



Report for July 2022 through June 2023

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): Steve Stuart, City Manager

Mailing Address: P.O. Box 608

City: Ridgefield, WA Zip Code: 98642 County: Clark

Phone #: 360-887-3557 email address: Steve.Stuart@ridgefieldwa.us

Name and title of head of transportation-related services: Chuck Green, Public Works Director

Mailing Address: P.O. Box 608

City: Ridgefield WA Zip Code: 98642 County: Clark

Phone #: 360-887-3557 email address: Chuck.Green@ridgefieldwa.us

Name and title of designated Title VI coordinator*: Lee Knottnerus, Deputy City Manager

Mailing Address: P.O. Box 608

City: Ridgefield WA Zip Code: 98642 County: Clark

Phone #: 360-887-3557 email address: Lee.Knottnerus@ridgefieldwa.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).

The Standard Assurances are included in the Title VI Plan (See Appendix A)

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, the City of Ridgefield Title VI Plan has not changed.

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 staffing structure has not changed, but there have been staffing changes as follows:

Title VI Administrator: City Manager, Steve Stuart.

Title VI Coordinator: Deputy City Manager, Lee Knottnerus. Reports directly to City Manager. Provides general oversight of the Title VI Program AND manages Human Resources, Title VI Training and policy.

Title VI Manager: Public Works Director, Chuck Green. Reports directly to City Manager. As Public Works Director, manages road design, streets, transportation and engineering services AND works directly with the Finance Department on contract compliance.

Contract Management: Finance Director, Kir Johnson. Reports directly to City Manager. Development and management of contracts and purchasing. Works with Public Works/Transportation staff and procurement to assemble Requests for Proposals and Bid Packages, ensure competitive selection of consultant firms.

Communication Services: Communications Coordinator, Megan DeMoss. Public outreach, engagement and communication support for the City, including the Title VI Team.

Human Resources Department

Works with Title VI Team and all staff to provide training and enforcement of hiring, nondiscrimination, harassment prevention and similar regulations and policies.

City of Ridgefield Title VI Team

Name	Demographics	Job Title	Title VI Role
Steve Stuart	White, Male	City Manager	Administrator
Lee Knottnerus	White, Female	Deputy City Manager (and Human Resources Manager)	Coordinator
Chuck Green	White, Male	Public Works Director	Manager
Kirk Johnson	White, Male	Finance Director	Contract Management
Grant Williams	White, Male	Capital Projects Program Manager	Roads & Transportation Projects, Street Maintenance
Jason Van Dyke	White, Male	Engineering Technician	Assists on roads and transportation projects
Megan DeMoss	White, Female	Communications Coordinator	Community Outreach, Public Engagement

- 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.

Languages: 93.82% of Ridgefield residents speak only English. The non-English language spoken by the largest group is Spanish, which is spoken by 4.54% of the population.

Racial Composition: For 2023, the racial composition of Ridgefield is:

White: 86.98%

Two or more races: 6.42%

Black or African American: 1.94%

Native American: 1.9%

Asian: 1.15%

Native Hawaiian or Pacific Islander: .04%

Poverty: The overall poverty rate is 3.14%. The race most likely to be in poverty is Hispanic, with 17.55% below the poverty level. The race least likely to be in poverty is White, with 3.71% below the poverty level. The poverty rate among those that work full-time is 0%. Among those working part-time it is 6.2%, and for those that do not work the rate is 5.71%. The male poverty rate is 3.75% and the female is 2.61%.

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).

Complaints may be logged with the Title VI Complaint Form in the City’s Title VI Plan, or directly to the Deputy City Manager.

No complaints related to roadway capital projects were received during the 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.

Transportation Planning. Ridgefield’s transportation system has a variety of components, including state highways managed by Washington State Department of Transportation (WSDOT), local streets, sidewalks, bike facilities, transit and pedestrian trails. Regional coordination with Clark County, the Southwest Washington Regional Transportation Council (RTC), C-TRAN (regional transit agency), WSDOT, the Port of Ridgefield and other cities in Clark County ensures consistency in land use and transportation planning.

The City of Ridgefield engages in long-range transportation planning, program development and capital planning in support of operating a safe and functioning road system. Planning is included in the Ridgefield Comprehensive Plan and adopted by City Council. The Comprehensive Plan includes roadway functional classifications, a roadway inventory, traffic capacity, service standards, collision history, land use and transportation linkage, required transportation facilities, an interconnected and overlapping multimodal plan, urban to rural connections and ADA accessibility.

In 2022-2023, the City adopted a mid-term update to the Transportation Capital Facilities Plan functional classification map and Traffic Impact Fee project list. This included a new collector serving Clark College Boschma Farms campus and vicinity, as well as removing a section of collector that was determined to be impractical to build. There were cost updates on those and two other projects. Those updates were considered during public hearings on the items.

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).

Right-of-way was acquired for two projects, Pioneer East Extension Project (federal BUILD grant funded project) and Royle Road, S 15th Street to S 5th Way (a state TIB funded project). Demographic information about the persons for which the right-of-way was being acquired is unknown

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

Right-of-way acquisition was accomplished with the assistance of a consultant, a white male for the Pioneer Street extension project, and a white female for the Royle Road project. Race and national origin of these individuals is unknown.

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.

Project Name	Evaluation Type	Date Completed
Pioneer Street East Extension	NEPA DCE; SEPA DNS. An assessment of impacts to minorities, low income households and cultural/historical structures determined there were no impacts anticipated.	October 2021
Royle Road, S 15 th Street to S 5 th Street	SEPA DNS did not identify any adverse or disproportionate impacts to low income or minority households.	May 2023

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.

Project Name	Completed Final Design	Began Construction	Benefits/Burdens
Pioneer Street East Extension	October 2022	June 2023	No affected populations identified in the project area.
Royle Road, S 15 th St to S 5 th St	June 2023	October 2023	No affected populations identified in the project area.

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.

Ridgefield engages with the public through a variety of meeting styles including study sessions prior to City Council meetings, one-on-one appointments, attending meetings of City partners and stakeholders, and a public engagement website.

Ridgefield's budgeting process includes a "Budget Advisory Committee" which includes a resident to provide input from a resident/business owner perspective.

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

Ridgefield did not have any transportation planning or advisory groups in place during the reporting period.

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.

None requested.

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).

The City posts all projects directly solicits the MRSC roster category(ies) for small works projects and newspaper sources for all formal projects, including all federally funded projects. For the formal bids over the small works threshold (\$350K), the City advertises in our local newspaper print, the

Columbian, as well as the DJC print and OMWBE online sources. For construction contracts, the lowest responsive responsible bidder is awarded with the option to award to the second lowest bidder (of their bid within 5% of the lowest bidder) should the lowest apparent bidder being unresponsive/irresponsible. For consultant contracts, the proposers are evaluated and scored by the City based on criteria requested in the RFP/RFQ and the highest responsive/responsible scoring consultant is awarded.

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 of Ridgefield is committed to providing equal opportunities to State of Washington certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. The City of Ridgefield 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. The City requires bidders/proposers to confirm they read the specifications and requirements, acknowledge the terms and conditions of the solicitation, and understand the completion of work in accordance with the contract.

The Pioneer Street East Extension project has a 16% DBE goal. The construction contract has been reviewed and certified by the City, and the WSDOT OMWBE Office, that the DBE subcontractors are responsive to the DBE goal.

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).

Table 13 lists the construction and consultant contracts for City of Ridgefield roadway projects executed during the reporting period. Attached.

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.

The Title VI coordinator attended on-demand webinars provided by the Washington Cities Insurance Authority and Department of Justice and civil rights sessions at the PRIMA conference in June 2023.

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.

Staff has attended on-demand webinars offered by the Department of Justice, including Understanding and Abiding by Title VI of the Civil Rights Act of 1964 and Overcoming Language Barriers.

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

The City is unaware of any Title VI training offered locally.

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.

Goal 1 – Dissemination of the Title VI Plan and Training

The Title VI Plan is updated based on the recommended template provided in Appendix 28.91 of the LAG Manual. Once Ridgefield receives approval, the Title VI Coordinator will distribute the plan to the Title VI Team and City Council.

The City will provide necessary training to increase awareness and understanding of Title VI requirements.

Goal 2 – Update Title VI Plan and expand data collection.

The City will review its current plan, processes and data collection methodologies to ensure collection of the information required in the annual accomplishments report.

Goal 3 – Amend Bid Documents

The City will amend invitation to bid documents to reflect the change in state law regarding apprenticeships on project contracts of \$2 million or more beginning July 1, 2024. The City has included voluntary DBE goals on recent consultant procurements, including the Systemic Horizontal Curves Safety Project and the Comprehensive Plan/Capital Facilities Plan Update contract, both awarded this year.