

CITY OF SAMMAMISH
TITLE VI REPORT
for
WSDOT

Reporting period October 2023 – September 2024



INTRODUCTION

The City of Sammamish 2024 Title VI Annual Report has been prepared in response to WSDOT template Title VI Accomplishments & Goal Report, from Appendix 28.93 of the Local Agency Guidelines (LAG) Manual. The report includes efforts from October 2023 through September 2024, as well as goals for the upcoming year. To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A). The City's signed Standard Assurances are included in this report as Attachment A.

CONTACT INFORMATION

Title VI Administrator (signature on Standard Assurances)

Name and Title	Scott MacColl, City Manager
Mailing Address	801 228 th Avenue SE
City, State, Zip	Sammamish, WA 98075-9509
County	King
Email	smaccoll@sammamish.us
Phone	425-295-0552

Head of Transportation-related Services

Name and Title	Audrie Starsy, Public Works Director
Mailing Address	801 228 th Avenue SE
City, State, Zip	Sammamish, WA 98075-9509
County	King
Email	AStarsy@sammamish.us
Phone	425-295-0572

Designated Title VI Coordinators

Name and Title	Doug van Gelder, City Engineer Genevieve Rubinelli, Management Analyst Greg Stamatiou, Public Works Deputy Director
Mailing Address	801 228 th Avenue SE
City, State, Zip	Sammamish, WA 98075-9509
County	King
Email	Dvangelder@sammamish.us ; grubinelli@sammamish.us ; gstamatiou@sammamish.us
Phone	425-295-0626

ACCOMPLISHMENTS

1. TITLE VI PLAN CHANGES

Have there been any changes to the approved Title VI Plan that have not been reported to OECR? If Yes, please submit an update to the Title VI Plan with a new signature.

The City of Sammamish (City) adopted the WSDOT Title VI Plan with a Letter of Intent dated October 31, 2024 (see Attachment B).

2. ORGANIZATIONAL 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 core members of the Title VI Team are as follows:

Name and Title	Title VI Responsibility	City Dept.	Gender	Race	Nat. Origin
Audrie Starsy, Public Works Director	Head of Transportation	Public Works	Female	Caucasian	USA
Doug van Gelder, City Engineer	Title VI Coordinator (through Aug. 2024)	Public Works	Male	Caucasian	USA
Greg Stamatiou, PW Deputy Director	Title VI Coordinator (Aug. 2024 to present)	Public Works	Male	Caucasian	USA
Sheila Brooks, PW Administrative Assistant	Title VI Webpage Coordinator	Public Works	Female	Caucasian	USA
Genevieve Rubinelli, PW Management Analyst	Title VI Coordinator	Public Works	Female	Asian/Pacific Islander	USA

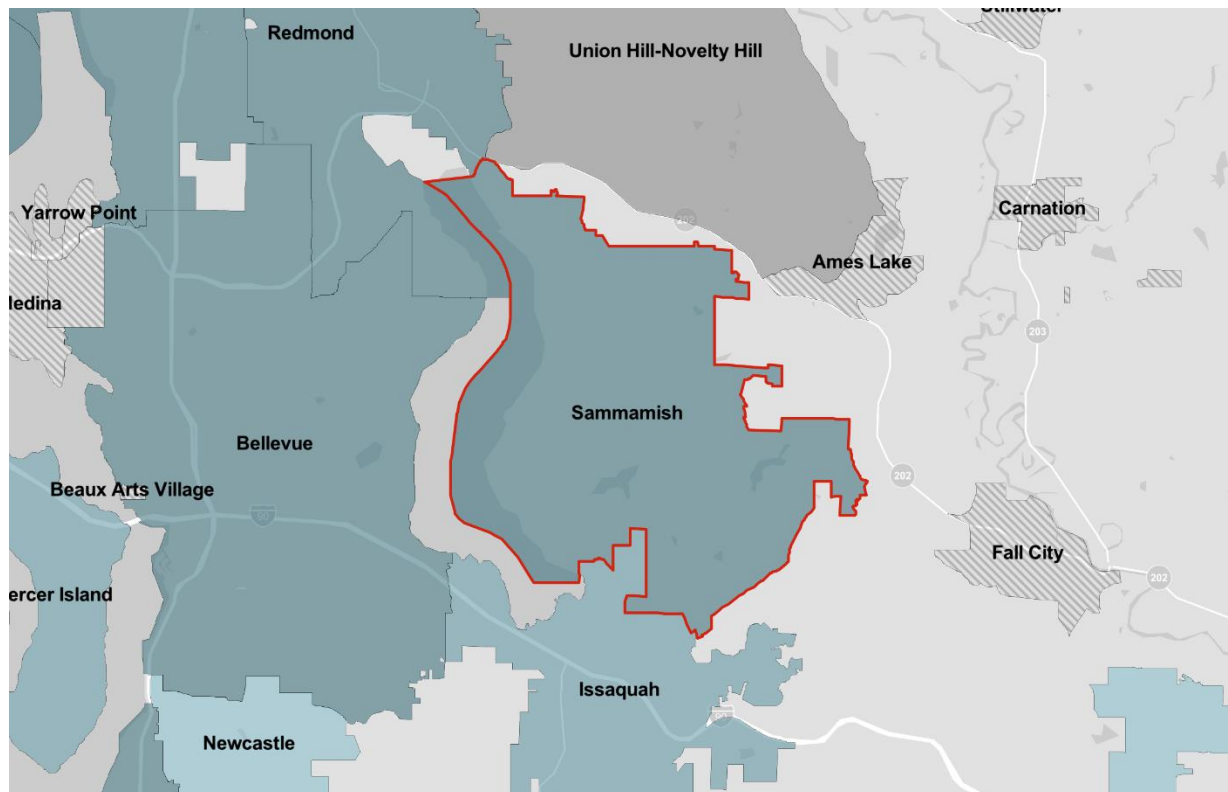
3. COMMUNITY DEMOGRAPHICS

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.

The City has a land area of 20.4 square miles (see Figure 1 below). Below is a summary list of demographics specific to the City; the tables on pages 4 and 5 provide detailed information.

- The Total Population for Sammamish, Washington is 67,455
- The Median Household Income for Sammamish city, Washington is \$238,750
- The Bachelor's degree or Higher for Sammamish city, Washington is 83.4%
- The Employment Rate for Sammamish city, Washington is 64.8%
- The Total Housing Units for Sammamish city, Washington is 22,544
- The Without Health Care Coverage for Sammamish city, Washington is 1.9%
- The Total Households for Sammamish city, Washington is 21,792
- Hispanic or Latino (of any race) is 3,615

Figure 1: Map



Race				
	Estimate	Margin of Error	Percent	Percent Margin of Error
RACE				
Total population	67,455	(X)	67,455	(X)
One race	61,965	(X)	91.5%	(X)
Two or more races	5,760	(X)	8.5%	(X)
Total population	67,455	(X)	67,455	(X)
White	35,490	(X)	55.8%	(X)
Black or African American	863	(X)	1.4%	(X)
American Indian and Alaska Native	141	(X)	0.3%	(X)
Asian	24,164	(X)	33.0%	(X)
Native Hawaiian and Other Pacific Islander	65	(X)	0.1%	(X)
Some other race	972	(X)	1.4%	(X)
HISPANIC OR LATINO AND RACE				
Total population	67,455	(X)	67,455	(X)
Hispanic or Latino (of any race)	3,615	(X)	5.4%	(X)

Limited English Speaking Households	Total		Percent		Limited English-speaking households		Percent limited English-speaking households	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
All households	21,792	±1,088	(X)	(X)	767	±418	3.5%	±1.9
Households speaking --								
Spanish	537	±341	2.5%	±1.6	66	±112	12.3%	±21.2
Other Indo-European languages	3,450	±841	15.8%	±3.9	102	±122	3.0%	±3.5
Asian and Pacific Island languages	5,643	±910	25.9%	±4.2	599	±356	10.6%	±6.3
Other languages	258	±176	1.2%	±0.8	0	±217	0.0%	±45.2

Poverty Status	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	65,077	±84	1,879	±908	2.9%	±1.4

Languages Spoken at Home	Total		Percent	
	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	62,075	851	(X)	(X)
Speak only English	34,979	±3,328	56.3%	±5.2
Speak a language other than English	27,096	±3,166	43.7%	±5.2
SPEAK A LANGUAGE OTHER THAN ENGLISH				
Spanish	2,127	±1,636	3.4%	±2.6
Other Indo-European languages	9,074	±2,517	14.6%	±4.1
Asian and Pacific Island languages	15,128	±3,105	24.4%	±5.0
Other languages	767	±561	1.2%	±0.9

Sources: <https://data.census.gov/cedsci/profile?g=1600000US5361115>

<https://www.census.gov/quickfacts/fact/table/sammamishcitywashington/RHI225221#qf-headnote-a>

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).

The City is not aware of any Title VI complaints 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.

During this reporting period, the City worked on several transportation planning activities, as described below. The City encourages community involvement through hybrid public meetings, in-person outreach /engagement events, and the City website.

ADA TRANSITION PLAN

In an effort to make Sammamish public facilities and programs accessible to all, the City has undertaken a comprehensive ADA Transition Plan process. The Plan was approved by City Council on March 16, 2021, and identifies barriers which impede access to City buildings, parks, and pedestrian facilities in the public right-of-way. This plan is continuously updated as ADA improvements are made to City Facilities. City facilities have been and continue to be surveyed based on compliance with current ADA (Americans with Disabilities Act) Title II standards. The planning process includes identification of physical barriers, categorization/prioritization of these barriers, and a schedule for barrier removal over time. The City replaces barriers annually as part of this project through a funded program in the 6-year Transportation Improvement Plan. The City annually looks at areas to improve and updates their list of recommended ADA amenities/replacement.

The City promotes the ADA Transition Plan through our website located here:

<https://www.sammamish.us/government/departments/public-works/current-projects/ada-transition-plan/>

COMMUNITY CONNECTIONS (METRO FLEX, COMMUNITY RIDE, COMMUNITY VAN, & SCHOOLPOOL)

The City partners with King County Metro to deliver an alternative transit program called Community Connections. Community Connections implements three separate programs, Metro Flex (formerly Community Ride), Community Van, and SchoolPool. These programs started in 2019 (Metro Flex and SchoolPool) and 2020 (Community Van). In March 2022, Metro extended the Community Van pilot program in the City of Sammamish through 2024. These programs offer flexible transit services to meet the mobility needs of community members who rely on non-personal vehicle transport. Metro Flex has been well used by the City's senior populations, who use it for recreation, doctor appointments, grocery store trips, and more. The City continues to promote these services in a myriad of ways, including eNews, social media, print newsletter, outreach directly to non-profits and other service providers, in-person events, and more. More information about each program is provided below and on the City's website here: <https://www.sammamish.us/our-community/getting-around/>

Community Ride & Metro Flex

In March 2023, Metro Flex replaced Community Ride as an on-demand neighborhood transit service. The community can ride anywhere in the service area, for the same cost as a bus trip. Metro Flex does not follow a fixed route. Instead, it picks up passengers from their location and drops them off at their destination within a specified service area. Rides are booked same day through an app. The app will always list the best transit choices based on rider pickup and drop-off points—whether that's a Metro Flex ride, a trip on the bus, or another transit service. In October 2024, Metro Flex expanded the Sammamish service area to include Issaquah. More information about MetroFlex can be found on King County's webpage here: <https://kingcounty.gov/en/dept/metro/travel-options/metro-flex>

Community Van

The Community Van Program is a rideshare program providing community members with shared rides, either one-time or recurring, to popular destinations throughout the region. Trips are available throughout the day, evening, and on weekends to provide residents with customized options for getting around when bus service does not meet their needs. Trips must be scheduled in advance through the Community Transportation Coordinator (CTC). The CTC is also responsible for maintenance of the vehicles, recruitment of volunteer drivers, training, outreach, and many other supporting tasks.

Each trip relies on community volunteer drivers who dedicate their time and energy to meeting mobility needs of others in the community. Even though the pilot launched during COVID-19, the program has seen strong growth in ridership and interest amongst the community. The City is continuing to provide outreach to the community regarding the program while also continuing to work with Metro for additional services. More information about Community Van can be accessed on the City's website: <https://www.sammamish.us/our-community/getting-around/community-van/>

SchoolPool

Metro SchoolPool connects students and families looking to travel together. SchoolPool is a way for cities and schools to make it safer, easier and more fun for families to get to school by walking, rolling, or carpooling. (Rolling includes biking, using a wheelchair, riding scooters, etc.)

Sammamish SchoolPool is a program in partnership between City of Sammamish, local schools, and King County Metro to carry out Safe Routes to School efforts and reduce traffic on our streets. Parents interested in participating must connect with their school administration or PTA to see if their school is participating or to ask for school participation. More information about SchoolPool can be found on King County's webpage here: <https://kingcounty.gov/en/dept/metro/rider-tools/schoolpool>

PAVEMENT MANAGEMENT

The City maintains over 415 lane miles of public roadways. In 2021, the City hired a consultant to document and assess the pavement condition of every lane mile of public road in the City. The information collected during that assessment was used to create multi-year pavement maintenance plans including overlays, sealants and other techniques to prolong the life of public streets. The City utilizes pavement management software to track pavement conditions and support the development of long-term maintenance plans.

In the 2023-2024 reporting period, design phase for 2024 pavement improvements were completed; construction phase for the 2023 and 2024 pavement projects can be found in section 9 of this report. In addition, the City began working on a Pavement Management Strategic Plan, which is planned for completion in 2025. The plan will include an updated pavement condition assessment, policy and methodology recommendations for the pavement management program, as well as plans for improvements for the next 4-6 years.

The City publishes information related to pavement management on its website:

<https://www.sammamish.us/projects/pavement-management/>. The Pavement Management Program is included as a program in the 6-year Transportation Improvement Plan, and draft Citywide Capital Improvement Program (CIP), and draft 2025-2026 budget.

6. RIGHT-OF-WAY ACTIONS

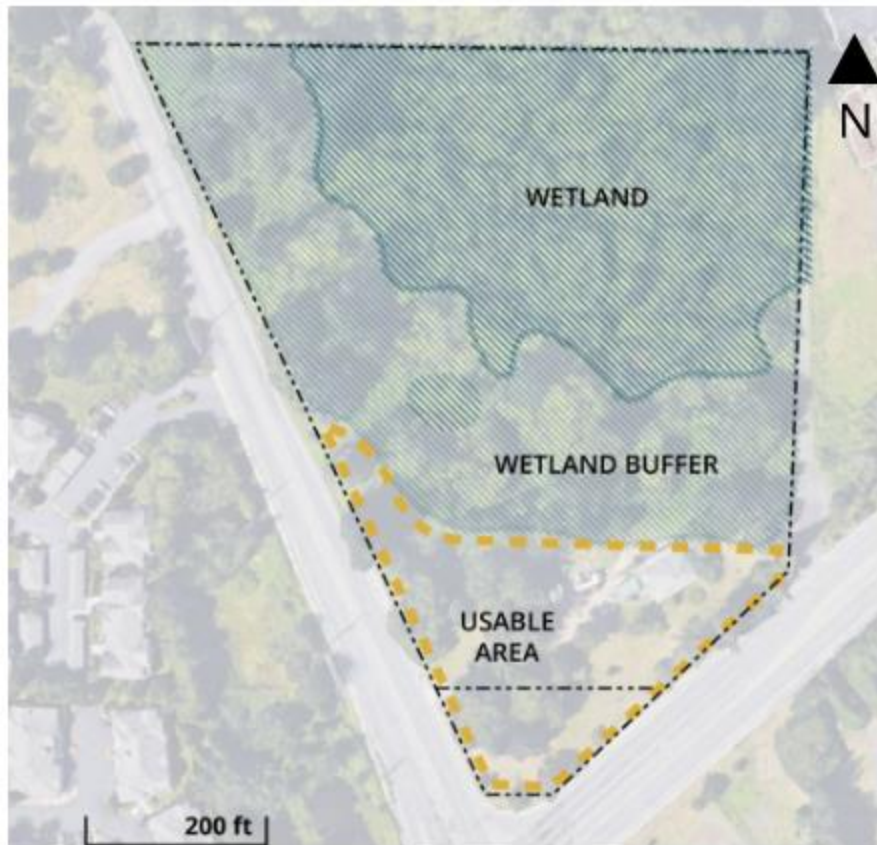
Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

As part of the Louis Thompson Tightline Project, (see section 9 for project description) right of way (ROW) easements were required for construction along the frontage of 17 properties. The majority of the property owner residents are Caucasian (one owner of which being from the Middle East), while three owners are Asian. One property is owned by a homeowner's association and a second by a water district.

The City also obtained a sidewalk easement along the north side of SE 20th Street, east of 220th Ave. SE for a sidewalk constructed outside of the ROW. The property owner is Asian.

South Yard Acquisition

The City has purchased two adjoining parcels, totaling 7.63 acres of land, at the corner of Issaquah Pine Lake Road & Issaquah Fall City Road (approximate address 5124 ISSAQUAH-PINELAKE RD SE 98029). These parcels have conceptually been evaluated and there is anticipated to be approximately 1 acre of usable land (see below exhibit) which will be, at present, used for material storage for the Public Works teams.



7. RIGHT-OF-WAY ACQUISITIONS

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

The City typically includes right-of-way acquisition as an element of the design process for City capital improvement projects, completed by City consultants. City legal staff and City project engineers assist as needed.

Consultants:

Universal Field Services, Tony MacDonald, Korean, Asian, USA.

Universal Field Services, Ron Sharp, Caucasian, White, USA.

CBRE, Tim Lovell, white, USA

CBRE, S. Murray Brackett, white, USA

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 following transportation studies were implemented, worked on, and/or completed during the reporting period:

2025-2030 TRANSPORTATION IMPROVEMENT PLAN (TIP)

The City's Transportation Improvement Plan (TIP) is a 6-year planning document that identifies transportation and non-motorized capital improvement projects. The TIP is prepared through a collaboration between numerous Public Works Department Divisions, the Community Development Department, the Finance Department, and with input from the community. The 2025-2030 TIP includes the following ongoing Transportation Programs:

- Sidewalk Gap & Non-motorized Program
- Neighborhood Traffic Management Program
- Streetlight Enhancement Program
- School Zone Safety Improvement Program
- Intelligent Transportation Systems Program
- ADA Barrier Remediation Program
- Pavement Management Program
- Transit Enhancement Program

The 2025-2030 TIP also includes the following project categories:

- Traffic, Safety, & Non-motorized Improvement Projects
- Connection Projects
- Corridor Improvement Projects
- Regional Projects

The 2025-2030 TIP was adopted by Sammamish City Council at the June 18, 2024 City Council regular meeting via Resolution [R2024-1058](#). Prior to the adoption, the TIP was presented at the following public meetings: April 9, 2024, May 14, 2024, June 4, 2024, and June 18, 2024. The meeting held on June 4, 2024 was a public hearing in which the City Council received public testimony. The City's 2025-2030 TIP, including the Funded Project and Program Guide, can be found here:

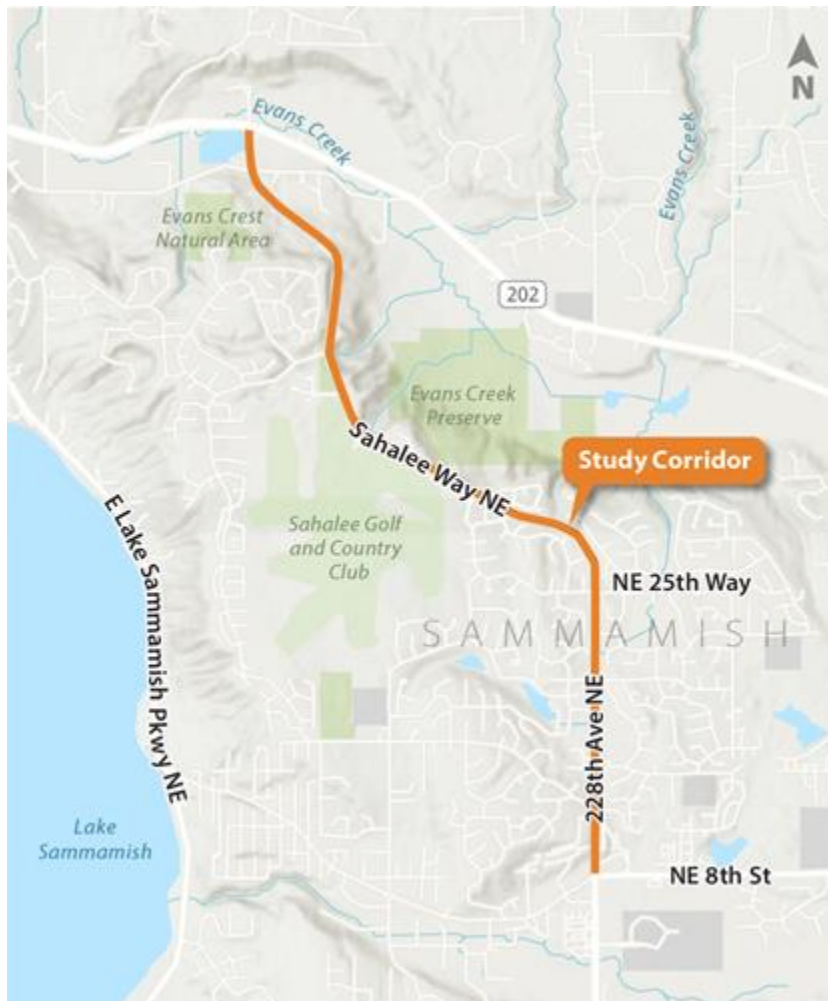
<https://www.sammamish.us/media/hayiaftk/2025-2030-tip-guide-adopted-version.pdf>

SAHALEE WAY CORRIDOR STUDY

The City chose Perteet Inc. for a corridor study to prepare preliminary engineering and traffic analysis of the road corridor. During this reporting period, the study has included outreach and community

involvement. Translation services were available upon request (e.g. translation services offered on mailers for public meetings). The study will analyze traffic projections from the updated forecast travel demand model and recommend alternatives for improving the corridor in an initial phase. 10 options were presented to the City by Pertteet to which the City has narrow down the options from 10 to 6. Additional analysis will be occurring during the next reporting period where the options will be narrowed further down to 3 options. Those options, with concept design for each, will be presented to the City council and the public for comment. A final design will be chosen from which a 30% engineering plan will be created.

The project webpage: <https://www.sammamish.us/projects/sahalee-way-corridor-improvements/>



TRANSIT PLAN

The City of Sammamish recognizes that as it has grown, transportation has become a significant issue affecting many aspects of life in Sammamish. As there are more opportunities for jobs, recreation, and services in Sammamish, the City must be intentional with how the transportation system changes to ensure our community's values and vision are reflected in the future. Transit plays an integral role in

getting Sammamish residents where they need to go now and into the future. In 2024, the City completed its first Transit Plan.

The Transit Plan provides data, strategies, and planning for the City including a project list that the City has not had in the past to help encourage transit use and improve the transit service throughout the City. The information from this city-wide Transit Plan identifies opportunities and constraints to better transit service, inform the development of the Transportation Element of the Comprehensive Plan Update, Transportation Master Plan (TMP), engage the community, and, among other things inform future Transportation Improvement Plans (TIP) with transit-supportive capital projects.

The Transit Plan team provided a number of opportunities for public engagement. A statistically valid survey was conducted in June 2023 with a report of findings completed in [August 2023](#); this report includes demographic information of the respondents on page 48 of the linked pdf. An in-person (recorded) [Open House](#) was held on June 29, 2023. City staff hosted a booth at the Sammamish Earth Day Event on April 22, 2023; hosted a booth at the Sammamish Farmer's Market on June 15, 2023 and July 26, 2023; and hosted a booth during the Sammamish Block Party on September 30, 2023. The goal of these outreach event booths was to engage with the public to better understand the barriers and needs for improvement to the transit network. Additionally, throughout the summer of 2023 an interactive map was available on the Transit Plan project website for individuals to provide input on specific locations related to transit concerns/needs; this interactive map can be accessed [here](#). In addition to all of the above-mentioned public engagement opportunities, the City has also utilized a Technical Advisory Committee and a Citizen Advisory Committee to provide input at different stages of the plan development. City Council received an update from staff during the December 5, 2023 meeting. A Public Hearing on the plan was held during the March 5, 2024 City Council meeting and continued to March 19, 2024.

The plan was adopted by City Council on March 19, 2024 via Resolution [R2024-1047](#). The Transit Plan project webpage can be found here: <https://www.sammamish.us/government/public-works/transportation-planning/sammamish-transit-plan/>

TRANSPORTATION MASTER PLAN

The City of Sammamish is currently working on its first Transportation Master Plan (TMP) that will shape the city for years to come by providing a strategic framework that will guide transportation decisions and investments for the next 20 years in support of the long-term vision for the city. The goals and policies in the Transportation Element of the City's Comprehensive Plan Update serve as the foundation for the TMP. The TMP will be adopted by reference into Volume 2 of the City's Comprehensive Plan Transportation Element and will provide the framework for developing a multi-modal transportation network that will enhance greater connectivity within the city and to the region. In April of 2024, the City entered into a Task Order with DKS Associates for support in the continued drafting and finalization of the TMP.

The TMP addresses existing and future conditions, roadway classifications, levels of service, transit and modes, transportation improvements, financing strategies, system concurrency management. It includes the technical basis for multi-modal transportation system development, and future improvement of

transportation programs and facilities guided by the goals and policies in the Transportation Element of the City's Comprehensive Plan. The TMP proposes a prioritized list of projects, programs, and strategies that advance the transportation vision and goals, meet Growth Management Act (GMA) requirements, and reflects input from the community.

There have been many opportunities for public participation this past year as the TMP has been discussed at various Planning Commission and City Council meetings:

- March 7, 2024 – Planning Commission: Introduction to the TMP;
- May 1, 2024 – Parks Commission: Introduction to the TMP;
- May 16, 2024 – Planning Commission: Update on the Progress of the TMP;
- July 2, 2024 – City Council: Introduction to the TMP;
- July 18, 2024 – Planning Commission: Draft TMP Presentation;
- August 29, 2024 – Planning Commission: Public Hearing & Recommended Adoption to City Council; and
- October 8, 2024 – City Council: Draft TMP Work Session.

The Sammamish City Council is anticipated to consider the TMP for adoption at the December 3, 2024 meeting following a public hearing at the November 19, 2024 meeting. Following adoption, the TMP will be bundled with Comprehensive Plan update and transmitted to Puget Sound Regional Council for plan certification and the Notice of Adoption for Washington State Department of Commerce.

TRANSPORTATION ELEMENT – 2024 COMPREHENSIVE PLAN UPDATE

The City of Sammamish is currently working on our 2024 Comprehensive Plan Update. As part of this effort, the Public Works Department provided updates to the Transportation Element Volume 1. Information that has previously been found in Volume 2 of the Transportation Element is now included in the TMP and will be referenced appropriately in the Comprehensive Plan. These updates to the Transportation Element, Volume 1 of the Comprehensive Plan and the creation of the first Sammamish TMP are in part done to satisfy the Growth Management Act (GMA) periodic update requirement for 2024.

A significant amount of public outreach occurred in 2023 and was documented in the 2023 Title VI Report. Review of the preliminary draft of the 2024 Comprehensive Plan began in April 2024. Numerous public meetings have been held including the following Planning Commission meetings:

- April 4, 2024 – Review of Preliminary Draft of Comprehensive Plan;
- April 18, 2024 – Continued Review of Preliminary Draft of Comprehensive Plan;
- May 16, 2024 – Community Development Director's report on Comprehensive Plan Update Process Recap;
- June 20, 2024 – Continued Review of Preliminary Draft of Comprehensive Plan; and
- July 25, 2024 – Public Hearing and Recommendation to City Council.

A public open house was held on June 20, 2024 from 5:30pm to 6:30pm at City Hall for the community learn about the key policy ideas in the plan, ask questions, and provide feedback. City Council meetings include the following dates leading up to adoption by the end of 2024:

- July 16, 2024 – Presentation: Introduction to the Draft Comprehensive Plan;
- September 3, 2024 – Review of Draft Comprehensive Plan;
- October 15, 2024 – Continued Review of Draft Comprehensive Plan;
- November 5, 2024 – Anticipated Continued Review of Draft Comprehensive Plan
- December 3, 2024 – Anticipated Public Hearing; and
- December 17, 2024 – Anticipated Continued Public Hearing and Adoption.

The update of the Transportation Element has been focused on a review and update of the existing goals and policies, with other items being incorporated into the TMP including: an inventory of the Existing Conditions; newly created Multimodal Level of Service (MMLOS) for the city; an inventory of Future Conditions; an outline the Public Outreach efforts; the Future Vision of the transportation system; and Plan Implementation including financial strategies and the 20-year capital project list (unconstrained project list). The work that was completed through the Transit Plan effort and the most recent 6-year TIP has also helped inform the Transportation Element. Additionally, staff is utilizing the guidance checklists from WA Department of Commerce, Puget Sound Regional Council, and King County Metro as we work on updating the Transportation Element.

The 2024 Comprehensive Plan is required to be adopted by December 31, 2024. The draft 2024 Comprehensive Plan can be found on the City's webpage: <https://www.sammamish.us/news/2024-comprehensive-plan-update/>

ADA TRANSITION PLAN

In an effort to make Sammamish public facilities and programs accessible to all, the City has undertaken a comprehensive ADA Transition Plan process. The Plan was approved by City Council on March 16, 2021, and identifies barriers which impede access to City buildings, parks, and pedestrian facilities in the public right-of-way. This plan is continuously updated as ADA improvements are made to City Facilities. City facilities have been and continue to be surveyed based on compliance with current ADA (Americans with Disabilities Act) Title II standards. The planning process includes identification of physical barriers, categorization/prioritization of these barriers, and a schedule for barrier removal over time.

More details can be found here: <https://www.sammamish.us/government/departments/public-works/current-projects/ada-transition-plan/>

CROSSWALK EVALUATIONS

The City of Sammamish's Traffic Group pedestrian crosswalk evaluations at three locations. The City coordinated with the School District regarding safety concerns, student crossing habits, and know vehicle movements. Crossing locations were at 228th Avenue SE and SE 13th Way, SE 24th Street and Audubon Park Drive SE, and SE 8th Street across from Skyline High School.

SPEED ASSESSMENT PROGRAM

The City of Sammamish conducted a Citywide speed assessment of the street network. The purpose of the assessment was to determine whether street speed limits need to be increased or reduced.

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.

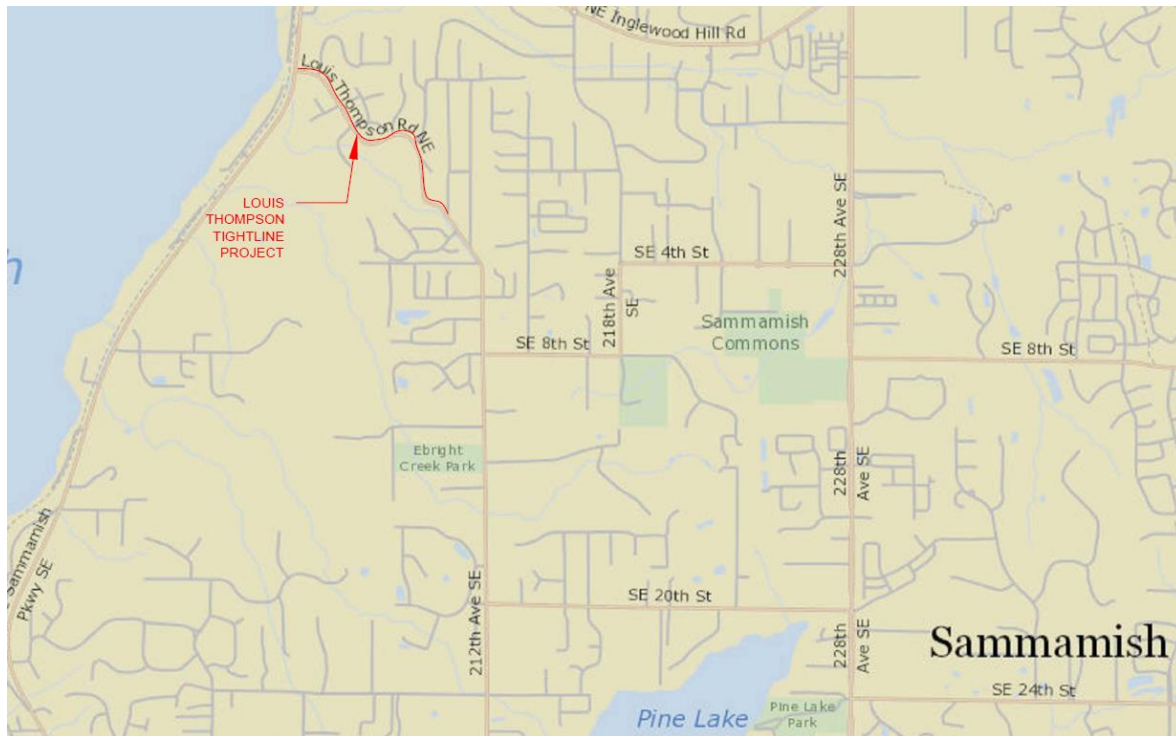
LOUIS THOMPSON ROAD TIGHTLINE PROJECT

This project completed design in 2024 and construction started in August 2024. Construction anticipated to continue through the end of October 2025. The project extends from East Lake Sammamish Parkway SE along Louis Thompson Road SE to 210th Place SE. The project is a stormwater conveyance project to help address flooding and erosion issues along the roadway as well as improve water quality within the Zackuse Drainage Basin. As part of this project, the City will be including curb, gutters, and sidewalks along the northeast side of the street while also providing a bike lane. ADA ramps will be included on all intersections to the maximum extent possible.

Borings and locates have taken place, utilities poles wires have been relocated in areas, and water main construction is underway. The project will provide safer pedestrian access, reduce erosion issues, provide additional water quality for stormwater, and replace the existing AC water line to ductile iron (water portion will be owned and operated by Sammamish Plateau Water District).

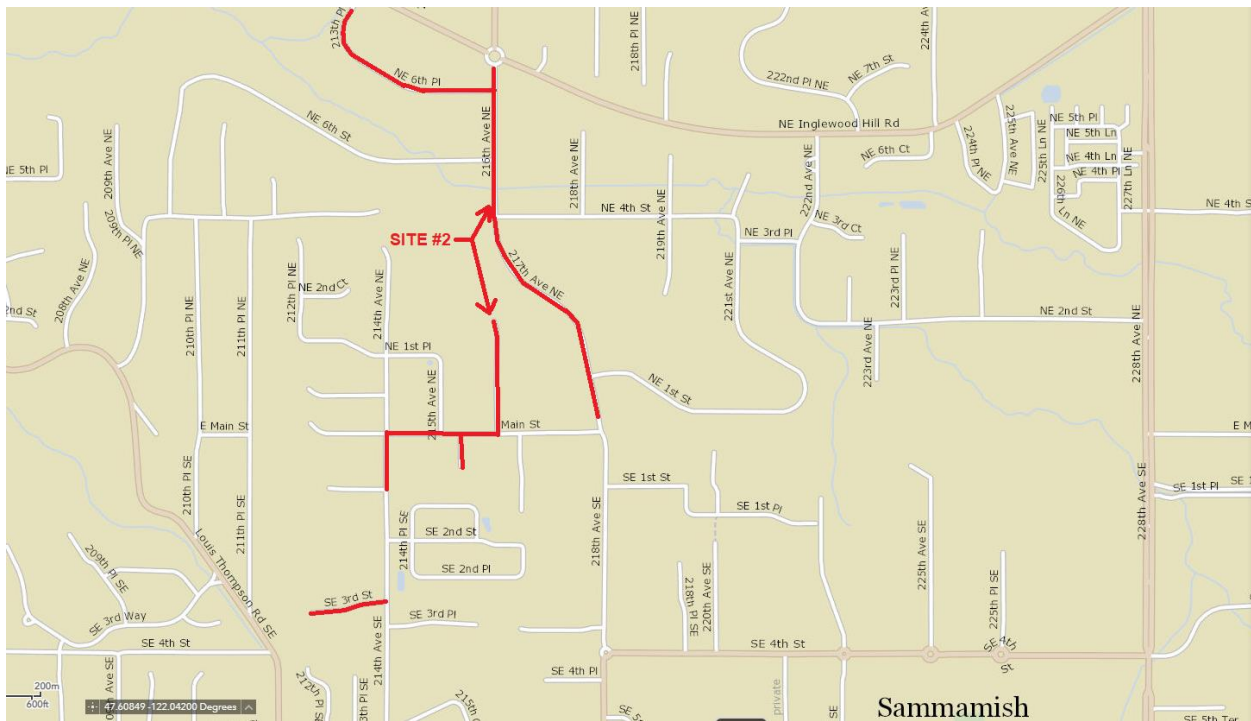
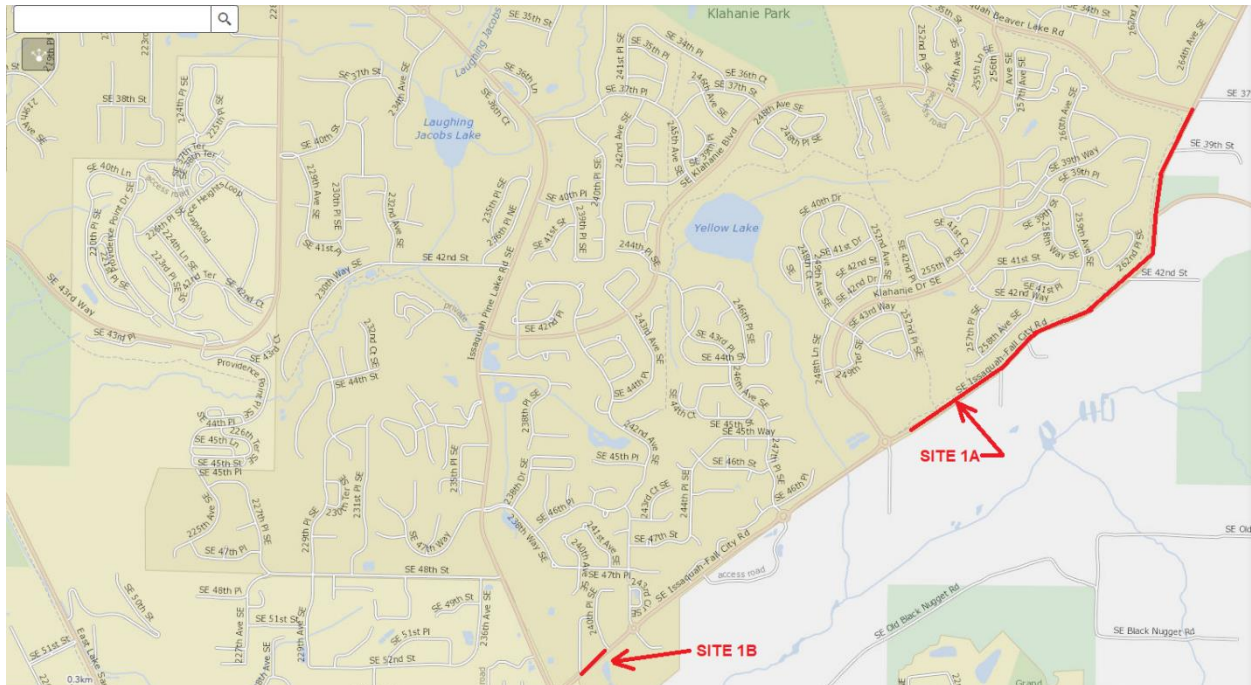
While construction is underway, residents may be impacted by typical traffic delays caused by single lane closures and construction flagging. The City held a virtual public meeting on August 7, 2024 to discuss project impacts and how residents may stay informed during construction and changing traffic impacts. The meeting was advertised on social media, email subscriber notices, and bulk mailing to the adjacent postal zones and there were 19 attendees. Attendees were also invited to provide voluntary demographic information.

Map of Project Location:



2024 PAVEMENT PRESERVATION

The City of Sammamish 2024 Overlay Project provided the resurfacing of roads at two separate locations in the City. Site 1 was along Issaquah-Fall City Road, from Klahanie Dr SE to SE Issaquah-Beaver Lake Rd. Site 2 included multiple smaller sections of roads in the Inglewood Hill neighborhood. The major items of work include effort to remove the top layer of existing pavement, perform pavement repairs, and then place a new layer of hot-mix-asphalt pavement and new pavement markings. Resurfacing of the roads reduces the need for full reconstruction, removes cracking, potholes, and potential safety hazards. Reduced access and delays occurred during the overlay process. Coordination with the school district was paramount as student release times interfered with construction. The overlays were scheduled during summer break; however, staff still coordinated with the School District in the event they had summer programs in session.



2024 PAVEMENT MAINTENANCE

Public Works Maintenance Crews completed pothole repairs as needed throughout the report period, in addition to roadway grinding and patching. In addition, the following streets were repaired utilized gap mastic product:

- East Lake Sammamish Parkway SE (3000 block)

- 212th Ave SE and Eastside Fire Station, Se 20th, SE 18th, 800 block, SE 8th, SE 5th and bridge
- 228th Ave NE at Deerfield Park and at 1300 block
- E Beaver Lake Dr SE at Beaver Lake Preserve, and 1600, 1700, and 1900 blocks
- Sahalee Way

2024 ADA BARRIER REMOVAL PROJECT

This project focused on remediating non-compliant sidewalk ramps and removing hazards in the pedestrian access routes along 228th Ave SE between SE 8th Street and SE 30th Street. The retrofits and repairs included removing and replacing existing concrete curb, concrete sidewalk, curb ramps, asphalt pavement, traffic control devices, and/or roadway striping. Some construction activity caused traffic delays and additional safety measures were needed to protect movements to City Hall, nearby schools, and surrounding neighborhoods.

Project information can be found on the City's webpage: <https://www.sammamish.us/projects/2024-ada-barrier-removal-project/>

SE 24TH SIDEWALK IMPROVEMENT PROJECT

This project included the addition of a sidewalk and bike lane on the south side of SE 24th Street, between 251st Avenue SE and the Lodge at Beaver Lake, to provide the community with a safe path to the park and its facilities, while minimizing the impact on the environment. The project also included new curb & gutter, 6-foot-wide sidewalks, low impact development stormwater features, and new storm drainage conveyance system connections. Construction of the sidewalk caused periodic delays in traffic entering the Lodge parking lot. Additional safety measures were taken to ensure pedestrians could access the park during construction.

Project information can be found on the City's webpage: <https://www.sammamish.us/projects/se-24th-street-sidewalk-project/>

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.

CITY COUNCIL & PLANNING COMMISSION MEETINGS

Due to the COVID-19 pandemic and the Governor's emergency Proclamation 20-28, all City Council meetings during the reporting period were held via GoToMeeting or Zoom Webinar. Since May 3, 2022, City Council meetings have been both virtual and public have been allowed to attend in person. Regular Meetings are held the 1st and 3rd Tuesdays of each month, and Study Sessions are held the 2nd Tuesday of the month. Council meetings, unless a Joint Planning Commission Meeting, begin at 6:30pm. Public Hearings are held during Regular Business meetings or at Planning Commission meetings. This practice has continued through this reporting period.

Transportation-related items discussed at Council meetings during the reporting period include:

- 2025-2030 Transportation Improvement Plan (TIP)
- Transit Plan Adoption
- Transportation Master Program
- 2024 Comprehensive Plan Update (Transportation Element)
- Pavement Management, as part of the 2023-2024 Budget presentations in November 2022
- Project updates, contract awards, and consultant selection
- Direction from Council on particular studies and projects.

Public involvement is encouraged for meetings by promoting the meetings in the City's newsletter, webpage, social media, and oftentimes via publication in the Seattle Times.

Meetings can be viewed live via:

- City Website: www.sammamish.us/tv21
- City YouTube: <https://www.youtube.com/channel/UCouPqQz1MSudhAdgiriLC8A>
- Comcast Channel 21 (within Sammamish only)

Meetings can be viewed later and are available the day after the meeting via:

- City Website: www.sammamish.us/tv21
- YouTube: www.youtube.com/channel/UCouPqQz1MSudhAdgiriLC8A; YouTube offers translations in a lot of languages
- Comcast Channel 21 (within Sammamish)

PROJECT OPEN HOUSES AND COMMUNITY ENGAGEMENT

The following project open houses and community engagement opportunities were held in the 2023-2024 reporting year:

- Sahalee Corridor Study Open House & Survey

Sahalee Corridor open house was held in-person on April 24th, 2024 and included an available online survey component available April 3-26. The intent was to invite resident feedback on their use of the corridor, and interest in enhancements for sidewalks, bike lanes and transit facilities. There was a voluntary demographic self-reporting component with these responses:

Fifty percent (169 respondents) identified as White or Caucasian, and 15 percent (50 respondents) identified as Asian. Twenty-two percent (73 respondents) declined to identify their race or ethnic origin.

Other community engagement opportunities, including surveys, are described within each planning effort and project in Sections 5 and 8.

- Louis Thompson Road Tightline Project Open Houses

Staff held a virtual Open House on August 7, 2024. The intent was for residents to understand the temporary construction impacts to their neighborhood. Postcards were mailed to the surrounding postal

zones and translations were offered, including on the project webpage. Staff received voluntary self-reported demographic information.

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

The City does not have a Transportation Planning Committee; members of our Transportation Division are included in Section 2 above.

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.

During the reporting period, our transportation-related public meetings consisted of City Council meetings, Planning Commission meetings, surveys, and open houses for specific projects. Surveys requested demographic information of meeting attendees was asked for but not required. Other community engagement opportunities, including surveys, are described within each planning effort and project in Sections 5 and 8.

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.

The City did not receive any language assistance service requests during the reporting period for City Council meetings.

Transit Plan survey translation

11. TRANSPORTATION-RELATED CONSTRUCTION & CONSULTANT CONTRACTS

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 follows processes in its purchasing manual and applicable chapters in Title 39 RCW to advertise and award for consultant and construction contracts. Depending on the complexities of the project the City either publishes project specific advertisements in the Seattle Times - the City's official newspaper - for a minimum of two consecutive weeks, or utilizes the MRSC's Small Works, Consultant, and Vendor Rosters (Resolution No. R2015-647).

12. ACTIONS TO PROMOTE CONSTRUCTION CONTRACTOR / CONSULTANT COMPLIANCE

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 reviews consultant statements of qualifications and selects a consultant based on project specific scoring criteria; then negotiates with the consultant to develop a final scope and fee. For construction projects, the City awards projects to the lowest responsible bidder following the appropriate advertisement process – public advertisement or small works.

The following standard Title VI Assurance is included in the City's project advertisements, both for consultants and contractors:

"The City of Sammamish, 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."

Additionally, our standard contracts have been modified to include Appendix A. See Attachment C. The City is working to include certification forms like forms used for federal aid projects, e.g. WSDOT Form [420-004](#) to ensure that contractors are complying to the Title VI requirements described in Appendix A and incorporate Title VI discussion into preconstruction meetings.

For construction projects utilizing WSDOT/APWA specifications, Title VI Contractor Responsibility specifications are included. These requirements are discussed with the contractor at pre-construction meetings and tracked for compliance when required.

13. TRANSPORTATION-RELATED CONSTRUCTION & CONSULTANT CONTRACTS

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).

See attached spreadsheet in Appendix F.

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.

The City's core Title VI team, along with representatives from each City department, met quarterly in 2023 and 2024. In addition, the City continued to implement Title VI coordination meetings with other neighboring cities, with the intent of sharing best practices, initiating discussions, and fostering coordination amongst peer cities.

The City is actively coordinating with the City of Bellevue to partner with and attend the training they provide their staff.

Trainings attended from 10/2023 - 9/2024:

Date Completed	Activity	Staff Member	Title
9/9/24	PWX 2024: Employee Recruitment	Stamatiou, Greg	Deputy Director
9/8/24	PWX 2024: Mindful Leadership	Stamatiou, Greg	Deputy Director
10/16/24	Racial Equity Workshop	Linda Salhah	Traffic Engineering Manager
8/18/24	Promoting a Workplace Free of Harassment, Discrimination, and Retaliation- Employees	Linda Salhah	Traffic Engineering Manager
Sept 2024	Ethical Behavior for Local Government	ALL STAFF	
Sept 2024	Violence in the Workplace	ALL STAFF	
Sept 2024	Workplace Bullying	ALL STAFF	
Sept 2024	Diversity in the Workplace	ALL STAFF	
Sept 2024	Anti-Harassment in the Workplace	ALL STAFF	

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

All new hires with the City attend a Diversity in the Workplace training as part of their onboarding.

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

The City does not have a Transportation Planning Committee; members of our Transportation Planning Division within the Public Works Department are included in Section 2 above.

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.

During the reporting period, our transportation-related public meetings consisted of City Council meetings, Planning Commission meetings, and project open houses; a survey requesting demographic information of meeting attendees was provided and recorded. The Public Involvement form was added to the City's Title VI webpage as well as to project webpages.

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.

The City did not receive any language assistance service requests during the reporting period for City Council meetings.

15. TITLE VI GOALS FOR UPCOMING YEAR (OCT 2024 – SEPT 2025)

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.

2023-2024 ACCOMPLISHMENTS

The City, especially the Public Works Department, has had a tremendous amount of staff turnover and shortages throughout the past few years. Despite the challenges that we have faced, we are committed to improving our Title VI Program. In the 2023-2024 reporting year, we accomplished the following:

- Continued quarterly coordination meetings with the City Title VI team with the intent of increasing Title VI awareness and working towards goals identified in our prior reporting period. At least one staff member from each City department was encouraged to participate in the meetings.
- Maintained a City Title VI webpage
- Continued use of the Public Participation Involvement Form in a jot form format:
 - <https://www.sammamish.us/government/departments/public-works/title-vi/title-vi-public-involvement-form/>
- Maintained a Diversity, Equity, Inclusion, and Belonging (DEIB) Program
- Created a Racial Equity Team, established a formal charter, and created a Racial Equity Commitment Vision
- Drafted a Language Access Plan
- Established an on-call language service
- Coordinated with other jurisdictions on a shared translated document system to help share resources, information, and ideas.

2024-2025 GOALS

We are committed to rebuilding a Title VI program that is sustainable, provides various levels of redundancy within the City, and is adaptively managed. Here are some of the areas that we plan to focus on in the upcoming year:

- Continue and increase monitoring to ensure Citywide compliance
- Update procedures
- Continue internal quarterly coordination meetings with City Title VI Team to evaluate Title VI goals and accomplishments

- Continue to educate City staff regarding Title VI compliance: develop internal training, tools, and resources
- Continue on-call language translation service for use by any City team member
- Continued update of our City Title VI webpage on the City's new website and identify any potential discriminatory impacts early
- Grow our shared resource documents with other jurisdictions
- Continue to maintain DEIB Program and attain the following goals:
 - To propose and engage in the implementation of the City of Sammamish's racial equity workplan to achieve the outcomes in the adopted Racial Equity Commitment and Vision document.
 - To advise the City Manager's Office on racial equity efforts including workplan items, training, tools, and resources.
 - To engage with employees and community members to facilitate communication with City leadership regarding perspectives and views on equity-related issues.
 - To build organization capacity to dismantle systemic and institutional barriers.
 - To create an environment where a shared language and understanding of racism, oppression and implicit and explicit bias help to advance equity.
 - To celebrate what makes Sammamish unique and highlight opportunities to recognize diverse communities in the City.

- Goals of Racial Equity Workshop:

Racial Equity achieved in leadership, operations, and services for the City of Sammamish .

- Goal 1: Provide racial equity training for boards, commissions and councils.
- Goal 2: Strategize language translation and interpretation support for staff and community.
- Goal 3: Create and adopt a racial equity toolkit for decision-making.
- Goal 4: Assess racial equity impacts of policies, practices, and services of the City with a racial equity toolkit.
- Racial equity is achieved in the workplace and workforce.
- Goal 1: Assessing and making recommendations for recruitment and hiring processes.
- Goal 2: Assessing and making recommendations for retention, discipline and promotion.
- Goal 3: Determine city employee demographics.
- Goal 4: Provide racial equity training for all staff.
- Goal 5: Assessing and transforming workplace culture.

Racial equity is achieved by developing transparent budgets, plans and policies.

- Goal 1: Make budgets transparent
- Goal 2: Train City employees on reading budgets and decision-making processes around budgets.
- Goal 3: Create a racial equity budgeting lens as part of the racial equity toolkit.
- Goal 4: Research the current budget, policies and plans.

Racial equity achieved in outreach, community engagement, and partnerships:

- Goal 1: Review, understand and compile community demographics.
- Goal 2: Provide community engagement, cultural events and racial equity training for community members.
- Goal 3: Collect information on community-based organizations for engagement.