



THE CITY OF FIRCREST

2018 Title VI Annual Report

Reporting Period: January 1, 2018 to December 31, 2018

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Table of Contents

Introduction and Report Format	1
Policy of Nondiscrimination.....	1
Organization, Staffing, and Structure.....	1
Complaints.....	3
Education and Training, and Data Collection	3
Data Collection and City Demographics	3
Public Outreach	4
Consultant and Construction Contracts	5
Environmental Justice	5
Summary and Goals	6
Appendix A – Demographics.....	
Table 1: Summary of 2013-2017 ACS Estimates	1
Table 2: Population by Race.....	1
Table 3: Population by Sex.....	1
Table 4: Population by Age	1
Table 5: Population 25+ by Educational Attainment	1
Table 6: Households by Household Income.....	2
Table 7: Percentage whose Income in the Past 12 Months is below the Poverty Level	2
Table 8: Occupied Housing Units by Tenure	2
Table 9: Employed Population Age 16+ Years	2
Table 10: Limited English Speaking Households.....	2
Table 11: Population by Age 5+ Years by Ability to Speak English	3
Table 12: Population by Language Spoken at Home	3
Figure 1: City of Fircrest, WA (Census Tract 723.05)	4

Introduction and Report Format

The Title VI Non-Discrimination Agreement between the City of Fircrest (City), Washington and the Washington State Department of Transportation (WSDOT) dated January 22, 2019 requires the City to prepare a yearly report of Title VI accomplishments for the last year and goals for the next year. The report includes the following:

- 1. Annual Work Plan**

Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.

- 2. Accomplishment Report**

List major accomplishments made regarding Title VI activities. Include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Specialist and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews (internal or external) conducted by the Title VI Specialist. List any major problem(s) identified and corrective action taken. Include a summary and status report on any Title VI complaints filed with the recipient.

The specific format of the report follows the guidelines provided in the WSDOT Local Agency Guidelines M 36-63.29, October 2015 – Appendix 28.74 (NDA Annual Report Population Under 100,000 – Example).

Policy of Nondiscrimination

The City of Fircrest, Washington, assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

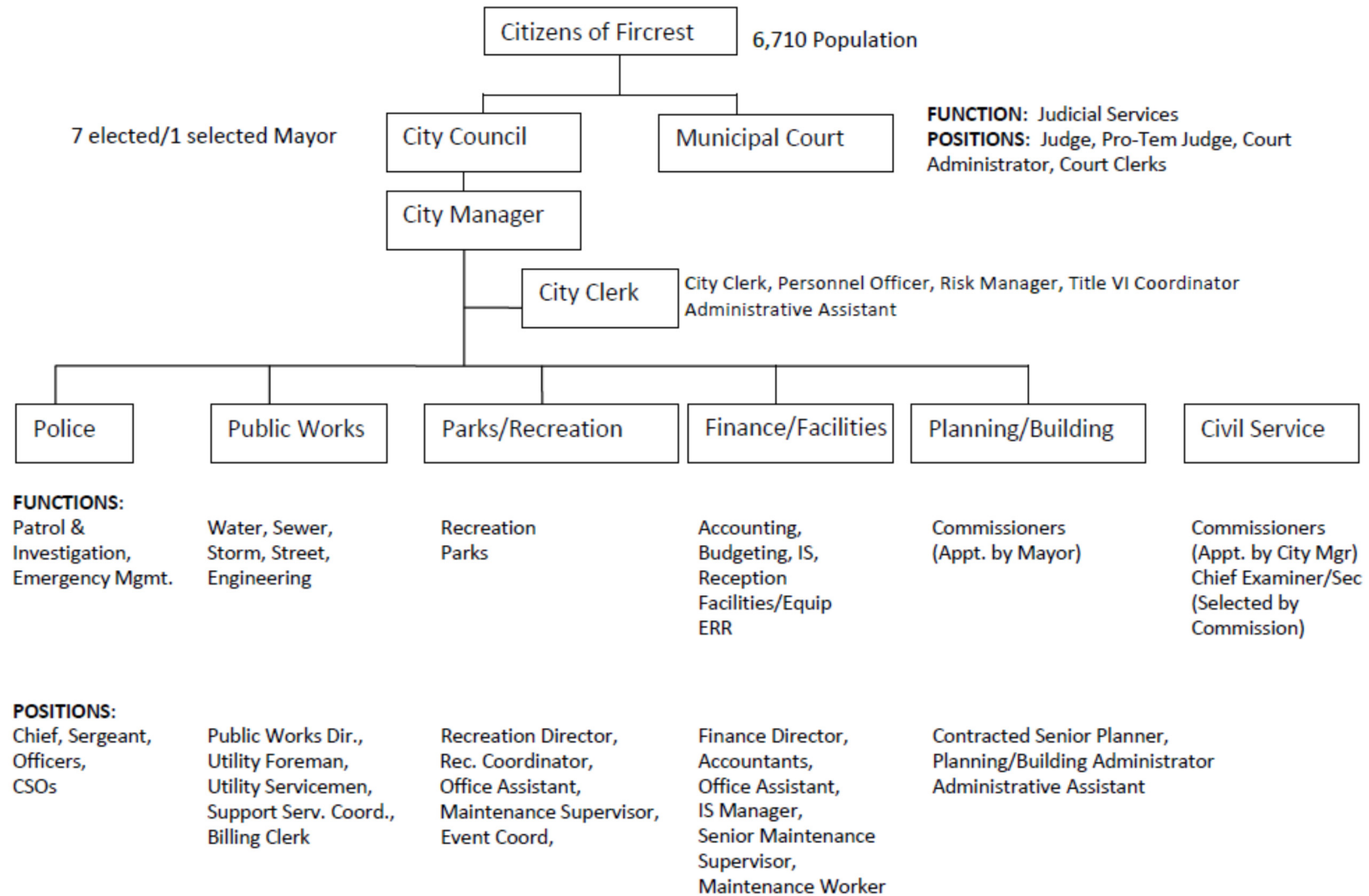
The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.)

The City will include Title VI language in all written agreements and will monitor for compliance. The City’s Director of Human Resources is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation(CFR) 200 and 49 Code of Federal Regulation 21.

Organization, Staffing, and Structure

Pursuant to 23 CFR 200, the City of Fircrest has established a civil rights unit and designated a coordinator, as shown on the diagram on the following page:

CITY OF FIRCREST 2019 ORGANIZATION CHART by Position



Complaints

The City of Fircrest received neither formal nor informal complaints that were directly or indirectly related to Title VI during the reporting period. Complaint procedures are incorporated into the Title VI Plan and will be followed if any formal Title VI complaint is filed per the procedures. A Title VI Notice to the Public is also included in the Plan informing the public of their Title VI rights and how to file a Title VI complaint. The complaint procedures, notice to the public and the rest of the Plan are available via the City's website.

Education and Training, and Data Collection

The City provides training to all staff that supports general Title VI goals and objectives. Staff who administer the Title VI program are provided specific training and opportunities as they are available. Staff attended the following training and education in 2018:

Staff	Date	Training Title	Notes
All City employees (mandatory training)	July 12, 2018	Sexual Harassment in the Workplace	Provided by the City's liability insurance
All City department heads (mandatory training)	February 12, 2018	Addressing Personnel Challenges through Effective Leadership	Provided by the City's liability insurance
All City department heads (mandatory training)	January 22, 2018	Enhancing Workplace Climate	Provided by the City's liability insurance
All City employees (mandatory training)	Spring 2019	Bullying in the Workplace	Provided by the City's liability insurance

In keeping with adopted City of Fircrest nondiscrimination policies, departmental procedures will be established or followed for pertinent staff to have equal access to applicable educational and training opportunities. The Title VI Coordinator will maintain program administration documentation and data necessary for preparation of annual Title VI reports. The Title VI Coordinator is responsible for overall Title VI related training and staff development, and will notify employees when overall Title VI related training (e.g. workshops, seminars, webinars, courses) opportunities become available.

Data Collection and City Demographics

Ranking at 109 out of 281 cities and towns in Washington State, the Washington State Office of Financial Management estimates the City of Fircrest's population at 6,710 as of April 1, 2018, and the Puget Sound Regional Council (PSRC) forecasts the City's population to grow by 7% to 7,175 by 2040. Households are forecasted to grow by 22% from 2,748 to 3,345 by 2040.

Demographic information was generated using the 2013-2017 American Community Survey (ACS) Estimates and is included in **Appendix A**. The data has been reviewed for key Title VI indicators:

- 33 households (or 1%) are considered "Limited English Speaking Households."
- 310 people (or 5% of the population) speak English less than very well and may be linguistically isolated.
- 1,104 (or 16.6%) of the population is over 65 years old.
- 2,024 (or 30.4% of the population) is considered minority.
- 362 (or 5.4% of the population) is considered Hispanic.
- 10% of families whose income is below the poverty level.

The general demographic information provided by census data confirms what those familiar with the City of Fircrest already know: Fircrest is a diverse community that includes people of many different races, ages, and incomes. While the City of Fircrest is largely English speaking and proficient in English, there are many people in Fircrest that speak many different languages and not everyone speaks English very well. These factors are what makes Fircrest a very special place to live, work, and play, but also means that the City needs to take efforts to ensure that nobody is left out or left behind.

Public Outreach

For each outreach activity, there was not a specific evaluation done to determine (Limited English Proficiency (LEP) groups and other needs. However, translation services were made available upon request at all public meetings. While the City's website does not directly have a translation tool on its website, users do have the ability to utilize Google Translate – a free service that instantly translates webpages between English and over 100 other languages. Below are the website traffic statistics according to Google Analytics as well as the Google Analytics Language Report:

- Number of users: 44,674
- Page views: 168,855
 - 18.8% were new visitors
 - 81.2% were returning visitors

Language	Users		
English	43,815	98.1%	<div style="width: 98.1%;"></div>
Other	520	1.2%	<div style="width: 1.2%;"></div>
French	339	0.8%	<div style="width: 0.8%;"></div>

*Other includes: Chinese, Korean, Portuguese.

In 2019, the City will research the need to add a translation tool directly on its website to offer non-English users the opportunity to view the City's website in different languages.

The City of Fircrest engages the public in its planning and programming decision making processes, and also follows public notification regulations as required by any federal funds received. The City's Public Works Department is responsible for managing the design and construction of the City's transportation capital projects. Many methods of public outreach and communication are employed throughout the lifecycle of a project including the following:

- General project information provided on City website
- General project flyer mailers/post cards
- Project featured in Town Topics bimonthly newsletter and website
- Project information letters mailed to specific residences and businesses
- Project open houses/meetings
- Public Surveys
- Public comment opportunity (SEPA)
- Public Hearing(s)
- City sponsored events such as National Night Out and Fircrest Fun Days

- Social media outreach
- Direct discussion – door to door
- Direct discussion – phone calls
- Traffic advisories issued during construction
- Message boards for traffic impacts
- Project Information Sign
- Mailers

Consultant and Construction Contracts

In accordance with the Title VI Plan, a review of the City's Title VI Program is conducted periodically, which includes an examination of transportation consultant and construction contracts. The review examines the use of Disadvantaged Business Enterprise (DBE) consultants and inclusion of Title VI requirements in contracts requests for proposals.

The following Title VI language is included in City Transportation Consultant Contracts:

“NONDISCRIMINATION. The CONSULTANT may not discriminate regarding any services or activities to which this Agreement may apply directly or through contractual, hiring, or other arrangements on the grounds of race, color, creed, religion, national origin, sex, sexual orientation, age, or where there is the presence of any sensory, mental or physical handicap.”

The following Title VI language is included in requests for proposals for City Consultant Contracts and in the advertisements for construction contract bids:

“Persons with disabilities may request this information be prepared and supplied in alternative forms by calling 253-564-8901.

The City of Fircrest, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 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 City of Auburn does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, age or handicap in consideration for a project award.”

The City's has evaluated its contracts to make sure that the appropriate Title VI language is included for compliance. Periodic reviews are done on contracts to ensure that they meet all Title VI requirements in the Title VI Plan. There were no transportation related consultant contracts and construction contracts executed in 2018.

Environmental Justice

Environmental justice is evaluated for all City Transportation projects. For many projects, this is an informal process where the project manager will examine the potential impacts of a project and identify

if there are any specific environmental justice issues that need to be addressed. In 2018, there were no transportation projects that were under design or construction, and as such, no environmental justice documentation was produced.

Summary and Goals

We are building an inclusive community. The City's efforts to comply with Title VI requirements are just a single example of the City's commitment to build a community that encourages all people to engage and participate. From hosting well attended community events throughout the City to providing technology tools to make it easier for all citizens and businesses to share and receive information, the City's efforts to include all, regardless of race, language, age, sexual orientation, or income are wide and comprehensive.

Recommendations and improvements on the City's 2018 Annual Title VI report from the WDOT Title VI Coordinator will be considered for implementation.

Appendix A – Demographics (Census 2013-2017 ACS Estimates)

Table 1: Summary of 2013-2017 ACS Estimates

Population	6,666
Population Density (per sq. mile)	4,232
Minority Population	2,024
% Minority	30.4%
Households	2,748
Housing Units	2,866
Housing Units Built Before 1950	554
Per Capita Income	\$32,735
Land Area (sq. miles)	1.58
Water Area (sq. miles)	0

Table 2: Population by Race

	Estimate	Percent
Total	6,666	100%
One Race	5,685	85.3%
White Alone	4,642	69.6%
Black or African American Alone	465	7.0%
American Indian or Alaska Native Alone	51	0.8%
Asian Alone	372	5.6%
Native Hawaiian and Other Pacific Islander Alone	78	1.2%
Some Other Race Alone	77	1.2%
Two or More Races	981	14.7%
Total Hispanic Population	362	5.4%
Total Non-Hispanic Population	6,304	94.6%

Table 3: Population by Sex

	Estimate	Percent
Male	3356	50.3%
Female	3310	49.7%

Table 4: Population by Age

	Estimate	Percent
Under 18	1,356	20.3%
18 years and over	5,310	80.7%
65 years and over	1,104	16.6%

Table 5: Population 25+ by Educational Attainment

	Estimate	Percent
Total	4,644	
Less than 9th Grade	26	0.6%
9th-12th Grade, No Diploma	125	2.7%
High School Graduate	1,026	22.1%
Some College, No Degree	1,216	26.2%
Associate Degree	434	9.3%
Bachelor's Degree	1,225	26.4%
Graduate or Professional Degree	592	12.7%

Table 6: Households by Household Income	Estimate	Percent
Household Income Base	2,748	
Less Than \$10,000	155	5.6%
\$10,000 to \$24,999	173	6.3%
\$25,000 to \$49,999	753	27.4%
\$50,000 to \$74,999	518	18.9%
\$75,000 to 124,999	788	28.7%
\$125,000 or more	362	13.2%

Table 7: Percentage whose Income in the Past 12 Months is below the Poverty Level	Percent
All Families	10.0%
With related children of the householder under 18 years	19.8%
Married couple families	9.3%
Families with female householder, no husband present	6.3%
All People	13.4%
Under 18 years	19.4%
18 years and over	11.9%
18 to 64 years	14.0%
65 years and over	4.1%

Table 8: Occupied Housing Units by Tenure	Estimate	Percent
Total	2,866	
Owner Occupied	2,748	95.9%
Renter Occupied	118	4.1%

Table 9: Employed Population Age 16+ Years	Estimate	Percent
Total	5,380	
In Labor Force	3,483	64.7%
Employed or in Armed Forces	3,172	59.0%
Unemployed	311	5.8%
Not in Labor Force	1,897	35.3%

Table 10: Limited English Speaking Households	Estimate	Percent
Total Households	2,748	100%
Households Speaking -		
Spanish	24	0.9%
Other Indo-European Languages	31	1.1%
Asian and Pacific Island Languages	264	9.6%
Other Languages	0	0.0%
Limited English Speaking Households	33	1%
Spanish	0	0%
Other Indo-European Languages	13	42%
Asian and Pacific Island Languages	20	8%
Other Languages	0	0%

Table 11: Population by Age 5+ Years by Ability to Speak English	Estimate	Percent
Population 5 Years and Over	6,181	
Speak Only English	5,618	90.9%
Speak A Language Other Than English	561	9.1%
Speak English Only or "Very Well"	408	72.5%
Speak English Less Than "Very Well"	155	27.5%
Speak A Language Other Than English	561	9.1%
Spanish	70	1.1%
Speak English Only or "Very Well"	70	100.0%
Speak English Less Than "Very Well"	0	0%
Other Indo-European Languages	57	0.9%
Speak English Only or "Very Well"	35	61.4%
Speak English Less Than "Very Well"	22	38.6%
Asian and Pacific Islander Languages	436	7.1%
Speak English Only or "Very Well"	303	69.5%
Speak English Less Than "Very Well"	133	30.5%
Other Languages	0	0%
Speak English Only or "Very Well"	0	0%
Speak English Less Than "Very Well"	0	0%

Table 12: Population by Language Spoken at Home	Estimate	Percent
Total	6,181	
Speak Only English	5,618	90.9%
Spanish	70	1.1%
French, Haitian, or Cajun	22	0.4%
German or other West Germanic Languages	0	0%
Russian, Polish, or other Slavic Languages	35	0.6%
Other Indo-European Languages	0	0.0%
Korean	156	2.5%
Chinese (including Madarin, Cantonese)	98	1.6%
Vietnamese	31	0.5%
Tagalog (including Filipino)	12	0.2%
Other Asian and Pacific Islander Languages	139	2.2%
Arabic	0	0%
Other and Unspecific Languages	0	0%

Figure 1: City of Fircrest, WA (Census Tract 723.05)

