

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

For agencies under 100,000

CITY OF LONGVIEW

(Name of Recipient)

MAY 31, 2017

(Report Submission Date)

Federal Fiscal Year 10/2015 – 09/2016

(Reporting Period)

Reference: WSDOT's Local Agency Guidelines Manual, Chapter 28

1. Report any changes in the organizational structure since the last reporting period. (Example: New Title VI Coordinator, new planning or public works directors, etc).
 - Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.
 - If no changes have been made, please indicate that accordingly.

The City of Longview made changes to the organization structure within the Federal Fiscal Year 10/2015 - 9/2016.

The City of Longview hired a new Risk Manager in May, 2016. Attachment B of the Nondiscrimination Agreement reflects the current staffing in the organization structure.

2. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.

Note: Only Population & Ethnic Background information is currently available from the 2010 Census – all other information could not be updated to the 2010 Census; population information was updated to 2014 using data from the Washington Office of Financial Management.

Population: Longview has a population of approximately 37,040, with 51.9 percent female and 48.1 percent male. The median age is 39.5 years, with 25.8% under 19 years and 23.8% is 60 years and older.

Ethnic Background: For people reporting one race alone, 86% are White; 0.9% are Black or African American; 8.6% are Hispanic or Latino; 1.7% are American Indian and Alaska Native; 2.2% are Asian; 0.3% are Native Hawaiian and Other Pacific Islander, and 0.3% are some other race. Two or more races were reported by 4.2% of the population of the people in Longview.

Education: 82% of people 25 years and over have graduated from high school and 14% have a bachelor's degree or higher. 18% are dropouts; not enrolled in school, and have not graduated from high school.

Disability: Of those people reporting disabilities, 32% are less than 5 years old; 17% are 5 to 15 years old; 29% are 16 to 64 years old, and 58% are 65 and older.

Occupations/Industries: For the employed population 16 years and older, the leading employers in Longview are educational services, health care, and social assistance agencies at a combined 22%; and 16% are employed in manufacturing. The most common occupations were: management, professional, and related occupations at 26%; sales and office occupations at 24%; service occupations at 22%; production, transportation, and material moving occupations at 17%; and construction, extraction, maintenance and repair occupations at 11%. 78% of the people employed are private wage and salary workers; 13% are federal, state, or local government workers; and 9% are self-employed.

Commute: 79% percent of the workforce drives alone; 15% carpooled, less than 0.5% take public transportation, and 4% used other means. The remaining 2% worked at home. Among those who commuted to work, the average travel time is 19.6 minutes.

Income: The median income of households in Longview is \$34,798. 71% of the households received earnings and 23% receive retirement income other than Social Security. 33% of the households received Social Security. The average income from Social Security was \$14,904. These income sources are not mutually exclusive; that is, some households received income from more than one source.

Poverty: 25% of the population is below the poverty level, with 33% of related children under 18 being below the poverty level; 10% of people 65 years old and over are below the poverty level. 18% of all families and 44% of families with a female head of household and no husband present have incomes below the poverty level.

Housing: The median monthly housing costs for mortgaged owners was \$1,151, non-mortgaged owners \$362, and renters \$614. 39% of owners with mortgages, 10% of owners without mortgages, and 56% of renters in Longview spent 30% or more of household income on housing.

- a. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.

The City of Longview performed a physical environment condition and accessibility review of pedestrian facilities and amenities in the public right of way, and all facilities and amenities in public parks.

- b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

This information is being used to update the City's Transition Plan and prioritize resource utilization to address deficiencies.

3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices. Include the following:

- **Transportation Projects:**

- **Washington Way Bridge Replacement** – this project was in the construction phase during this reporting period. This construction project was awarded on 9/25/14, at a cost of \$4,823,612.97. Construction began in November, 2014 with substantial completion in November, 2015. This project is still open due to outstanding compliance issues. The following occurred regarding public outreach:
 - The Daily News has followed the construction of this project. Public announcements of traffic impacts were provided through press releases, news articles and traffic information signs.
 - A map showing the lake pathway closures was published in the newspaper and posted on the City’s website in both English and Spanish during the duration of the project.
- **Downtown Corridor Improvements Phase II** – this construction project was awarded on 8/13/15 at a cost of \$805,574.00. Project construction began in September, 2015 with substantial completion in January 2016 and final acceptance on 4/14/16. The following has occurred regarding public input:
 - Multiple press releases and fact sheets prior to and during construction
 - Multiple presentations to downtown business owners, Longview Downtown Partnership, noon Rotary, etc.
 - Door to door contacts to inform business owners of construction impacts
 - Specialty signs made for downtown businesses, parking, etc.
 - Distributed questionnaire to business owners for feedback prior to construction
 - Notification letter to property owners, tenants and business owners.
- **Citywide Safety (Washington Way & Commerce Improvements)** – this construction project was awarded on 10/22/15 at a cost of \$227,944.25. Project construction began in November, 2015 with substantial completion in March 2016 and final acceptance on 6/9/16. The following has occurred regarding public input:
 - Multiple press releases and fact sheets prior to and during construction
- **15th Avenue Corridor Safety Improvements** – this construction project was awarded on 11/19/15 at a cost of \$631,366.00. Project construction began in January, 2016 with substantial completion in May 2016 and final acceptance on 10/13/16. The following has occurred regarding public input:
 - Multiple press releases and fact sheets prior to and during construction

- **Mark Morris Traffic Signal** - this construction project was awarded on 5/26/16 at a cost of \$136,601.90. Project construction began in June, 2016 with substantial completion in September, 2016 with final acceptance on 10/13/16. The following has occurred regarding public input:
 - Multiple press releases and fact sheets prior to and during construction
 - Presentations to Longview City Council and Longview School District Board.

All public notices are published in the Longview Daily News. All notices state that individuals requiring materials in alternate formats and/or physical accessibility accommodations can contact the City for assistance. The Daily News follows and reports the design development and construction of all of the City's transportation projects. Public announcements of traffic impacts are provided through press releases, news articles and traffic information signs.

- **Other Construction Projects (active during reporting period):**

The following other projects were in construction during the reporting period and public announcements of traffic impacts were provided through press releases, news articles, fact sheets and traffic information signs.

- 2015 Waterline Replacement Phase 2, St. Helens #1
- 15th Ave./Tennant Way Sanitary Sewer Liners
- Senior Center HVAC Replacement
- Mint Valley Golf Cart Storage Facility Project
- Corman Road & Oriole Dr. Sewer Pump Station Improvements
- Mint Farm Regional Water Treatment Plant Finished Water Post Chlorination
- Emergency – Nichols Water Main
- Oregon Way Pump Station Demo & City Shops Upgrades
- Ocean Beach Highway & 20th Ave. Substation Water Relocation
- Lake Sacajawea Flushing Facilities Upgrade
- 2016 Water Main Replacement
- Operations Center Office & Front Entry Remodel
- 2016 Sewer Main Replacement

Throughout the life of all City of Longview public works projects, information "fact sheets" are sent out as public service announcements, alerting the public of any transportation impacts.

The City maintains and updates a City of Longview website and Facebook page which highlights City projects, programs, and news. Twitter is utilized for current and updated City information.

The City also used portable variable message boards to advise the public of meetings and open houses, and traffic impacts. Due to Manual of Uniform Traffic Control Devices guidance, use of variable message boards is now restricted to only messages about traffic impacts.

- a. How were special language needs assessed? List the special language needs assessments conducted.

Special language assistance was provided on the Washington Way Bridge Replacement Project path closures. Lake Sacajawea and its walking trails are used heavily by the community, and it was beneficial for the safety and convenience of our community to have the closure map translated into Spanish.

- b. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social services agencies, advertised in a minority publication).

The City of Longview held public information meetings on the Washington Way Bridge Replacement project. The City prepared and provided information in various venues.

- c. List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.

The Longview Public Library staff provides translation services on City of Longview projects.

- d. List any costs incurred for translations and interpreters for each activity.

No costs were incurred for translation services.

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

- Include dollar value of each
 - **Construction Contracts**
 - **Citywide Safety, Awarded 10/22/15, \$227,944.25**
 - **15th Ave. Corridor Safety Improvements, Awarded 11/19/15, \$631,366.00**
 - **Mark Morris Traffic Signal, Awarded 5/26/16, \$136,601.90**
 - **Agreements**

There were no consultant agreements for transportation related projects executed during the reporting period.
- Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency?
 - **The Daily News – Longview, WA**
 - **Portland Daily Journal of Commerce – Portland, OR**
 - **Seattle Daily Journal of Commerce – Seattle, WA**
 - **Builder's Exchange of Washington**
 - **Office of Minority & Women's Business Enterprises**

- Identify the DMWBE contracts that were awarded and their dollar amount.
 - **15th Ave. Corridor Safety Improvements, Awarded 1/19/15, had a DMWBE goal of 18%. The contract award was \$631,366.00. The DMWBE goal was met by subcontractor work performed by DBE Electric.**
- Is there a Title VI Non-Discrimination statement included in all contracts and public notices?

Yes

- How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?
 - **Federally funded projects often have DMWBE goals which require the bidder to identify their DBE subcontracts on the Disadvantaged Business Enterprise Utilization Certification. These subcontractors are then verified as being a certified DMWBE contractor. Regular reporting is required to ensure that the subcontractor is working and providing a useful function to the project. Quarterly Report of Amounts Created as DBE participation is required, monitored and forwarded to WSDOT on all federally funded projects.**
 - **On locally funded projects the City of Longview requires bidders to attest that they have solicited employment of disadvantaged group members.**
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). Note the following:
- How impacts were minimized/mitigated.
 - Also include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.

There were no known impacts to minority and/or low-income Environmental Justice populations within the Federal Fiscal Year 10/2015 - 09/2016 from transportation projects.

Benefits were provided by the Citywide Safety Project, 15th Avenue Corridor Improvement Project, and the Mark Morris Traffic Signal Project, all of which improved accessibility for pedestrians, including the EJ populations. All projects improved sidewalks, added new and improved handicap ramps, and in the case of the Mark Morris Signal, added a signalized crossing adjacent to a public high school which serves a 26% minority, a 39% low-income, and 12.5% special education student population.

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

- Identify the number of minority, low-income, elderly and disabled persons affected.
- The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).
- Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

The City of Longview did not acquire any Right-of-Way on transportation projects within the Federal Fiscal Year 10/2015 - 09/2016.

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

- What was the allegation or concern?
- Procedures used
- Action taken
- Resolution

No Title VI complaints regarding transportation activities were received during the reporting period.