrades adjacent to Rock Creek Drive (map below).

Adequate notice was continually provided to the residents around these construction projects. The treatment plant project is part of an Administrative Order for upgrades as required by the Washington State Department of Ecology to improve the city's wastewater treatment capacity.



The city does not have information on the racial composition of individual neighborhoods.

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.

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

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.

City council meetings take place in-person, over Zoom and live streamed to the city YouTube site where it remains for the public to view. No data is tracked on those who view or participate in online meetings. Names are kept of those who attend in person and wish to speak during a public meeting.

City announcements of public meetings and hearings are regularly posted in the newspaper of record, City Hall, post office (where most Stevenson residents collect their mail) and the city website. There is also the ability for people to be notified of every published agenda and packet for both council meetings and planning commission meetings.

An open house was held on November 3rd, 2022 to gather community input as part of the city’s Integrated Planning Grant for the realignment of Columbia Avenue to determine feasibility of the project. No demographic notes were taken at any of these meetings and no language services were requested.

In May and June 2023, the city held public hearings regarding its 6-year Transportation Improvement Program (TIP) and the Capital Improvement Program (CIP). They were advertised according to state law and through the methods outlined above.

Documents can be found on the city website at

<https://www.ci.stevenson.wa.us/publicworks/page/transportation-improvement-program> and <https://www.ci.stevenson.wa.us/publicworks/page/capital-improvement-program> .

Input on those attending the May 18th meeting included three males, all were non-Hispanic or Latino, with two of White race and one of White and Asian race. At the June 15th meeting it included one male and one female attendee, both were non-Hispanic or Latino, and both of White race. No language services were requested at either of these meetings.

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

Advertising for consultants takes place through our local newspaper, the Daily Journal of Commerce, and our website. For construction contracts, bids are publicly opened and tabulated. After the bid openings the consultant will review each bid for completeness. After the review, the city then awards the contract to the lowest responsive bidder at an open council meeting. For consultant contracts,

the city identifies a team of reviewers for the request for qualifications. At the RFQ deadline, the responses received, and a scoring sheet are sent to the reviewers. The sheets are returned to the city and compiled for a ranked average. The city then works with the highest scoring consultant on a scope of work for the project. If it is agreeable, the city will move forward with the contract. If an agreement cannot be reached, the next highest consultant will move through the same process.

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?)

The city includes required language in federally funded documents, including contracts, and those provisions are discussed during pre-construction meetings. During construction city consultants are on-site monitoring for compliance. Translation services are provided as needed for contractors, subcontractors, or citizens.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

- HPR, Inc. (On-Call General Street Contract), \$315,925, Local Funding (Street Fund)

None were awarded to certified disadvantaged contractors as prime contractor/consultant.

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.

None.

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 community engagement to renters not paying utility bills, including those in the low-income apartment complexes in the city.