



ANACORTES EXECUTIVE DEPARTMENT

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DEAN MAXWELL, MAYOR

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April 5, 2011

Attention: Jonte M. Sulton, Title VI Coordinator
Washington State Department of Transportation
Northwest Region Local Programs
MS 121
P.O. Box 33010
Seattle WA 98133-0710

Re: City of Anacortes 2010 Non-Discrimination Agreement (NDA) Annual Report

Dear Jonte,

The City of Anacortes submits the following information in support of its 2010 Non-Discrimination Agreement (NDA) Annual Report. The format of this report follows the sample NDA Annual Report presented in Appendix 28.75 of the Washington State Department of Transportation (WSDOT) Local Agency Guidelines.

1. Changes in organizational structure:

There have been no organization structure changes from those identified in the City's Title VI Policy Statement.

- The Title VI Coordinator, Planning Director, and Public Works Director remain unchanged.
- There were no changes in the racial composition of those persons involved in the transportation decision making, including planning and advisory staff.

2. Demographics within our jurisdiction:

The following is current information (Skagit County 2010 Profile) regarding the City of Anacortes and its demographics:

- Population: 16,800
- Gender: Female- 51.7%
Male - 48.3%
- Ethnicity: White/Non-hispanic – 77.9%
Black/African American – 0.4%
American Indian/Alaskan Native – 1.8%
Asian/Pacific Islander – 1.9%
Hispanic – 16.4%
Two or more Races – 1.6%
- Age: 19 and under – 27.2%
20-34 – 19.4%
35-44 – 11.9%
45-54 – 13.5%
55-64 – 12.9%
65 and older – 15%

- Median Household Income: \$42,381.00

There were no required Title VI activities and/or studies required during the year. The City continues to follow its Fair Practices and Nondiscrimination policies as well as requiring contractor, subcontractors and suppliers conducting business with the City to affirm and subscribe to those policies.

3. List any Public Outreach activities during the reporting period:

The City of Anacortes routinely informs the public about projects being developed. The information is provided through public meetings, the City's Website, project flyers and press releases.

All documents are posted on the City's website when they are issued. The City of Anacortes strives to make these documents available and understandable to all individuals.

Many projects, as normal business practice, are discussed at meetings open to the public. These meetings include City Council meetings and various City Council committee meetings, including the Public Works Committee and the Planning Commission. Public Notices for these meetings identify the availability for reasonable accommodations due to a disability, if needed.

During 2010, there were no requests made for special language services at any meeting involving transportation projects.

4. List all the transportation related projects (Federal and others), which were executed during the reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.)

Project	Contract Type	Contract Value	DMWBE Requirement
Guemes Trail – Ph 2	Consultant	\$23,985.00	No requirement
Penn Ave. – Ph 2	Construction	\$176,455.36	No requirement
SHIP Trail	Construction	\$153,188.78	No requirement
3 rd Street Paving	Construction	\$8,291.50	No requirement
2010 SW Ramp Retrofit	Construction	\$17,668.00	No requirement
Fidalgo Bay Road	Consultant	\$97,810.68	No requirement

In addition to advertising in the local legal publication that notifies the DMWBE firm of a contracting opportunity, the City of Anacortes;

- Utilizes a Small Works Roster, which is open to all individual contracting firms that have 1) A contractor's license in the State of Washington and; 2) a City of Anacortes Business License.
- Utilizes the Daily Journal of Commerce that notifies the business community, at large of all contracting opportunities.
- Utilizes a Request for Proposal (RFP) process for all on-call consultants. Each RFP received is reviewed and ranked based on expertise, skills and abilities to perform specific needs as determined by the City's project needs.

The City of Anacortes does not include the Title VI Non-Discrimination statement in all contracts and public notices. The City of Anacortes adheres to the City of Anacortes Purchasing Policies (Resolution 1734), which incorporates the latest version of the Bidding Book for Washington Cities and the State Revised Code of Washington 35.23.352. Additionally, we incorporate the following statement in all advertisements:

"Disadvantaged, Minority and Women's Business Enterprises are encouraged to respond. The City of Anacortes does not discriminate on the grounds of race, color, religion, nation origin, sex, age or handicap in consideration for a project award."

Additionally, within projects that utilize Federal Aid, the City of Anacortes includes the following statement in the Invitation to Bid:

Title VI – Language on Civil Rights Act of 1964:

"The City of Anacortes 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 insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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 or national origin in consideration for an award."

5. **Summarize any transportation projects that identify potential impacts to minority and/or low income Environmental Justice (EJ) populations (i.e. impacts such as displacements, increased noise, bisecting neighborhoods, et al)**

During the 2010 reporting period, there were no impacts to EJ populations from any transportation projects.

6. **If Right-of-Way has been acquired for a transportation project, please describe:**

No Right-of-Way was acquired for transportation projects in 2010.

7. **List and describe any Title VI related complaints, as a result of transportation activities and projects.**

There were no Title VI related complaints from Transportation activities or projects in 2010.

If you have any questions regarding the information provided in this report, please do not hesitate to contact me.

Sincerely,

CITY OF ANACORTES



H. Dean Maxwell, Mayor

CITY OF ANACORTES



Fred Buckenmeyer, Public Works Director

SL/sl

**TITLE VI
NON-DISCRIMINATION AGREEMENT**

**Washington State Department of Transportation
and
Name of Recipient**

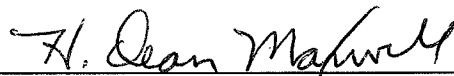
Policy Statement

The **City of Anacortes**, hereinafter referred to as the "Recipient" 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 Recipient 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.)

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's (Name of person/division), 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.



Name of Responsible Agency Official (Please Print)

MAYOR

Title

4/5/11

Date