



Report for July 1, 2022 through June 30, 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](mailto: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): **Martin Pastucha**

Mailing Address: **1055 S Grady Way**

City: **Renton** WA Zip Code: **98057** County: **King**  
Phone #: **425-430-7311** email address: **MPastucha@rentonwa.gov**

Name and title of head of transportation-related services: **Martin Pastucha**

Mailing Address: **1055 S Grady Way**

City: **Renton** WA Zip Code: **98057** County: **King**  
Phone #: **425-430-7311** email address: **MPastucha@rentonwa.gov**

Name and title of designated Title VI coordinator\*: **Jim Seitz**

Mailing Address: **1055 S Grady Way**

City: **Renton** WA Zip Code: **98057** County: **King**  
Phone #: **425-430-7245** email address: **JSeitz@rentonwa.gov**

\*When the Title VI coordinator changes, notify [TitleVI@WSDOT.wa.gov](mailto:TitleVI@WSDOT.wa.gov) within 30 days.

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To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

### 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.

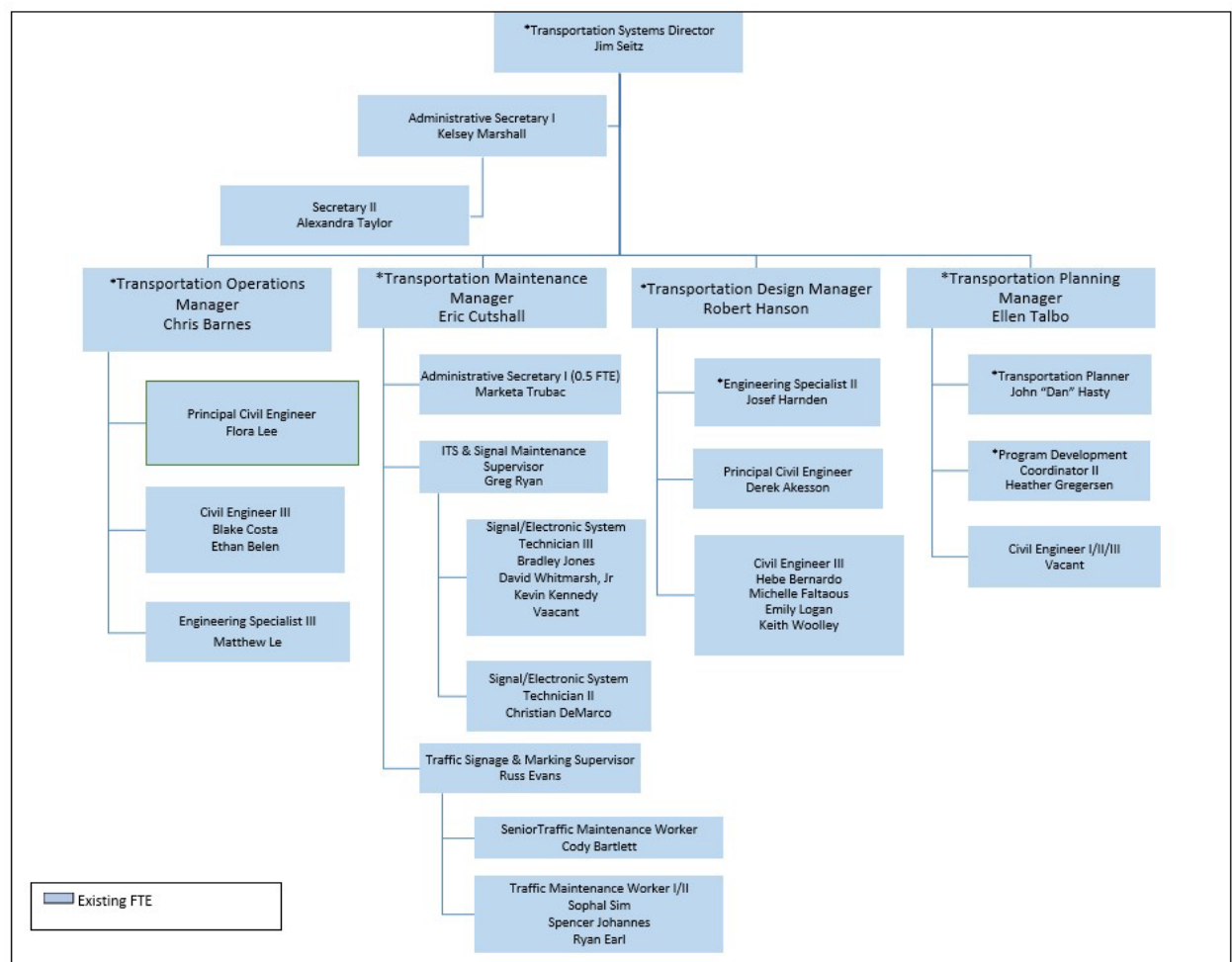
*The City is in the process of making updates to the Plan although those updates are still in development and being coordinated with the City's Communication and Administration groups. Updates, once adopted, will include new complaint procedures and a formalized language access plan.*

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 Transportation Systems Division Director, Jim Seitz, is the designated Title VI Coordinator. The Transportation Systems Director reports to the Public Works Administrator, who in turn reports to the Mayor.

The City of Renton's Transportation Systems Division is structured into four sections: Planning, Design, Operations, and Maintenance. These sections are responsible for the planning, design, construction and operations of the transportation system. The day-to-day administration of the Title VI program lies with the Title VI Specialists, under the direct supervision of the Transportation Systems Director.

Transportation Organizational Chart – individuals with Title VI responsibilities are marked with an \*



The number of specialists on the Title VI team represents the various sections within the Transportation Division. Information regarding color and national origin of each individual is not data that the City collects and is therefore unavailable. City of Renton Quarterly Diversity Reports for the fourth quarter of 2022 and first quarter 2023 are included as **Exhibit A** of this report.

- 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.**

*Please see attached **Exhibit B** outlining City of Renton neighborhood areas and planning demographics.*

- 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).**

*There were no Title VI complaints received, nor pending, for the reporting period of July 1, 2022 – June 30, 2023. A copy of the City’s complaint form and procedures is attached in **Exhibit C**. This form was updated in 2023 and is awaiting adoption alongside the updated Title VI Plan.*

- 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.**

*Planning activities during the reporting period include the annual development of the Six-Year Transportation Improvement Program (TIP), ongoing coordination/planning of the City’s Safer Access to Neighborhood Destinations (SAND) program, and an update to the Comprehensive Walkway Plan.*

*A public hearing was held during the TIP adoption process. No public comments were received during the Public review process.*

*The Safer Access to Neighborhood Destinations (SAND) program is a traffic safety education pilot effort that has been in development since early 2022. The project focuses on engagement activities geared towards school aged children, young drivers, and adults in order to improve safety and address traffic stress around schools. The city will host an in-person and interactive youth traffic safety academy that will feature opportunities for young adults to work directly with city officials and develop safe routes for walking, biking, and getting around in their neighborhoods. The academy program is open to all students citywide with focused recruiting efforts in three of the city’s vulnerable neighborhood areas (West Hill, Talbot, Benson-Cascade neighborhoods).*

*Community involvement consists of direct outreach with students through agency partnership with the Renton School District. City staff promoted the program through several city-hosted summer community booth events. An interactive website and map was developed for the project and used in promotions through the School district ([www.tinyurl.com/rentonSANDS](http://www.tinyurl.com/rentonSANDS) or [Safe Access to Neighborhood Destinations \(SAND\) Project \(arcgis.com\)](http://Safe Access to Neighborhood Destinations (SAND) Project (arcgis.com))).*

*The program is a demonstration pilot program and ongoing monitoring is not applicable at this time. At the completion of the project, staff will review program outcomes and successes alongside staffing resources to assess future implementation needs.*

*The Comprehensive Walkway Plan is a plan to identify areas in need of repair and improvement for better pedestrian safety and mobility. It relies on an approach that considers the following criteria as a means to identify and prioritize implementation of capital sidewalk and walkability projects:*

- *Pedestrian Safety and Barriers (Pedestrian collisions, access to/distance between barrier crossing such as high-volume arterials, distance between crosswalks, missing sidewalks)*
- *Connectivity to Community Facilities (Nearby land uses and major trip generators including downtown, schools, parks, major trails, senior housing, public facilities, hospitals, colleges, government centers, etc.)*
- *Connectivity to Transit (Access to transit stops)*
- *Continuity of Sidewalks (Presence and quality of sidewalks)*
- *Community Support (Public outreach and feedback)*
- *Equity and Opportunity (Areas where opportunity and access to public services range from low to high)*

*Virtual community outreach has been hosted through the project website featuring an interactive map where the public can geographically locate their individual comments ([Missing Sidewalks \(arcgis.com\)](https://arcgis.com)).*

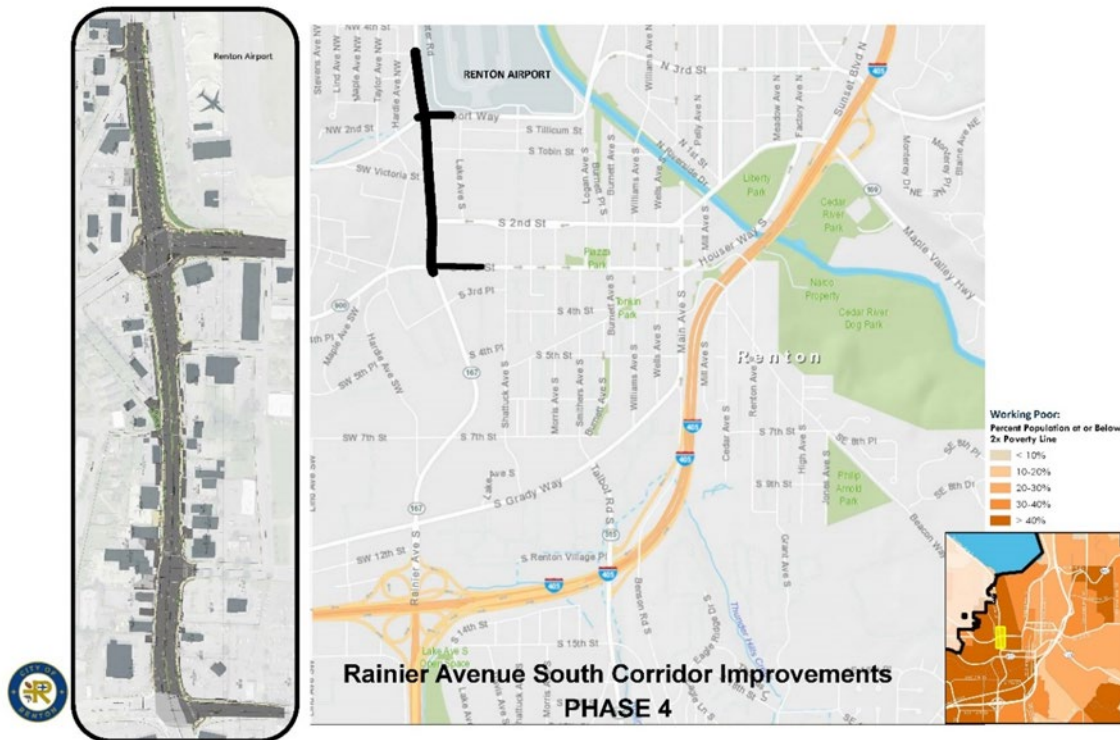
*The City hosts and provides access to a citywide virtual program for public complaints, concerns and other feedback about sidewalks or other infrastructure issues through “See Click Fix” ([Renton, WA - Report potholes, graffiti, street light out, and other community issues. - SeeClickFix - Web and Mobile Government 311](#)) . Public Works staff regularly monitors and reviews these form-based activities and uses the results to generate maintenance or response work orders for infrastructure issues.*

*Examples of public outreach materials and snips of the online databases can be found in **Exhibit D** of this report.*

**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).**

*The Rainier Avenue Corridor Improvements Phase 4 project completed the right-of-way process within the reporting period and began Construction. Below is a vicinity map of the project - please refer to **Exhibit B** for planning area demographics.*





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

*This is not information the City collects and is therefore unavailable.*

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.

*None during this reporting period.*

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.

**Rainier Ave Corridor Improvements - Phase 4**

**Benefits:** Improves traffic operations, reduces collisions, and provides greater ease of non-motorized and transit-based travel. Project extends previous corridor improvements from S 3rd St to NW 3rd Pl along Rainier Avenue S/N.

**Burdens:** *Disruptions to traffic flow and access to local businesses during construction.*

**Bronson Way Bridge – Seismic Retrofit and Painting**

**Benefits:** *Extends the service life of the bridge, increases safety, and reduces the seismic vulnerability.*

**Burdens:** *Disruptions to traffic flow during construction primarily felt by local businesses and those living in and around the project vicinity.*

*The project management team on the above-listed projects have and will take necessary steps to help mitigate potential issues through regular communication with those impacted. Updates are made to the public routinely via the City's project webpage, social media, flyers, and other direct mailers. Project communication/materials are translated into the languages identified within the vicinity of each project. Examples of public outreach are provided in **Exhibit E** of this report.*

**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.**

*During this reporting period, various public outreach techniques were employed for projects in Design and Construction including direct mailers, project fliers, in person meetings, meet the contractor events, website and email updates.*

*A public meeting was held on August 25, 2022 for the Lake Washington Blvd Speed Cushions project and a Meet the Contractor event for the Rainier Avenue Corridor Improvements Phase 4 project was held on Wednesday, March 1, 2023.*

*Examples of outreach materials and bulletins are included in **Exhibit E**.*

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

*The City formed the Renton Equity Commission in November 2021. The Commission is made up of 9 members and includes one youth representative between 18-25 years old, appointed by the Mayor and confirmed by Council. The Commission membership reflects the diversity of the City but not limited to, ethnicity, race, age, gender, faith, gender identity and expression, and profession. The Commission reviews City practices, policies, and/or procedures to provide recommendations. They recommend whether the practice, policy, or procedure may create or support inequity, including what community or communities may be impacted, and how those impacts may emerge. Commission then provides specific actions to resolve the identified inequities.*

**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.**

*The City of Renton has a form for collecting data on public hearing and public meeting attendees for Title VI reporting requirements. Signing in at a public meeting is voluntary. See **Exhibit F** for a copy of the form used by the City of Renton at its public meetings.*

**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.**

*There were no language assistance services requested during this reporting period. Please refer to Exhibit G for a listing of the language line services provided by the City.*

**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).**

*For Transportation-related Construction and Consultant Contracts, the City of Renton advertises and awards contracts in accordance with the current editions of applicable sections of the Washington State Department of Transportation (WSDOT) Local Agency Guidelines (LAG) Manual, the WSDOT Standard Specifications Manual, and the City's own applicable policies and procedures.*

**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?)**

*All contract provisions are reviewed by Transportation staff before contract approval to ensure that Title VI provisions are included and DBE goals, if any, are met. Prior to construction advertisement, the project's plans and specifications are sent to WSDOT – Local Programs to identify the specific scopes of work that are available as subcontracting opportunities. The Title VI requirements are included in the special provisions of the bid package. Projects advertised for construction are posted in the Builder's Exchange of Washington website, the City's website and local newspapers.*

*It is the policy of the City of Renton to comply with 49 Code of Federal Regulations, Part 26, to ensure that Disadvantaged Businesses, including minorities and women, have an equal opportunity to receive and participate in federally-assisted contracts. The City of Renton does not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate in connection with the award or performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin. Efforts made to use minority and female consultants during this reporting period include the following outreach activities:*

- *The City is a member of the Municipal Research & Services Center (MRSC) and selects professional services contractors from the MRSC Roster.*
- *Consultants Selection Procedures – Consultants are selected according to the procedures outlined in the RCW, and Local Agency Guidelines procedures for federally assisted projects. The City of Renton encourages all consultant firms that are registered in Washington State to conduct business and who possess the requisite professional license(s) to present their qualifications for highway design projects.*

- 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).**

*Please refer to **Exhibit H** for a list of executed contracts within the reporting period.*

- 14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.**

*The Title VI team continues to focus the review process on how to better integrate Title VI outreach efforts into the broader public involvement processes that reach diverse communities. We also continue to ensure staff work toward outreach efforts that include an understanding of Title VI responsibilities. As new information comes out it is disseminated to staff, so they remain current on federal and state guidelines.*

*The City adopted a Community Engagement 2022-2025 Infrastructure Plan in November 2022 that sought to necessitate a thoughtful, strategic and equitable approach to improve community engagement outcomes and services for all Renton residents. The 2022-2025 (3-year) community engagement infrastructure plan and framework recommendations were created to act upon Renton's commitment to engage with residents and community members inclusively and equitably – regardless of culture, income, gender, ability, immigration status, home ownership status, native language, and more. The purpose of this community engagement infrastructure plan is to operationalize and develop the systems, policies and practices to enact effective and streamlined community engagement throughout all departments.*

*In alignment with the City's Business Plan, five (5) strategic goals were identified to implement and advance equitable community engagement at the City of Renton over a 3-year period 2022-2025. A copy of the plan is attached in **Exhibit I** of this report.*

**Community Engagement Infrastructure Plan & Framework**

- Internal Community Engagement Infrastructure and Coordination
- Community Partnerships and Customer Service
- Accessible and Inclusive Participation
- Data, Research, and Information Hub
- Digital Engagement Capacity

*The City of Renton also has a formalized process for translating documents (updates are under development) and for providing translators and interpreters during public outreach efforts. A copy of the Translation Guidelines is attached in **Exhibit G** of this report.*

**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 did not participate in any training/webinars in this reporting period.

**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.**

*There was no internal training held during this reporting period.*

**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's focus on achieving these fundamentals is translated into ongoing training sessions called "Renton 101's" that staff are encouraged, and at times required, to attend. There are also specialized Manager's Meetings that are geared towards inclusion for those in leadership positions. At the fall quarterly leadership meeting held on October 27, 2022, a workshop was held titled Equitable Project Management. The training covered how to apply an equity lens to the various stages within managing a project, whether it was initiation, planning, risk, cost, schedule or outreach. Attached in **Exhibit J** is a copy of the materials provided to attendees. There were approximately 100 staff members in attendance.*

#### **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.**

- *Transportation Title VI Specialists will continue to work towards coordinating with HR and other internal Divisions to provide training opportunities to City Staff and formally update the Title VI Plan.*
- *Build off the Renton Community and Engagement Infrastructure Plan adopted in November 2022 and create resources to help Project Managers facilitate consistent and thoughtful outreach.*
- *Ensure records are maintained related to public engagement activities with underserved communities.*

# City of Renton Employee Diversity Report

For: Full Time, Hourly

All Employees		Total		Gender				Ethnicity															
				Female		Male		American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Unknown	
City Attorney																							
ALL	14	11	78.57%	3	21.43%			0	0 %	1	7.14%	1	7.14%	0	0 %	0	0 %	1	7.14%	11	78.57%	0	0 %
City Attorney Total:		14	11	78.57%	3	21.43%		0	0 %	1	7.14%	1	7.14%	0	0 %	0	0 %	1	7.14%	11	78.57%	0	0 %
Community and Economic Development																							
Admin	2	1	50.00%	1	50.00%			0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	2	100.00%	0	0 %
Development Engineering	15	3	20.00%	12	80.00%			0	0 %	1	6.67%	0	0 %	1	6.67%	0	0 %	0	0 %	13	86.67%	0	0 %
Development Services	19	6	31.58%	13	68.42%			0	0 %	3	15.79%	0	0 %	0	0 %	0	0 %	0	0 %	16	84.21%	0	0 %
Economic Development	8	6	75.00%	2	25.00%			0	0 %	0	0 %	2	25.00%	0	0 %	0	0 %	0	0 %	6	75.00%	0	0 %
Planning	13	8	61.54%	5	38.46%			0	0 %	1	7.69%	0	0 %	1	7.69%	0	0 %	1	7.69%	9	69.23%	1	7.69%
Community and Economic Development Total:		57	24	42.11%	33	57.89%		0	0 %	5	8.77%	2	3.51%	2	3.51%	0	0 %	1	1.75%	46	80.70%	1	1.75%
Court Services																							
ALL	17	16	94.12%	1	5.88%			1	5.88%	1	5.88%	2	11.76%	1	5.88%	0	0 %	2	11.76%	10	58.82%	0	0 %
Court Services Total:		17	16	94.12%	1	5.88%		1	5.88%	1	5.88%	2	11.76%	1	5.88%	0	0 %	2	11.76%	10	58.82%	0	0 %
Equity																							
ALL	10	6	60.00%	4	40.00%			0	0 %	1	10.00%	1	10.00%	1	10.00%	0	0 %	2	20.00%	5	50.00%	0	0 %
Equity Total:		10	6	60.00%	4	40.00%		0	0 %	1	10.00%	1	10.00%	1	10.00%	0	0 %	2	20.00%	5	50.00%	0	0 %
Executive Services																							
ALL	40	16	40.00%	24	60.00%			1	2.50%	8	20.00%	0	0 %	2	5.00%	0	0 %	0	0 %	29	72.50%	0	0 %
Executive Services Total:		40	16	40.00%	24	60.00%		1	2.50%	8	20.00%	0	0 %	2	5.00%	0	0 %	0	0 %	29	72.50%	0	0 %
Finance																							
ALL	24	19	79.17%	5	20.83%			0	0 %	1	4.17%	2	8.33%	4	16.67%	0	0 %	3	12.50%	13	54.17%	1	4.17%
Finance Total:		24	19	79.17%	5	20.83%		0	0 %	1	4.17%	2	8.33%	4	16.67%	0	0 %	3	12.50%	13	54.17%	1	4.17%

# City of Renton Employee Diversity Report

Exhibit A  
For: Full Time, Hourly

All Employees		Gender				Ethnicity															
		Female		Male		American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Unknown	
Human Resources Risk Management																					
ALL	16	15	93.75%	1	6.25%	0	0 %	0	0 %	2	12.50%	2	12.50%	0	0 %	1	6.25%	11	68.75%	0	0 %
Human Resources Risk Management Total:		16	93.75%	1	6.25%	0	0 %	0	0 %	2	12.50%	2	12.50%	0	0 %	1	6.25%	11	68.75%	0	0 %
Legislative																					
ALL	8	5	62.50%	3	37.50%	0	0 %	2	25.00%	2	25.00%	1	12.50%	0	0 %	0	0 %	2	25.00%	1	12.50%
Legislative Total:		8	62.50%	3	37.50%	0	0 %	2	25.00%	2	25.00%	1	12.50%	0	0 %	0	0 %	2	25.00%	1	12.50%
Parks and Recreation																					
ALL	140	62	44.29%	78	55.71%	1	0.71%	10	7.14%	6	4.29%	5	3.57%	2	1.43%	9	6.43%	106	75.71%	1	0.71%
Parks and Recreation Total:		140	44.29%	78	55.71%	1	0.71%	10	7.14%	6	4.29%	5	3.57%	1	1.43%	9	6.43%	106	75.71%	1	0.71%
Police																					
Commissioned	114	17	14.91%	97	85.09%	0	0 %	8	7.02%	8	7.02%	2	1.75%	2	1.75%	4	3.51%	90	78.95%	0	0 %
Non Commissioned	38	25	65.79%	13	34.21%	0	0 %	2	5.26%	1	2.63%	5	13.16%	0	0 %	1	2.63%	29	76.32%	0	0 %
Police Total:		152	27.63%	110	72.37%	0	0 %	10	6.58%	9	5.92%	7	4.61%	0	1.32%	5	3.29%	119	78.29%	0	0 %
Public Works																					
Admin	6	5	83.33%	1	16.67%	0	0 %	1	16.67%	0	0 %	0	0 %	0	0 %	0	0 %	4	66.67%	1	16.67%
Airport	7	1	14.29%	6	85.71%	0	0 %	0	0 %	0	0 %	1	14.29%	0	0 %	0	0 %	6	85.71%	0	0 %
Facilities	31	9	29.03%	22	70.97%	0	0 %	4	12.90%	5	16.13%	2	6.45%	0	0 %	3	9.68%	17	54.84%	0	0 %
Maintenance Services	87	5	5.75%	82	94.25%	2	2.30%	1	1.15%	5	5.75%	8	9.20%	1	1.15%	2	2.30%	67	77.01%	1	1.15%
Transportation	34	11	32.35%	23	67.65%	0	0 %	3	8.82%	0	0 %	1	2.94%	3	8.82%	3	8.82%	23	67.65%	1	2.94%
Utility Systems	25	5	20.00%	20	80.00%	0	0 %	2	8.00%	1	4.00%	0	0 %	0	0 %	3	12.00%	19	76.00%	0	0 %
Public Works Total:		190	18.95%	154	81.05%	2	1.05%	11	5.79%	11	5.79%	12	6.32%	0	2.11%	11	5.79%	136	71.58%	3	1.58%
Grand Total:		668	37.72%	416	62.28%	5	0.75%	50	7.49%	38	5.69%	37	5.54%	8	1.20%	35	5.24%	488	73.05%	7	1.05%

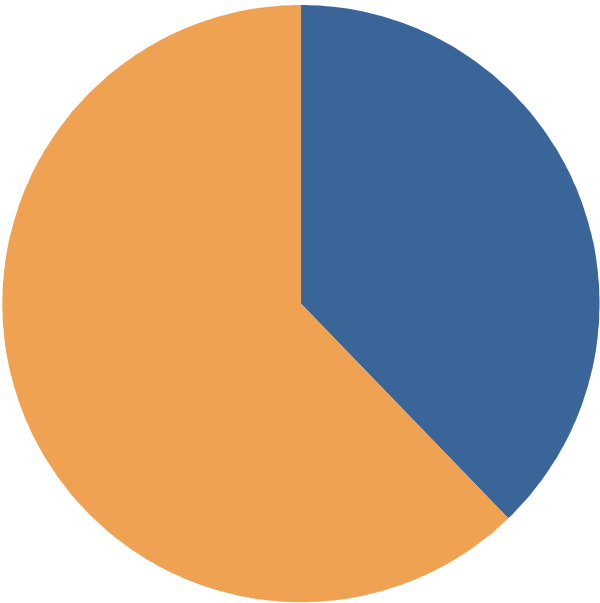


City of Renton Employee Diversity Report

Exhibit A  
For: Full Time, Hourly

Gender

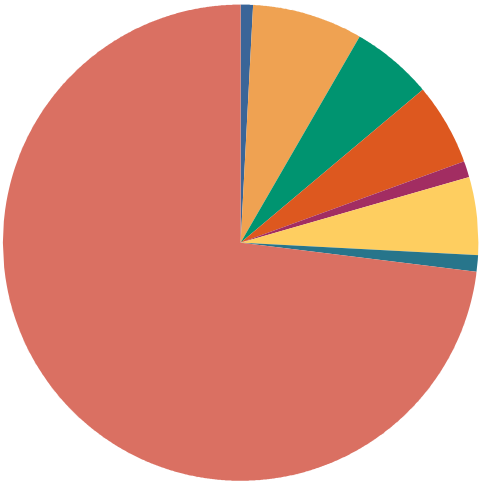
For All Employees



Female	37.7%
Male	62.3%
Total:	100.0%

Ethnicity

For All Employees



American Indian or Alaska Native	0.7%
Asian	7.5%
Black or African American	5.7%
Hispanic or Latino	5.5%
Native Hawaiian or Other Pacific Islander	1.2%
Two or More Races	5.2%
Unknown	1.0%
White (Non Hispanic)	73.1%
Total:	100.0%

City of Renton Employee Diversity Report

Exhibit A  
For: Full Time, Hourly

Leadership Only			Gender				Ethnicity																					
			Female		Male		American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Unknown							
Leadership			Total																									
Administrator			10	6	60.00%	4	40.00%	0	0	%	0	0	%	0	0	%	2	20.00%	0	0	%	0	0	%	7	70.00%	1	10.00%
Director			19	10	52.63%	9	47.37%	0	0	%	2	10.53%	1	5.26%	1	5.26%	0	0	%	1	5.26%	14	73.68%	0	0	%		
Elected			10	6	60.00%	4	40.00%	0	0	%	1	10.00%	2	20.00%	1	10.00%	0	0	%	0	0	%	5	50.00%	1	10.00%		
Executive			1	0	0	%	1	100.00%	0	0	%	0	0	%	0	0	%	0	0	%	0	0	%	1	100.00%	0	0	%
Manager			43	12	27.91%	31	72.09%	0	0	%	1	2.33%	1	2.33%	1	2.33%	0	0	%	3	6.98%	37	86.05%	0	0	%		
Supervisor			41	6	14.63%	35	85.37%	0	0	%	1	2.44%	2	4.88%	1	2.44%	1	2.44%	1	2.44%	35	85.37%	0	0	%			
Leadership Total:			124	40	32.26%	84	67.74%	0	0	%	5	4.03%	6	4.84%	6	4.84%	2	0.81%	5	4.03%	99	79.84%	2	1.61%				
Grand Total:			124	40	32.26%	84	67.74%	0	0	%	5	4.03%	6	4.84%	6	4.84%	1	0.81%	5	4.03%	99	79.84%	2	1.61%				

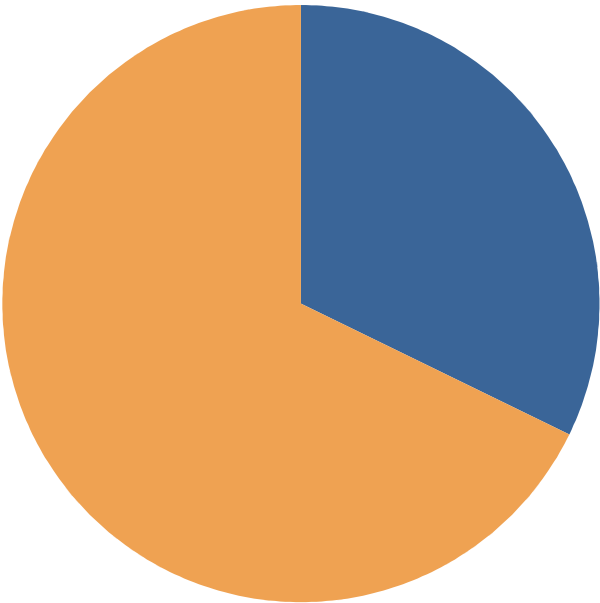
City of Renton Employee Diversity Report

Exhibit A

For: Full Time, Hourly

Gender

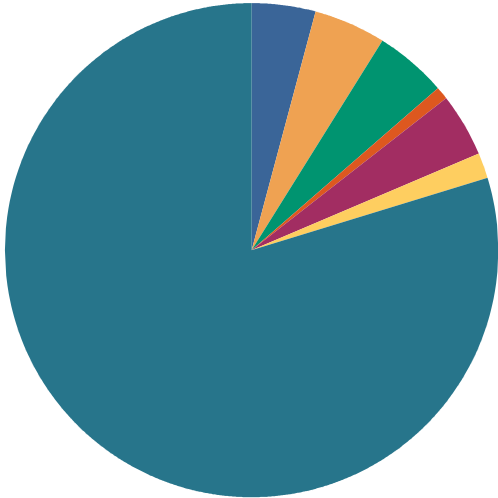
For Leadership Only



Female	32.3%
Male	67.7%
Total:	100.0%

Ethnicity

For Leadership Only



Asian	4.0%
Black or African American	4.8%
Hispanic or Latino	4.8%
Native Hawaiian or Other Pacific Islander	0.8%
Two or More Races	4.0%
Unknown	1.6%
White (Non Hispanic)	79.8%
Total:	100.0%

# City of Renton Employee Diversity Report

For: Full Time, Hourly

All Employees		Total		Gender				Ethnicity															
				Female		Male		American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Unknown	
City Attorney																							
ALL	14	11	78.57%	3	21.43%			0	0 %	1	7.14%	1	7.14%	0	0 %	0	0 %	1	7.14%	11	78.57%	0	0 %
City Attorney Total:	14	11	78.57%	3	21.43%			0	0 %	1	7.14%	1	7.14%	0	0 %	0	0 %	1	7.14%	11	78.57%	0	0 %
Community and Economic Development																							
Admin	2	1	50.00%	1	50.00%			0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	2	100.00%	0	0 %
Development Engineering	15	3	20.00%	12	80.00%			0	0 %	1	6.67%	0	0 %	1	6.67%	0	0 %	0	0 %	13	86.67%	0	0 %
Development Services	18	6	33.33%	12	66.67%			0	0 %	3	16.67%	0	0 %	0	0 %	0	0 %	0	0 %	15	83.33%	0	0 %
Economic Development	9	7	77.78%	2	22.22%			0	0 %	0	0 %	2	22.22%	0	0 %	0	0 %	0	0 %	7	77.78%	0	0 %
Planning	13	8	61.54%	5	38.46%			0	0 %	1	7.69%	0	0 %	1	7.69%	0	0 %	1	7.69%	9	69.23%	1	7.69%
Community and Economic Development Total:	57	25	43.86%	32	56.14%			0	0 %	5	8.77%	2	3.51%	2	3.51%	0	0 %	1	1.75%	46	80.70%	1	1.75%
Court Services																							
ALL	16	15	93.75%	1	6.25%			1	6.25%	1	6.25%	2	12.50%	1	6.25%	0	0 %	2	12.50%	9	56.25%	0	0 %
Court Services Total:	16	15	93.75%	1	6.25%			1	6.25%	1	6.25%	2	12.50%	1	6.25%	0	0 %	2	12.50%	9	56.25%	0	0 %
Equity																							
ALL	10	6	60.00%	4	40.00%			0	0 %	1	10.00%	1	10.00%	1	10.00%	0	0 %	2	20.00%	5	50.00%	0	0 %
Equity Total:	10	6	60.00%	4	40.00%			0	0 %	1	10.00%	1	10.00%	1	10.00%	0	0 %	2	20.00%	5	50.00%	0	0 %
Executive Services																							
ALL	41	17	41.46%	24	58.54%			1	2.44%	8	19.51%	0	0 %	2	4.88%	0	0 %	0	0 %	30	73.17%	0	0 %
Executive Services Total:	41	17	41.46%	24	58.54%			1	2.44%	8	19.51%	0	0 %	2	4.88%	0	0 %	0	0 %	30	73.17%	0	0 %
Finance																							
ALL	24	19	79.17%	5	20.83%			0	0 %	1	4.17%	2	8.33%	4	16.67%	0	0 %	3	12.50%	13	54.17%	1	4.17%
Finance Total:	24	19	79.17%	5	20.83%			0	0 %	1	4.17%	2	8.33%	4	16.67%	0	0 %	3	12.50%	13	54.17%	1	4.17%

City of Renton Employee Diversity Report

Exhibit A  
For: Full Time, Hourly

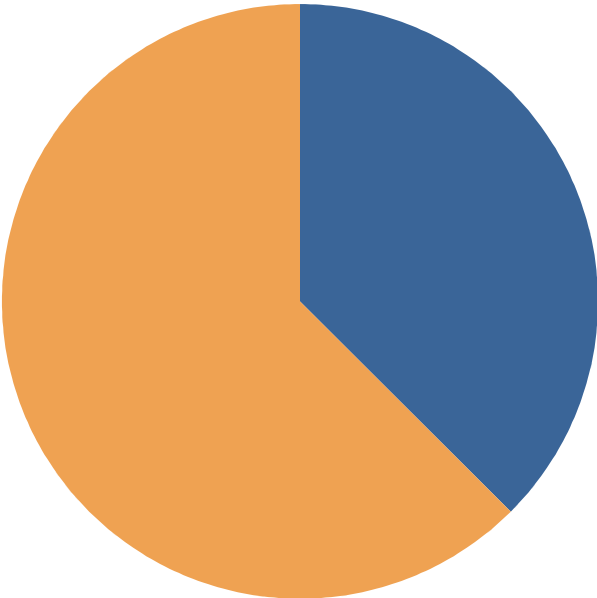
All Employees		Gender				Ethnicity															
		Female		Male		American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Unknown	
Human Resources Risk Management																					
ALL	16	15	93.75%	1	6.25%	0	0 %	0	0 %	2	12.50%	2	12.50%	0	0 %	1	6.25%	11	68.75%	0	0 %
Human Resources Risk Management Total:		16	93.75%	1	6.25%	0	0 %	0	0 %	2	12.50%	2	12.50%	0	0 %	1	6.25%	11	68.75%	0	0 %
Legislative																					
ALL	8	5	62.50%	3	37.50%	0	0 %	2	25.00%	2	25.00%	1	12.50%	0	0 %	0	0 %	2	25.00%	1	12.50%
Legislative Total:		8	62.50%	3	37.50%	0	0 %	2	25.00%	2	25.00%	1	12.50%	0	0 %	0	0 %	2	25.00%	1	12.50%
Parks and Recreation																					
ALL	142	62	43.66%	80	56.34%	1	0.70%	7	4.93%	6	4.23%	5	3.52%	2	1.41%	8	5.63%	112	78.87%	1	0.70%
Parks and Recreation Total:		142	43.66%	80	56.34%	1	0.70%	7	4.93%	6	4.23%	5	3.52%	1	1.41%	8	5.63%	112	78.87%	1	0.70%
Police																					
Commissioned	119	17	14.29%	102	85.71%	1	0.84%	8	6.72%	7	5.88%	2	1.68%	2	1.68%	4	3.36%	94	78.99%	1	0.84%
Non Commissioned	38	25	65.79%	13	34.21%	0	0 %	2	5.26%	1	2.63%	6	15.79%	0	0 %	1	2.63%	28	73.68%	0	0 %
Police Total:		157	26.75%	115	73.25%	1	0.64%	10	6.37%	8	5.10%	8	5.10%	0	1.27%	5	3.18%	122	77.71%	1	0.64%
Public Works																					
Admin	6	5	83.33%	1	16.67%	0	0 %	1	16.67%	0	0 %	0	0 %	0	0 %	0	0 %	4	66.67%	1	16.67%
Airport	7	1	14.29%	6	85.71%	0	0 %	0	0 %	0	0 %	1	14.29%	0	0 %	0	0 %	6	85.71%	0	0 %
Facilities	31	9	29.03%	22	70.97%	0	0 %	4	12.90%	5	16.13%	2	6.45%	0	0 %	3	9.68%	17	54.84%	0	0 %
Maintenance Services	86	5	5.81%	81	94.19%	2	2.33%	1	1.16%	4	4.65%	8	9.30%	1	1.16%	2	2.33%	67	77.91%	1	1.16%
Transportation	33	11	33.33%	22	66.67%	0	0 %	3	9.09%	0	0 %	1	3.03%	3	9.09%	3	9.09%	22	66.67%	1	3.03%
Utility Systems	25	5	20.00%	20	80.00%	0	0 %	2	8.00%	1	4.00%	0	0 %	0	0 %	3	12.00%	19	76.00%	0	0 %
Public Works Total:		188	19.15%	152	80.85%	2	1.06%	11	5.85%	10	5.32%	12	6.38%	0	2.13%	11	5.85%	135	71.81%	3	1.60%
Grand Total:		673	37.59%	420	62.41%	6	0.89%	47	6.98%	36	5.35%	38	5.65%	8	1.19%	34	5.05%	496	73.70%	8	1.19%

City of Renton Employee Diversity Report

Exhibit A  
For: Full Time, Hourly

Gender

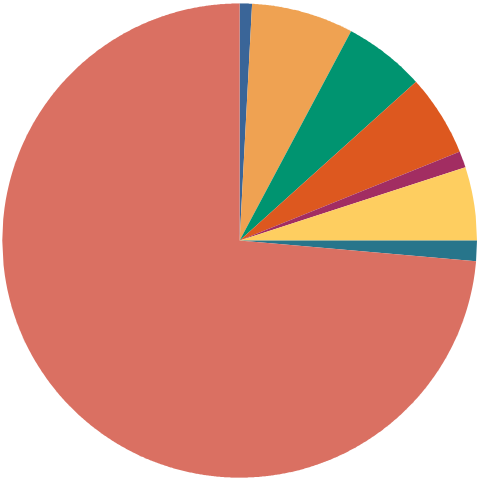
For All Employees



Female	37.6%
Male	62.4%
Total:	100.0%

Ethnicity

For All Employees



American Indian or Alaska Native	0.9%
Asian	7.0%
Black or African American	5.3%
Hispanic or Latino	5.6%
Native Hawaiian or Other Pacific Islander	1.2%
Two or More Races	5.1%
Unknown	1.2%
White (Non Hispanic)	73.7%
Total:	100.0%

City of Renton Employee Diversity Report

Exhibit A  
For: Full Time, Hourly

Leadership Only		Gender				Ethnicity																
		Female		Male		American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Unknown		
Leadership		Total																				
Administrator	10	6	60.00%	4	40.00%	0	0 %	0	0 %	0	0 %	2	20.00%	0	0 %	0	0 %	7	70.00%	1	10.00%	
Director	21	12	57.14%	9	42.86%	0	0 %	2	9.52%	1	4.76%	1	4.76%	0	0 %	1	4.76%	16	76.19%	0	0 %	
Elected	10	6	60.00%	4	40.00%	0	0 %	1	10.00%	2	20.00%	1	10.00%	0	0 %	0	0 %	5	50.00%	1	10.00%	
Executive	1	0	0 %	1	100.00%	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	1	100.00%	0	0 %	
Manager	43	12	27.91%	31	72.09%	0	0 %	1	2.33%	1	2.33%	1	2.33%	0	0 %	3	6.98%	37	86.05%	0	0 %	
Supervisor	41	5	12.20%	36	87.80%	0	0 %	1	2.44%	2	4.88%	1	2.44%	1	2.44%	1	2.44%	35	85.37%	0	0 %	
Leadership Total:		126	41	32.54%	85	67.46%	0	0 %	5	3.97%	6	4.76%	6	4.76%	2	0.79%	5	3.97%	101	80.16%	2	1.59%
Grand Total:		126	41	32.54%	85	67.46%	0	0 %	5	3.97%	6	4.76%	6	4.76%	1	0.79%	5	3.97%	101	80.16%	2	1.59%



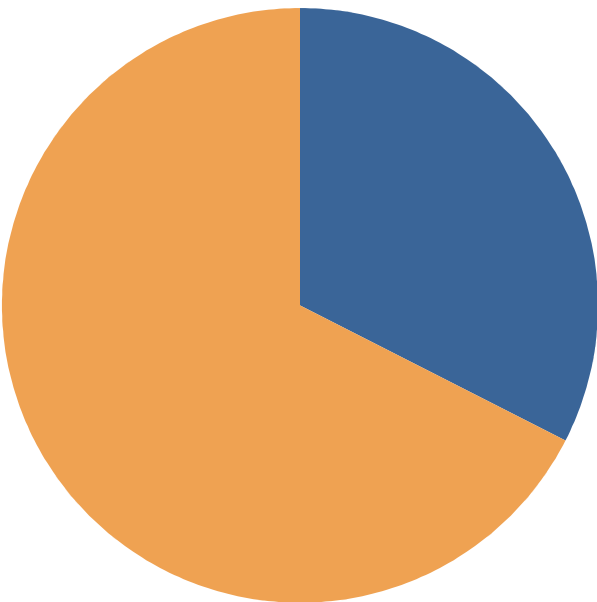
City of Renton Employee Diversity Report

Exhibit A

For: Full Time, Hourly

Gender

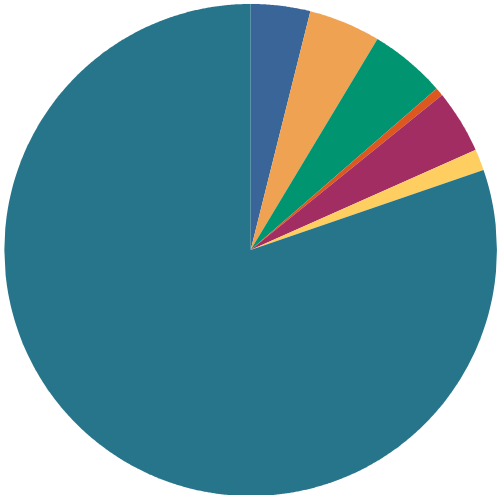
For Leadership Only



Female	32.5%
Male	67.5%
Total:	100.0%

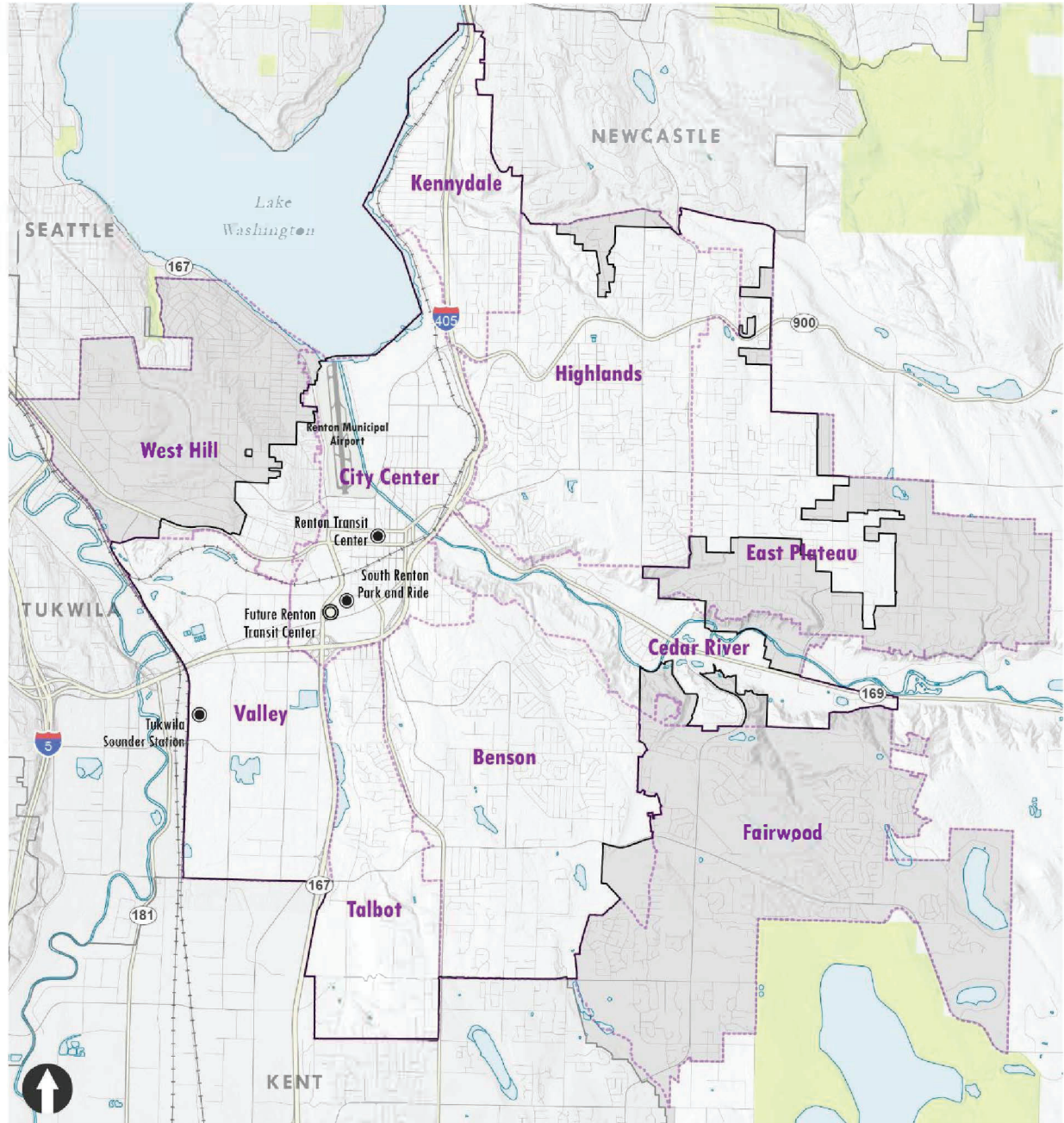
Ethnicity

For Leadership Only



Asian	4.0%
Black or African American	4.8%
Hispanic or Latino	4.8%
Native Hawaiian or Other Pacific Islander	0.8%
Two or More Races	4.0%
Unknown	1.6%
White (Non Hispanic)	80.2%
Total:	100.0%

Exhibit 30. City of Renton and Community Planning Areas.

**LEGEND**

- |                          |                        |
|--------------------------|------------------------|
| City of Renton           | Highways/State Routes  |
| Community Planning Areas | Arterials              |
| Other cities             | Other streets          |
| Urban Growth Areas       | Rail                   |
| Public lands             | Major Transit Stations |
| Water                    | Future Transit Center  |

**BERK**  
Map Date: July 2020

0 1 2  
Miles

Sources: City of Renton, 2020; King County GIS, 2020; BERK, 2020.

Demographics	Benson	Cedar River	City Center	East Plateau	Highlands	Kennydale	Talbot	Valley	West Hill	Renton
Population										
Population	26,220	4,290	13,430	10,290	30,530	7,710	10,710	180	4,550	107,900
Race & Ethnicity										
White	41%	54%	45%	38%	39%	54%	35%	28%	32%	37%
Hispanic	15%	12%	14%	7%	22%	9%	9%	20%	16%	20%
Asian	22%	17%	19%	42%	24%	25%	35%	22%	23%	26%
Black/African American	13%	8%	13%	4%	8%	4%	12%	23%	21%	7%
Two or More Races	8%	7%	7%	7%	6%	7%	6%	4%	6%	8%
Pacific Islander	0.9%	0.5%	0.8%	0.2%	0.7%	0.3%	1.3%	1.8%	1.1%	0.8%
American Indian	0.4%	0.5%	0.6%	0.3%	0.4%	0.1%	0.5%	0.7%	0.8%	0.2%
Some Other Race	0.4%	0.4%	0.9%	0.4%	0.5%	0.9%	0.7%	0.4%	0.9%	0.5%
* Hispanic includes respondents of any race. Other categories are non-Hispanic.										
Income & Jobs										
Median Household Income	\$82,662	\$102,610	\$66,869	\$134,291	\$86,526	\$117,913	\$87,374	\$57,893	\$78,806	\$84,374
Average Household Income	\$99,193	\$122,738	\$92,306	\$156,878	\$109,842	\$137,866	\$102,204	\$77,402	\$88,850	\$109,126
Households by Median Income										
Under \$50,000	26%	26%	40%	10%	25%	20%	17%	41%	31%	26%
\$50-\$100K	35%	30%	26%	26%	34%	21%	42%	49%	35%	32%
\$100K-\$200k	32%	33%	25%	33%	30%	37%	32%	9%	23%	30%
Over \$200K	8%	11%	10%	31%	11%	22%	9%	1%	11%	12%
Number of Jobs	-	-	-	-	-	-	-	-	-	60,723
Poverty										
Population At or Below Poverty Level	9%	6%	16%	3%	7%	6%	7%	21%	13%	8%
Population At or Below 2x Poverty Level	23%	17%	30%	10%	19%	12%	18%	46%	26%	20%
Under 18 Population At or Below Poverty Level	11%	6%	21%	2%	7%	12%	11%	12%	10%	9%
65 & Over Population At or Below Poverty Level	6%	3%	24%	3%	7%	1%	5%	59%	40%	7%
Households Receiving Food Stamps/SNAP Benefits	9%	7%	15%	5%	13%	9%	8%	25%	18%	11%
Disability										
18 & Over Population with Disability	12%	8%	16%	7%	14%	11%	14%	16%	22%	13%
65 & Over Population with Disability	41%	25%	47%	20%	44%	30%	40%	#DIV/0!	17%	38%
* "Disability" includes: hearing, vision, cognitive, ambulatory, self-care, or independent living difficulties										
Languages Spoken at Home (Population 5+ Years Old)										
English Only	66%	74%	67%	63%	59%	65%	62%	66%	67%	63%
Spanish	10%	4%	14%	4%	18%	6%	5%	7%	4%	11%
Vietnamese	2%	2%	2%	9%	6%	4%	7%	1%	4%	5%
Other Asian and Pacific Island languages	5%	3%	1%	4%	3%	3%	5%	1%	3%	4%
Other Indo-European languages	2%	2%	2%	3%	4%	3%	6%	1%	1%	3%
Chinese (incl. Mandarin, Cantonese)	3%	4%	1%	10%	4%	10%	6%	0%	4%	5%
Tagalog (incl. Filipino)	4%	3%	6%	2%	2%	1%	3%	5%	4%	3%
Russian, Polish, or other Slavic languages	3%	5%	1%	1%	1%	2%	2%	1%	1%	2%
Other and unspecified languages	3%	1%	4%	1%	1%	1%	3%	18%	12%	2%
Korean	0%	1%	1%	1%	1%	2%	1%	0%	0%	1%
French, Haitian, or Cajun	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%
German, other West Germanic languages	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Arabic	0%	0%	0%	1%	0%	1%	1%	0%	0%	0%
Ability to Speak English (Population 5+ Years Old)										
English Only	66%	74%	67%	63%	59%	65%	62%	66%	67%	63%
Non-English as Primary Language	34%	26%	33%	37%	41%	35%	38%	34%	33%	37%
Speak English "very well"	20%	15%	20%	21%	20%	18%	22%	16%	16%	19%
Speak English less than "very well"	14%	12%	13%	16%	22%	17%	17%	18%	17%	17%
English Only	66%	74%	67%	63%	59%	65%	62%	66%	67%	63%
Spanish	10%	4%	14%	4%	18%	6%	5%	7%	4%	11%
Speak English "very well"	5%	4%	9%	2%	8%	3%	3%	3%	2%	6%
Speak English less than "very well"	5%	1%	6%	2%	10%	2%	2%	3%	1%	5%
Vietnamese	2%	2%	2%	9%	6%	4%	7%	1%	4%	5%
Speak English "very well"	1%	1%	1%	4%	2%	1%	2%	0%	1%	2%
Speak English less than "very well"	1%	1%	1%	5%	4%	3%	5%	1%	3%	3%
Other Asian and Pacific Island languages	5%	3%	1%	4%	3%	3%	5%	1%	3%	4%
Speak English "very well"	3%	3%	1%	4%	1%	2%	4%	1%	2%	2%
Speak English less than "very well"	2%	1%	0%	1%	2%	1%	1%	0%	0%	1%
Other Indo-European languages	2%	2%	2%	3%	4%	3%	6%	1%	1%	3%
Speak English "very well"	2%	1%	1%	2%	2%	3%	5%	1%	1%	2%
Speak English less than "very well"	1%	1%	0%	2%	2%	0%	2%	0%	0%	1%
Chinese (incl. mandarin, Cantonese)	3%	4%	1%	10%	4%	10%	6%	0%	4%	5%
Speak English "very well"	2%	1%	1%	4%	2%	3%	2%	0%	2%	2%
Speak English less than "very well"	1%	3%	1%	5%	2%	7%	4%	0%	2%	3%
Tagalog (incl. Filipino)	4%	3%	6%	2%	2%	1%	3%	5%	4%	3%
Speak English "very well"	3%	2%	3%	2%	1%	1%	2%	2%	2%	2%
Speak English less than "very well"	1%	1%	3%	0%	1%	0%	1%	3%	2%	1%
Russian, Polish, or other Slavic languages	3%	5%	1%	1%	1%	2%	2%	1%	1%	2%
Speak English "very well"	2%	2%	0%	1%	0%	2%	1%	0%	0%	1%
Speak English less than "very well"	1%	3%	1%	0%	1%	0%	1%	0%	1%	1%
Other and unspecified languages	3%	1%	4%	1%	1%	1%	3%	18%	12%	2%
Speak English "very well"	2%	1%	3%	1%	1%	1%	3%	8%	5%	0%
Speak English less than "very well"	1%	0%	1%	0%	0%	0%	1%	10%	7%	1%
Korean	0%	1%	1%	1%	1%	2%	1%	0%	0%	1%
Speak English "very well"	0%	0%	1%	1%	1%	1%	1%	0%	0%	1%
Speak English less than "very well"	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%
French, Haitian, or Cajun	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%
Speak English "very well"	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%

## Exhibit B

Speak English less than "very well"	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
German, other West Germanic languages	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Speak English "very well"	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Speak English less than "very well"	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Arabic	0%	0%	0%	1%	0%	1%	1%	0%	0%	0%
Speak English "very well"	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%
Speak English less than "very well"	0%	0%	0%	0%	0%	1%	1%	0%	0%	0%

*Sources:*

> Population: OFM, 2023

> Race: ACS (US Census 1 Year Estimate), Renton, King, WA; Decennial Census (US Census), 2020 (Planning Areas)

> Housing Units: King County Assessor, OFM, 2023

> Other Demographic Data: ACS (US Census) 5 Year Estimate (2017-2021)



## City of Renton Discrimination Complaint Form and Procedures

### City of Renton Use Only

Received     /    /    

Response     /    /    

Report     /    /    

Briefing     /    /    

### Overview

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, or under Executive Order 12898 on Environmental Justice, or under any related statutes and regulations, relating to any program or activity administered by the City of Renton Department of Public Works or its subrecipients, consultants, and/or contractors.

Federal law prohibits discrimination on the basis of race, color, or national origin in any City of Renton Public Works program, service, or activity. This prohibition applies to all divisions of the City of Renton Public Works, its contractors, consultants, and anyone else who acts on behalf of the City of Renton Public Works.

Any person who believes they have been discriminated against based on race, color, or national origin by the City of Renton (including its contractors or employees) have discriminated against you with respect to a City transportation program or activity because of your race, color, national origin, disability, sex, or age, you have the right to file a formal complaint with the City of Renton within 180 calendar days of the alleged discrimination.

### Title VI Complaints Related to the Federal-Aid Highway Program:

The City of Renton will review complaints that must contain the following information:

- a. The complainant's contact information, including: full name, mailing address, phone number (and best time to call), email address (if available);
- b. The basis of the complaint (e.g., race, color, national origin);
- c. The names of person(s) and/or agency/organization alleged to have discriminated;
- d. A description of the alleged discriminatory actions (include sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives federal financial assistance); and,
- e. The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.



## City of Renton Discrimination Complaint Procedures

### HOW TO FILE A COMPLAINT

1. Within 180 calendar days of the alleged discrimination, complete the Discrimination Complaint Form below. You must answer every question.
2. The form should be sent to: City of Renton, Attention Ellen Bradley-Mak, Human Resources & Risk Management Administrator, 1055 S. Grady Way, Renton, WA 98057.
3. Submit the complaint as directed on the form. The City will not act on or respond to a complaint made by telephone or in person.

### WHAT HAPPENS NEXT

1. The City will receive and log the complaint form and then forward the complaint to the Washington State Department of Transportation (WSDOT)-Office of Equal Opportunity for processing by the Federal Highway Administration (FHWA).

WSDOT investigates complaints only if delegated by FHWA after acceptance of a complaint. FHWA is responsible for all determinations regarding whether to accept, dismiss, or transfer the complaint and finding no violation or failure to comply.

Complainants have the right to file a complaint directly with the federal funding agency. The following address is where Title VI complaints may be filed directly with FHWA:

Federal Highway Administration  
U.S. Department of Transportation  
Office of Civil Rights 1200 New Jersey Avenue, SE  
8th Floor E81-105 Washington, DC 20590  
[CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)

Or

Washington State Department of Transportation  
Office of Equal Opportunity, Title VI  
Box 47314 Olympia, WA 98466

2. If your complaint is forwarded to another agency, you will be provided the name and contact information of the employee handling your complaint.
3. FHWA will render final decisions in all cases including those investigated by WSDOT. There are no administrative appeal forums in Title VI complaints. Once FHWA issues its final agency decision, a complaint is closed.

These procedures do not deny you the right to file a formal complaint with other state or Federal agencies or seek private counsel for complaints alleging discrimination. Intimidation or retaliation against you of any kind is prohibited by law.

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, and the Civil Rights Restoration Act of 1987, relating to any transportation program or activity administered by the City of Renton, as well as its sub-recipients, consultants, and contractors. If the factual allegations in your complaint are not covered by these laws, the above procedures may not apply.

---

## Title VI Complaint Form

## Agency Use Only

Received        /        /       Response        /        /       Report        /        /       Briefing        /        /       

Your Name:				Your Phone:	
Best time of day to contact you about this complaint: 07am-10am   010am-1pm   01pm-4pm   04pm-7pm			Your Email Address		
Your Mailing Address (Street/PO Box, City, State, Zip)					
What was the alleged discrimination based on? Select all applicable: <input type="checkbox"/> Race <input checked="" type="checkbox"/> Color <input checked="" type="checkbox"/> National Origin (Including Limited English Proficiency)					Date of alleged incident
gency or person(s) responsible for the alleged discrimination.					
Name	City	State	Zip Code	Phone number	



**Title VI Complaint Form**

**Describe the alleged discrimination. Please explain what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Please attach any supporting documents to this form.**

PLEASE COMPLETE PAGE 3 OF THIS FORM

**Title VI Complaint Form**

## ADDITIONAL INFORMATION

**What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.**

**List any other persons that we should contact for additional information in support of your complaint. Please include their phone numbers, addresses, email addresses, etc.**

Name	City	State	Zip Code	Email	Phone number
------	------	-------	----------	-------	--------------

**List any other agencies with whom you have filed this same complaint:**

Name	State
------	-------

Signature (REQUIRED)

Date:



**SAFER  
ACCESS TO  
NEIGHBORHOOD  
DESTINATIONS  
CITY OF RENTON  
ACADEMY**



Do you care about improving transportation safety?



Would you like to learn more about how we can make streets safer?

## SCAN HERE



The City of Renton is conducting a FREE one-day training academy called Safer Access to Neighborhood Destinations (SAND). The SAND Academy aims to improve community member's understanding of safety related to walking, biking, riding and driving behavior through education and engagement.

Join us for a unique training opportunity in September/ October 2023 for an in-person interactive session that will also include an outdoor road assessment.

To learn more about the project, sign up for the training session or just share your thoughts on transportation safety in Renton, please visit:



**[tinyurl.com/RentonSAND](https://tinyurl.com/RentonSAND)**



**DKS**



[What is the SAND Program?](#)

[Safer Streets for Walking and ...](#)

[Join the SAND Academy!](#)

[We Want to Hear From You](#)

[Register to Attend!](#)

You can also explore the following interactive map and show us where you want to walk, bike and roll in your neighborhood!

**RentonSAND**

Welcome to the City of Renton Safer Access to Neighborhood Destinations Interactive Comment Map!

We would like to hear from you on:

- What would make City of Renton Safer? More crosswalks? Better signal timing? Share your thoughts!

Please leave your feedback by dragging the icons at the top of the page to any point on the map. We appreciate your comments, suggestions and concerns.

Drag to comment > Pedestrian Comment Bike Comment Traffic Comment Something I Like Ideas and Suggestions Other Comment

All comments will remain anonymous but all comments will be made public once the comment period closes.

If you would like to view content in another language, please activate Google Translate by clicking this icon in the top right corner of your screen.

Si desea ver esto en español (u otro idioma), utilice Google Translate haciendo clic en este icono en la esquina superior derecha de la pantalla.



https://storymaps.arcgis.com/stories/6a780f9054b342aa9575fc05c61305a3

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[Learn more](#)

[Dismiss](#)



Comprehensive Walkway Plan

📄 ...

[Welcome!](#)

[Existing Neighborhood Conditions](#)

[Let us know](#)

[Next Steps](#)

[Contact Us](#)



Comprehensive Walkway Plan City of Renton



Neighborhood Filter

No category selected

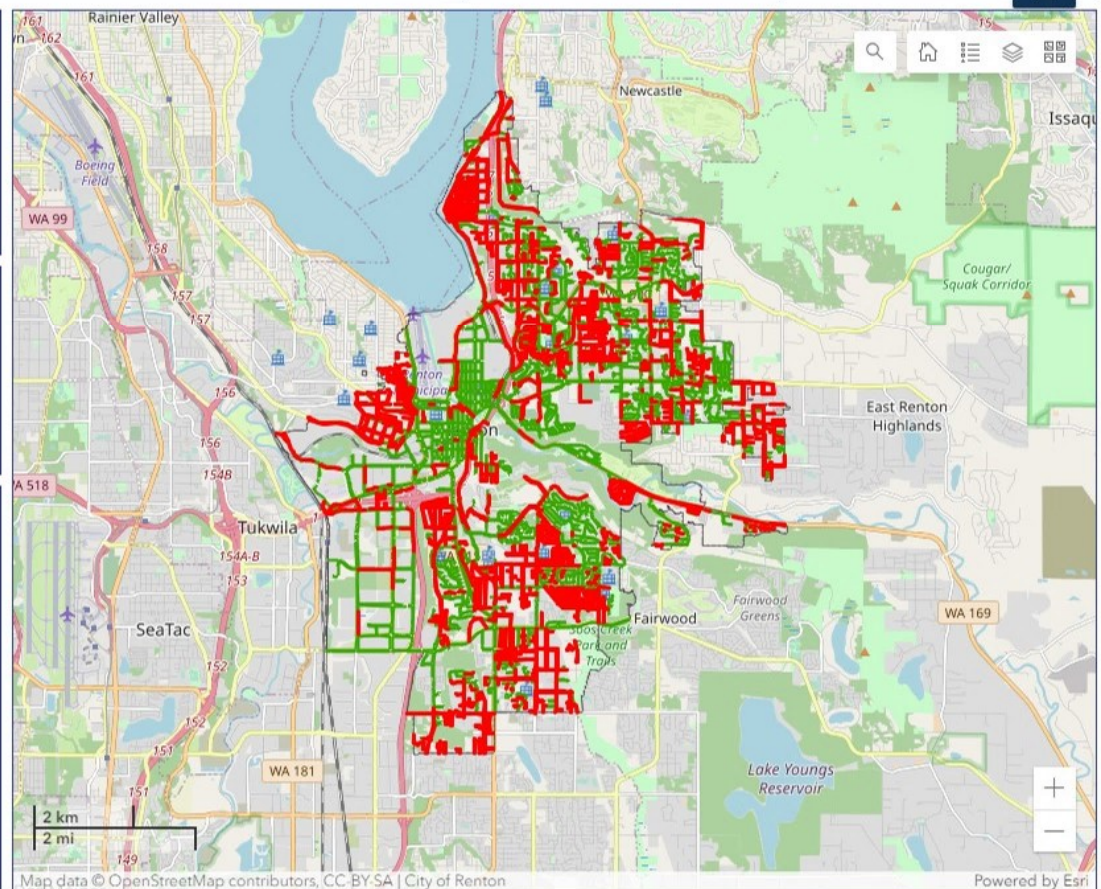


Road Type Filter

No category selected

Length of Missing Sidewalks  
**188 miles**  
equal to 994,015 ft

Length of Existing Sidewalks  
**343 miles**  
equal to 1,809,594 ft



Existing Conditions Dashboard

# Bronson Way Bridge – Seismic Retrofit and Painting Project



**Contractor:** Combined Construction, Inc.

**Construction Estimate:** \$2.5 million (rounded)

## Project Description

Bridge preservation, seismic retrofit and painting of the Bronson Way Bridge, a three-span bridge over the Cedar River, located in downtown Renton. The main span (span 2) consists of two steel plate girders connected by steel deck beams supporting the bridge deck.

## Work Element (1) Bridge Painting (Completed)

Activities completed on steel main span:

- Install (& remove) temporary work access and containment
- Removal of existing paint system
- Sealing and/or repair areas with pack rust
- Application of new protective paint system (zinc primer, intermediate, color finish)

## Work Element (2) Seismic Retrofit

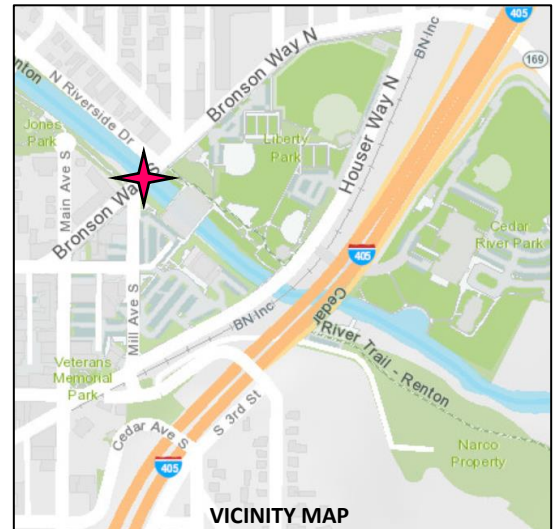
Anticipated activities for steel main span include:

- Temporarily elevate using hydraulic jacks
- Remove existing rocker and fixed bearings
- Install new elastomeric bearing pads on new concrete bearing pedestals

## Work Element (3) Deck Maintenance

Anticipated activities for bridge deck include:

- Remove existing asphalt overlay wearing course
- Repair underlying concrete deck (as needed)
- Remove existing steel slide plate expansion joints
- Repair existing concrete curbs
- Adjust bridge drain inlet grates
- Install new compression seal expansion joints
- Install new waterproofing membrane on concrete deck
- Install new asphalt overlay wearing course on concrete deck



Photos – New paint on steel members

The City of Renton hereby gives public notice that it is the City's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which the City of Renton receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Renton. Any such complaint must be in writing and filed with the City of Renton, Human Resources Dept. within one hundred eighty (180) days of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the City of Renton, Public Works Dept., Transportation Div. at no cost to the complainant by calling 425-430-7380 or by visiting [www.rentonwa.gov/city\\_hall/public\\_works/transportation\\_systems/title\\_v\\_i](http://www.rentonwa.gov/city_hall/public_works/transportation_systems/title_v_i).



## Street Closure

- On March 6, 2023, the Renton City Council passed resolution 4489, authorizing the **full closure of Bronson Way S between N Riverside Dr and Mill Ave S for up to 60 calendar days.**
- The purpose of this street closure is to complete the bridge maintenance work on the bridge.
- The anticipated start date of the closure is May 15, 2023.** The latest anticipated start of the closure is May 22, 2023.

### MAP - Signed Traffic Detours during Bronson Way North/South street closure



### Project Contact Information

Project hotline:  
(425) 224-2449

Email: [bronsonbridgeconst@stephersonassociates.com](mailto:bronsonbridgeconst@stephersonassociates.com)

Project webpage:  
[rentonwa.gov/bronsonbridge](http://rentonwa.gov/bronsonbridge)

Si tiene preguntas sobre el proyecto, por favor envíenos un mensaje a [bronsonbridgeconst@stephersonassociates.com](mailto:bronsonbridgeconst@stephersonassociates.com) o llámenos al 425-224-2449

Nếu bạn có câu hỏi về dự án, vui lòng gửi email cho chúng tôi theo địa chỉ [bronsonbridgeconst@stephersonassociates.com](mailto:bronsonbridgeconst@stephersonassociates.com) hoặc gọi cho chúng tôi theo số 425-224-2449

如果您對本工程有任何疑問,請電郵  
[bronsonbridgeconst@stephersonassociates.com](mailto:bronsonbridgeconst@stephersonassociates.com) 或致電  
425-224-2449

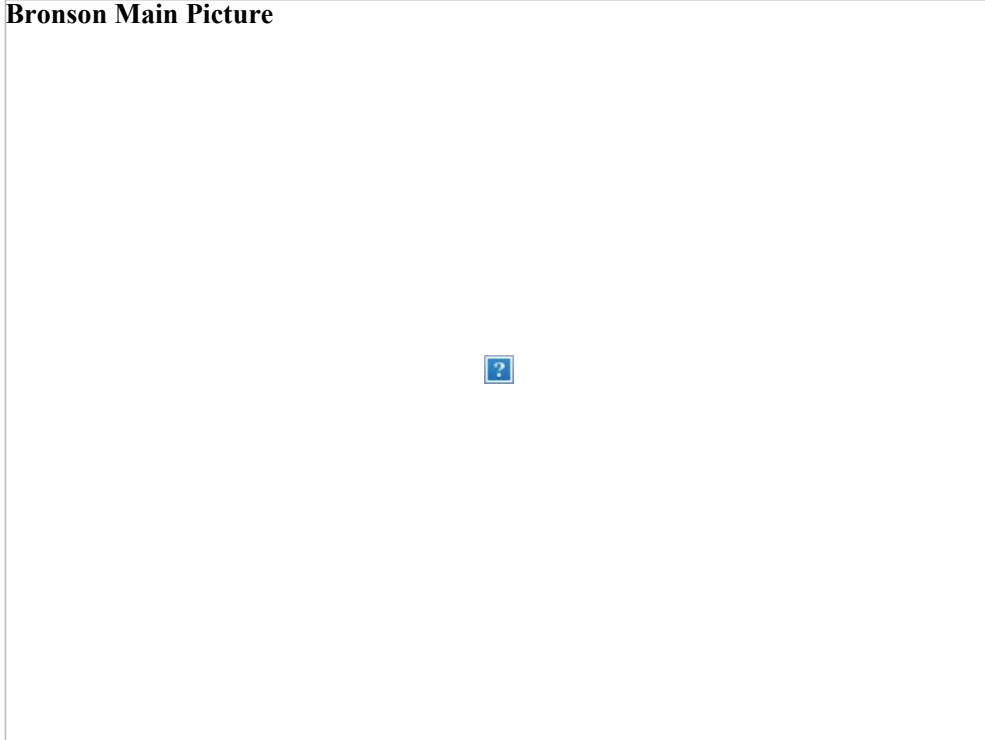


**From:** [City of Renton](#)  
**To:** [jharnden@rentonwa.gov](mailto:jharnden@rentonwa.gov); [Alexander Stapnes](#); [dakesson@rentonwa.gov](mailto:dakesson@rentonwa.gov)  
**Subject:** CONSTRUCTION ALERT – Upcoming street closure of Bronson Way S to complete bridge maintenance: TEST  
**Date:** Monday, May 1, 2023 2:09:40 PM  
**Attachments:** [Renton - Bronson Way Bridge - Fact Sheet .pdf](#)

---

## **Bronson Way Bridge closing to traffic for maintenance as early as May 15, 2023**

**Bronson Main Picture**



The City of Renton will soon resume bridge maintenance work on the Bronson Way Bridge. This work requires a full closure of Bronson Way S between N Riverside Drive and Mill Ave S for up to 60 calendar days. On March 6, 2023, the Renton City Council passed resolution 4489, authorizing this closure. The anticipated start date of the closure is May 15, 2023. The latest anticipated start date of the closure is May 22, 2023. Advanced notification of the closure dates will be posted at the bridge at least 1 week prior to the closure. Signed detours for vehicles and pedestrians will be in place for the duration of the closure.

Check the project web page for updates at [www.rentonwa.gov/bronsonbridge](http://www.rentonwa.gov/bronsonbridge).

Please contact the Bronson Way Bridge Outreach Team at (425) 224-2449 or via e-mail at [bronsonbridgeconst@stephersonassociates.com](mailto:bronsonbridgeconst@stephersonassociates.com) for questions and/or additional project information.

***Vehicle detour route:***

*Bronson Cedar River Trail Detour*



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This email was sent to Email Address using GovDelivery, on behalf of:  
City of Renton, 1055 S. Grady Way, Renton, WA 98057

# Rainier Ave S Phase 4 Improvements Project — S 3rd St to NW 3rd Pl



## Project Overview

From 2008 to 2014, the City of Renton completed the first three phases of the Rainier Ave S Improvements Project to create a safe, accessible, and vibrant pedestrian environment. The next phase of this project is anticipated to begin as early as March 2023, and will extend these improvements from S 3rd St to NW 3rd Pl.



**Interested in learning more about the Rainier Ave S Phase 4 improvements?**

*Get answers to all your questions  
by joining us for our*

## MEET THE CONTRACTOR EVENT

**DATE AND TIME:**

Wednesday, March 1  
5–7 PM

**LOCATION:**

Renton High School  
400 S 2nd St, Renton, WA 98057

At this event, the project team will discuss the construction schedule, work activities, and answer any questions you may have about construction impacts.

The event will be held in the high school commons.  
Directional signs will be posted.

## We want to hear from you!

*Please take our pre-construction survey  
to let us know how you currently use the  
corridor, your needs during construction,  
and how to best communicate with you.*



<https://www.surveymonkey.com/r/RainierConstruction>

## Stay Involved

Visit the City's project webpage to learn more about the project and sign up for email updates to be informed of construction activities and project updates.

## Questions?

Call the project hotline, monitored Monday-Friday from 9 a.m. to 5 p.m. at 425-224-2446 or email us at [info@rainierconstruction.org](mailto:info@rainierconstruction.org) with any questions or comments.



## QUESTIONS ABOUT CONSTRUCTION?

Contact the Rainier Ave S Phase 4 Improvements Outreach Team.  
Call us at **425-224-2446** or send an email to **info@rainierconstruction.org**.

### We want to hear from you!

If you live, work, or frequently travel through the project area, please fill out our construction survey to tell us about your needs during construction.

**<https://www.surveymonkey.com/r/RainierConstruction>**

Si tiene preguntas sobre el proyecto, por favor envíenos un mensaje a **info@rainierconstruction.org** o llámenos al **425-224-2446**

Nếu bạn có câu hỏi về dự án, vui lòng gửi email cho chúng tôi theo địa chỉ **Info@rainierconstruction.org** hoặc gọi cho chúng tôi theo số **425-224-2446**

如果您對本工程有任何疑問，請電郵 **Info@rainierconstruction.org** 或致電 **425-224-2446**



City of Renton  
Public Works Department  
1055 South Grady Way Renton  
WA 98057-3232

*The City of Renton hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which the City of Renton receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Renton. Any such complaint must be in writing and filed with the City of Renton Title VI Coordinator within one hundred, eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the City of Renton, Transportation Division at no cost to the complainant by calling 425-430-7380.*

## RAINIER AVE S PHASE 4 IMPROVEMENTS PROJECT – CONSTRUCTION NOTICE

Crews working for the City of Renton have started construction for the Rainier Ave S Phase 4 Improvements Project. This project will upgrade underground utilities and rebuild the street, sidewalks, and medians to create a safe, accessible, and vibrant corridor between S 3rd St to NW 3rd Pl.

### Nighttime work



Crews will complete many of the initial construction activities at night to ensure the safety of workers and the traveling public on Rainier Ave S.

### What to expect during construction

- Daytime and nighttime work activities along the Rainier Ave S corridor
- Traffic lane shifts and increased congestion
- Temporary sidewalk, driveway, and lane closures
- Increased noise, dust, and vibration

We understand that overnight work can be impactful to neighbors. We will notify neighbors of any major noise impacts in advance.

For more information on the project and to subscribe to our email updates, visit our website at [rentonwa.gov/rainier](http://rentonwa.gov/rainier).



## **DRAFT**

# **RENTON TRAFFIC CALMING PUBLIC OUTREACH PLAN**

## **INTRODUCTION**

### **Project Purpose**

The City of Renton is evaluating traffic calming alternatives at seven locations where there is a perceived speeding or traffic problem. The City has determined that seven sites may warrant Tier 2 measures, such as speed cushions. Tier 2 measures must receive community support by at least 65 percent of the community in the affected area for the measure to be implemented.

### **Project Goals**

The overall goal of the project is to identify which Tier 2 traffic calming measures will be most effective and appropriate at each of the seven affected areas and conduct a neighborhood survey to determine if the measure should be implemented.

This public outreach plan has several goals to ensure that:

1. Affected community members are aware of the project and understand the process.
2. Affected community members understand the proposed measures and their effect on traffic.
3. Equitable opportunities are provided for all affected community members to participate in the decision-making process.

### **Project Team**

The project team is comprised of City staff and a consultant team. The City's project manager will serve as the primary point of contact for the community members. The consultant team will develop and maintain the outreach materials and calculate survey results.

#### **City Project Manager Outreach Lead**

Blake Costa  
bcosta@rentonwa.gov  
christina.wollman@perteet.com  
425.757.9994

#### **Consultant Project Manager**

Brent Powell  
brent.powell@perteet.com  
206.436.0517

#### **Consultant**

Christina Wollman  
509.619.7031

## **OUTREACH PROCESS**

## **Step 1 – Identify Boundaries of Affected Areas and Targeted Community Members**

The project team has identified and will refine boundaries of the affected areas to determine which community members should be targeted in the outreach process. The initial boundary for each site will be limited to parcels on both sides of the roadway for 500' in each direction from the location of the proposed measure. The project team will review each affected area to determine if the boundary needs adjustment due to site specific conditions. This could include adjacent neighborhoods when any primary access route is affected. The consultant team will map each affected area and provide the City a mailing list for the targeted community members.

## **Step 2 – Prepare Outreach Materials**

The consultant team will prepare outreach materials for each site to include:

- Postcard
- Story Map
- Survey (ballot)
- Public meeting materials

All materials will be prepared to be inclusive of the targeted community members, including:

- Translations into seven languages: English, Spanish, Vietnamese, Chinese simplified, Chinese traditional, Filipino (Tagalog), and Korean
- Inclusive color palates and content
- Plain language

### **Postcard**

The consultant team will develop one double-sided 11" x 6" postcard for each location that includes a summary of the traffic issue and proposed measure; date, time, and location of the public meeting; QR code and link to Story Map and survey; date the survey closes; location code, and requirement for 65 percent of the affected area to vote in favor of the measure. The postcard will also serve as a ballot that can be dropped off at City Hall or brought to the public meeting. The consultant team will prepare the postcard in English and include instructions in the accommodation languages previously provided by the City. Accommodation language translations to be provided by the Consultant. The postcard includes instruction in the accommodation language to follow a link to website where the translation can be found. The post card instructions should include (in each accommodation language) "For translation.", or equivalent instruction, providing guidance to website where accommodation language will be shown provided by the consultant.

### **Story Map**

The consultant team will prepare a Story Map that will provide information on the traffic issue and proposed measure; date, time, and location of the public meeting; embedded survey; date the survey closes; and requirement for 65 percent of the affected area to vote in favor of the measure. One Story Map will be prepared for each of the affected areas that includes the same information in seven languages. The user will be able to select a shortcut to their preferred language at the top of the Story Map. The survey will be embedded into the Story Map.

## **Survey**

The consultant will prepare a survey using Survey Monkey that will be used as a ballot for voting on the proposed measure. The survey will be set to allow only one response per device to limit multiple responses from the same household. Survey questions will include:

- Which language do you prefer?
  - The survey will be developed so that the answer selected takes the community member to a page specific to their language.
- What is your address?
  - This question will be mandatory to ensure the responder is a targeted community member.
- Do you support the proposed measure?
  - Yes, I support the proposed measure.
  - No, I do not support the proposed measure.

## **Public Meeting Materials**

The consultant will prepare a short PowerPoint presentation for each public meeting.

## **Step 3 – Distribute Outreach Materials and Conduct Public Meeting**

The distribution of outreach materials will be staggered and dependent on when the public meeting is scheduled. The City will print and mail the postcards to the targeted community members at least 14 calendar days before the public meeting for each project location.

One public meeting is planned for each affected area. The format of each public meeting will be determined after they are scheduled depending on the location. The City's communication team will schedule the meetings and provide resources and support for hybrid meetings that can be attended in-person or virtually or view a recording of the meeting. Consultant and City staff will attend each meeting in-person to address technical elements of the proposed traffic calming measure for the neighborhood. The City will lead discussions at each meeting. The consultant will present a slideshow presentation (using Microsoft PowerPoint) to communicate logistical and/or technical details during the meetings. The City will print copies of the graphic used in the Story Map if necessary.



## **Step 4 – Calculate Voting Results**

The survey will close one week after the public meeting. The consultant team will review the results at each of the affected areas to ensure the correct location code was provided and to ensure there are not duplicative IP addresses that indicate more than one vote per person/household. If the consultant team can confirm duplicative votes, only the first vote will be counted.

## **Step 5 – Outreach Summary**

After the voting results are calculated, the consultant team will prepare an outreach summary. The summary will provide a description and map of the affected area and targeted community members, attendance statistics from the public meetings, and the survey results. The voting results for different languages will be combined and the results aggregated for each affected area to protect the privacy of individual responders.



# LAKE WASHINGTON BLVD SPEED CUSHIONS

Presented to Lake Washington Blvd Speed Cushion Public Meeting  
August 25, 2022



# Agenda

- Introductions
- Project background
- Why speed cushions
- Voting process
- Next steps





# Project Team



- City of Renton Public Works
  - Blake Costa, PE (Project Manager)
  - Chris Barnes (Manager of Transportation Operations)
- Perteet (Design Consultant)
  - Brent Powell, PE, PTOE
  - Lauren McElmurry, PE, STP



Burnett Avenue

Houser Way

## Study Area

Lake Washington  
Boulevard N  
from Burnett Avenue N  
to Houser Way N





# Project Background



- Residents along Lake Washington Boulevard expressed speeding concerns near the northern Gene Coulon entrance
- Collector roadway with 25 mph speed limit
- The City collected speed data for the roadway over four weekdays in the summer

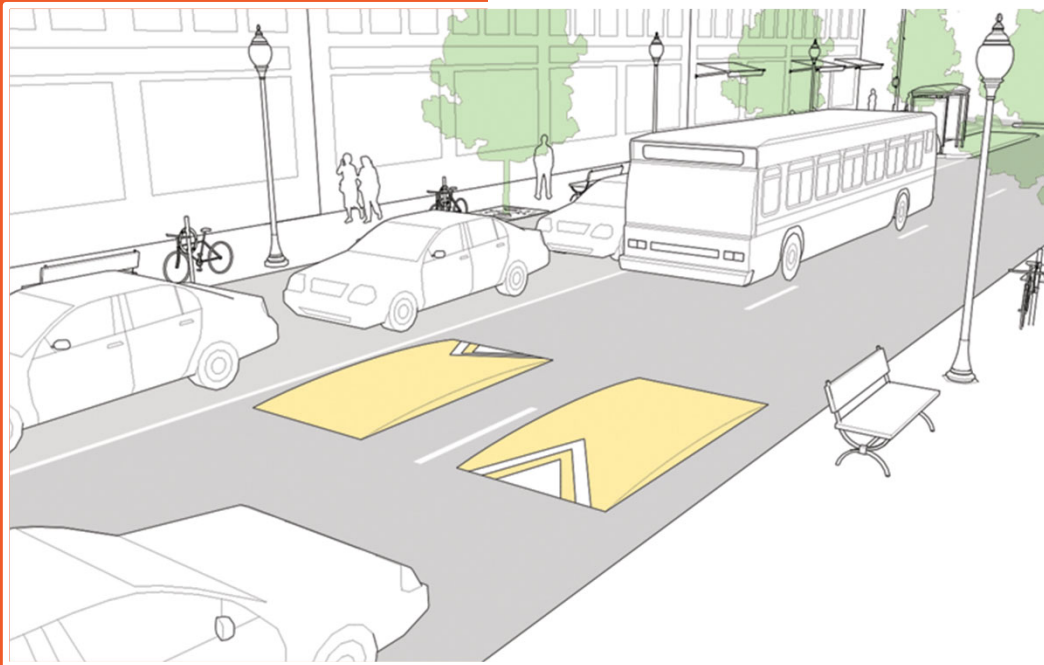




# Project Background, continued



- Speed Data results:
  - Collected speeds north and south of northern park entrance
  - Average speeds are 30–35 mph
  - Confirmed worst speeding occurs between the park entrance and Houser Way
    - 85th percentile speed is **40 mph**
    - **45%** of drivers are 10+ mph over speed limit
  - 11–12% of drivers north of the park are 10+ mph over speed limit



## SPEED CUSHIONS

- Similar to speed humps
- Allow emergency vehicles to pass through
- Primary use is to control speeds
- Secondary use is to reduce cut-through traffic





# Nearby Speed Cushions



**BELLEVUE**  
119th Avenue SE



**SEATTLE**  
31st Avenue S



# Why Speed Cushions



- Physical devices that effectively reduce speeds for every driver, except emergency vehicles
- Lower speeds lead to less severe crashes
- Quick construction compared to other physical features
- Secondary function to reduce cut-through traffic



# Why Speed Cushions, Continued

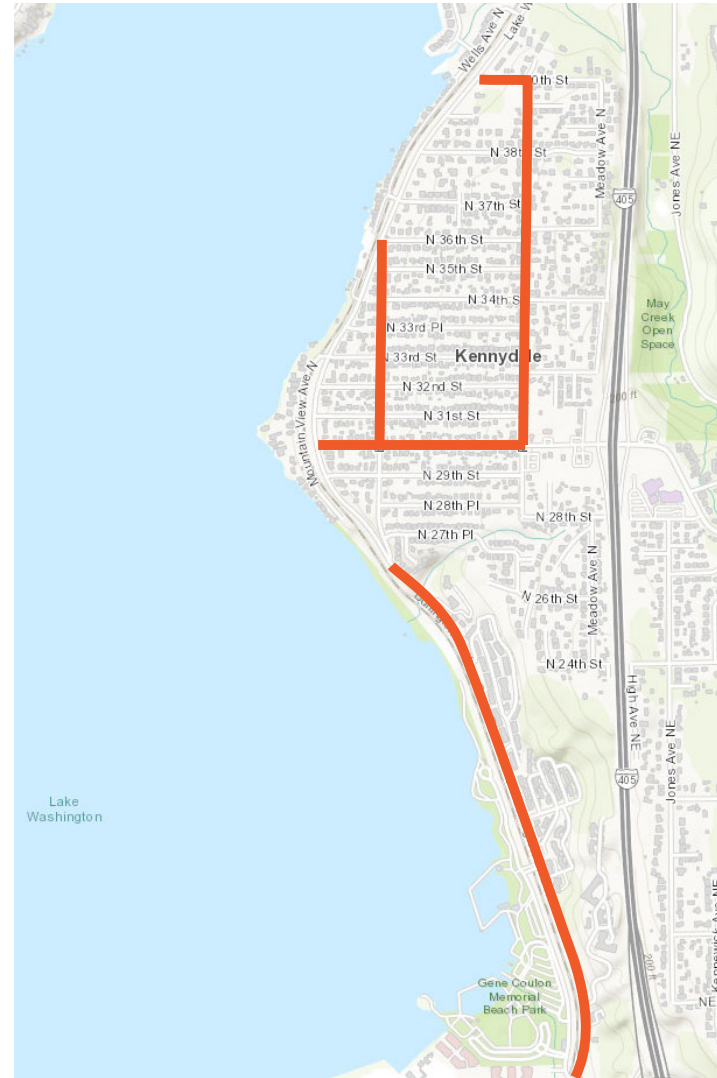


- Data from Bellevue 119th Avenue SE:
  - Average and 85th percentile speeds decreased by 5 mph
  - Number of top-end speeders significantly reduced
- Data from Federal Highway Administration (FHWA):
  - Studies at three sites showed 85<sup>th</sup> percentile speeds decreased from 31-37 mph to 26-30 mph



# Voting Process

Per City of Renton policy, speed cushions will only be installed if **65% or more of responses in the affected area** approve of the installation





# How to Vote\*

## 1. Vote online

- <https://arcg.is/r8GKL0>
- QR code on mailer

## 2. Fill out the postcard

- Return to City Hall
- Or turn in tonight

## 3. Call Blake Costa

- (425) 757-9994

*\*for residents of affected area only*

Voting ends Sept. 1 at 5pm



Public Works  
Transportation Systems Division  
1055 South Grady Way, 5th Floor  
Renton, WA 98057

### Lake Washington Boulevard Traffic Calming Project


*We want your input, please vote!*

The City of Renton is proposing to install Speed Cushions on Lake Washington Boulevard, from Houser Way to Burnett Avenue.

**Why?**  
Residents who live along Lake Washington Boulevard are concerned about speeding traffic near Gene Coulon Park. The City performed a traffic study and found that a significant portion of traffic is driving faster than the speed limit and that speed cushions may be a good way to slow down the traffic.

**What are speed cushions?**  
Speed cushions are similar to speed humps, but they have cut outs that allow emergency vehicles like fire trucks and ambulances to pass through without slowing down. Speed cushions can help control speeding because they cause car and truck traffic to slow down. Speed cushions can also be used to reduce cut-through traffic.

Learn more about the project and place your vote!  
Visit the project website:  
<https://arcg.is/r8GKL0>



SCAN ME

The City of Renton hereby gives public notice that it is the Agency's policy to ensure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federal aid highway program or other activity for which the City of Renton receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Renton. Any such complaint must be in writing and filed with the City of Renton Title VI Coordinator within one hundred, eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the City of Renton, Human Resources/Risk Management Division office at no cost to the complainant or by calling 425.430.7857.


Public Works  
Transportation Systems Division  
1055 South Grady Way, 5th Floor  
Renton, WA 98057

### Lake Washington Boulevard Traffic Calming Project

**Public meeting: August 25th, 2022 at 6:30 pm at Kenndale Lions Park  
2428 Aberdeen Avenue NE**

**Three ways to vote:**  
There are three ways to vote:  
• Using this postcard: drop off at city hall or bring to the public meeting  
• [Online: https://arcg.is/r8GKL0](https://arcg.is/r8GKL0)  
• Call 425.757.9994 to speak with Blake Costa

**Voting Rules**  
• You must submit your address to vote.  
• Each address is allowed one vote. If duplicate votes for the same address are submitted, only the first vote will be counted.  
• Only votes from within the affected area will be counted. The City mailed this postcard to all addresses in the affected area.




**Cast your vote!**  
Should the City of Renton install speed cushions on Lake Washington Boulevard, between Houser Way and Burnett Avenue?

☐ Yes, install the speed cushions on Lake Washington Boulevard

☐ No

**Voting ends at 5:00 pm on September 1st, 2022**  
• If you have questions about this project, please call Blake Costa at 425.757.9994 or email at [bcosta@rentonwa.gov](mailto:bcosta@rentonwa.gov)

For translation, please visit our website.  
Para la traducción, visite nuestro sitio web.  
Bây giờ bản dịch, vui lòng truy cập trang web của chúng tôi.  
如需翻譯，請訪問我們的網站。  
Para la traducción, visite nuestro sitio web.  
번역은 당사 웹사이트를 참조하십시오.





# Next Steps



**Voting Period**  
Ends 9/1 at 5pm



## Next Steps



**Voting Period**  
Ends 9/1 at 5pm

**Design** if project is  
approved

This is when we will finalize  
speed cushion locations  
along Lake Washington Blvd



# Next Steps



**Voting Period**  
Ends 9/1 at 5pm

**Design if project is**  
approved

**City of Renton will**  
provide further  
updates on City  
project website





# Questions?

Blake Costa, City of Renton Project Manager

(425) 757-9994

[BCosta@rentonwa.gov](mailto:BCosta@rentonwa.gov)

# Inclusion Sign In Sheet

(Event/Dept/Date/Location) \_\_\_\_\_ (Total Participants) \_\_\_\_\_

**Please help us ensure that we are including all of Renton.**

Culture / Ethnicity	Primary Language Spoken in the Home	Preferred Language to Receive Information	Gender (M/F)	Zip Code
<u>Example:</u> Latino	Spanish	English	M	98057



- This form helps us understand who we are reaching to ensure we're doing the best job at connecting with all people in our community.
- All information is anonymous.
- Your participation is voluntary.
- Sign-in sheets/cards are subject to Public Disclosure

# TRANSLATION GUIDELINES

## TRANSLATION CONSIDERATIONS

Renton is becoming increasingly diverse. According to the US Census American Community Survey, in 2016 more than half (55%) of Renton's population identified as persons of color. Census data for 2018 shows that 36% of Renton's population speak languages other than English at home. The top two non-English languages spoken are Spanish (10%) and Vietnamese (5%).

To promote fair and equitable access to information for these residents, high-quality translation assistance is increasingly needed.

The following questions may guide you in deciding when materials need to be translated. Answering yes to these questions does not automatically imply materials should be translated, but rather that thoughtful consideration should take place:

1. Do you have material that was developed for a specific community that has a limited ability to speak, read, write or understand English?
2. Are your materials considers "public communication materials" or "vital documents"?
3. Has this material been requested in languages other than English many times before?
4. Will you be using alternative forms of language assistance to provide the information equitably (such as in-person interpretation, adding a phone number residents can call to reach a staff person who accesses Language Line, etc.).
5. How important is this information to residents who speak limited English?
6. Is this an emergency situation? Is this critical information that needs to be disseminated to the entire community or to a specific language group?
7. Will the content be consistent over time?  
Messages that change frequently may be less suited for translation.

## PREPARING DOCUMENTS FOR TRANSLATION

To ensure accuracy and quality in all translations, thoroughly review approved English materials prior to translation, to assess whether information uses clear and simple language that is easily translatable. Try testing your messaging with a community partner that works with—or is a part of—the target population. Avoid colloquialisms that might not have the same meaning in other languages or cultures (e.g. "clear as a bell").

## COSTS AND TIMELINE

Costs for translation are paid by the department requesting the service. When requesting a translation, the vendor(s) will provide you with an estimate and timeline in advance of doing the work to allow you to confirm the expense.

Costs for translation is determined by the number of words to be translated and the number of languages requested. Costs can also vary between languages. (i.e. Vietnamese translations might cost more than Spanish).

Time needed to complete a translation depends on how many words are being translated and the number of languages to which you want the document translated. A 300-word document can be translated—edited—proofed in about four to nine business days. Allow additional time if design or graphic work must also be done.

Rush or emergency translations can usually be provided through a vendor in 24–48 hours. Such service is subject to rush order fees.

*continued...*

## TRANSLATION GUIDELINES

### COMMUNICATIONS DIVISION COORDINATION

When you are working with the communications division on final products such as flyers, posters, rack cards, etc. that require translation, please do the following:

1. Contact the communications division first to collaborate on the final wording.
2. Place your order for translation directly with the vendor you select (your document must be in Microsoft Word.)
3. Send the translated versions of your document to the communications specialist for final design and printing.

### APPROVED VENDORS

You may choose any vendor from the approved list of translation vendors. These have been vetted by the city as well as by other government jurisdictions for accuracy and consistency. Any time you receive feedback from residents that the translation is problematic, please notify the deputy public affairs administrator.

#### DYNAMIC LANGUAGE

jason@dynamiclanguage.com  
kimm@dynamiclanguage.com  
206-244-6709

#### INTERCOM LANGUAGE SERVICES

requests@intercom.cc  
206-979-6101

#### LINGUALINX

abartlett@lingualinx.com  
916-388-9000

Please direct questions on these guidelines  
pshridhar@rentonwa.gov or 425-430-6569.

## INTERPRETATION SERVICES

**LanguageLine Solutions®** City of Renton

**To Access an Interpreter:**

1. Dial: **1-866-874-3972**
2. Provide: **Client ID #####**
3. Indicate: **Language** \_\_\_\_\_
4. Provide: **Department Code** \_\_\_\_\_

Document the name and ID # of the interpreter for reference.  
Brief the interpreter and give any special instructions.

[www.LanguageLine.com](http://www.LanguageLine.com)

### PHONE CALLS

The city contracts with Language Line Solutions® to provide interpretation services for phone calls. More than 240 languages are available any time of day. Employees can access this service from their desk or out on the road when talking with residents who are having difficulty communicating in English.

**Please contact communications for more information and to get a Language Line card and brochure you can take with you.**

### MEETINGS

The city can provide interpretation services for public meetings. Contact Bonnie Woodrow in municipal court. These services include American Sign Language. Charges for the service will be billed to the requesting department.


**English Translation:** Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

## Arabic

عربي 


أشر إلى لغتك. وسيتم الاتصال بمترجم فوري. كما سيتم إحضار المترجم الفوري مجاناً.

## Burmese

မြန်မာ 


သင့်ဘာသာစကားကို ညွှန်ပြပါ။ စကားပြန် ခေါ်ပေးပါမယ်။  
သင့်အတွက် စကားပြန် အခမဲ့ ပေးပါမယ်။

## Cantonese

廣東話 


請指認您的語言，  
以便為您提供免費的口譯服務。

## Farsi

فارسی 

زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما درخواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می گیرد.

## French

Français 

Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.

## Haitian Creole

Kreyòl 


Lonje dwèt ou sou lang ou pale a epi n ap rele yon entèprèt pou ou. Nou ba ou sèvis entèprèt la gratis.

## Hindi

हिंदी 


अपनी भाषा को इंगित करें। जिसके अनुसार आपके लिए दुभाषिया बुलाया जाएगा। आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।

## Hmong

Hmoob 

Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi.

## Italian

Italiano 


Indicare la propria lingua. Un interprete sarà chiamato. Il servizio è gratuito.

## Japanese

日本語 


あなたの話す言語を指してください。  
無料で通訳サービスを提供します。

## Korean

한국어 


귀하께서 사용하는 언어를 지정하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다.

## Mandarin

國語 

請指認您的語言，  
以便為您提供免費的口譯服務。

## Polish

Polski 


Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.

## Portuguese

Português 

Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.

## Punjabi

ਪੰਜਾਬੀ 

ਆਪਣੀ ਭਾਸ਼ਾ ਵੱਲ ਇਸ਼ਾਰਾ ਕਰੋ। ਜਿਸ ਮੁਤਾਬਕ ਇਕ ਦੁਭਾਸ਼ੀਆ ਬੁਲਾਇਆ ਜਾਵੇਗਾ। ਤੁਹਾਡੇ ਲਈ ਦੁਭਾਸ਼ੀਆ ਦੀ ਮੁਫਤ ਇੰਤਜ਼ਾਮ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

## Russian

Русский 

Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.

## Somali

Af-Soomaali 

Farta ku fiqluqadaada... Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.

## Spanish

Español 

Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.

## Tagalog

Tagalog 

Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.

## Vietnamese


Tiếng Việt 

Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.

Europe	
<b>Albanian</b>	Shqip 
Tregoni me gisht gjuhën tuaj. Do të thërrasim një përkthyes. Përkthyesi ofrohet falas për ju.	
<b>Armenian</b>	Հայերէն 
Նշեք, թե որ լեզվով եք խոսում: Թարգմանիչ կկանչենք: Թարգմանիչ ծառայությունները տրամադրվում են անվճար:	
<b>Basque</b>	Euskara 
Zure hizkuntza aukeratu. Jarraian interprete bati deituko diogu. Zerbitzu hau doakoa da.	
<b>Bosnian</b>	Bosanski 
Pokažite svoj jezik. Pozvat ćemo tumača. Usluge tumača su besplatne za vas.	
<b>Bulgarian</b>	Български 
Посочете вашия език. Ще бъде извикан преводач. Преводачът е осигурен безплатно за вас.	
<b>Croatian</b>	Hrvatski 
Pokažite svoj jezik. Prevoditelj će biti pozvan. Prevoditelja ćete dobiti besplatno.	
<b>Czech</b>	Čeština 
Ukažte na váš jazyk. Bude zavolán tlumočník. Tlumočení je pro vás bezplatné.	
<b>Danish</b>	Dansk 
Peg på dit sprog. En tolk vil blive tilkaldt. Tolken tilbydes uden omkostninger for dig.	
<b>Dutch</b>	Nederlands 
Wijs uw taal aan. Er zal contact worden opgenomen met een tolk. De service van de tolk is geheel gratis.	
<b>Estonian</b>	Eesti keel 
Osutage oma keelel. Vastava tõlgiga võetakse ühendust. Tõlketeenus on teie jaoks tasuta.	
<b>Finnish</b>	Suomi 
Osoita maasi kieltä. Kutsumme tulkin paikalle. Tulkin käyttö on sinulle ilmaista.	
<b>French</b>	Français 
Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.	
<b>German</b>	Deutsch 
Zeigen Sie auf Ihre Sprache. Ein Dolmetscher wird angefordert. Der Dolmetscher ist für Sie kostenlos.	
<b>Greek</b>	Ελληνικά 
Δείξτε τη γλώσσα σας και θα καλέσουμε ένα διερμηνέα. Ο διερμηνέας σας παρέχεται δωρεάν.	
<b>Hungarian</b>	Magyar 
Válassza ki a nyelvet. Tolmácsot fogunk hívni. A tolmács az Ön számára díjtalan.	

Europe - continued	
<b>Icelandic</b>	Íslenska 
Bentu á þitt tungumál. Það verður hringt í túlk. Túlkurinn er þér að kostnaðarlausu.	
<b>Italian</b>	Italiano 
Indicare la propria lingua. Un interprete sarà chiamato. Il servizio è gratuito.	
<b>Lithuanian</b>	Lietuvių 
Nurodykite savo kalbą. Bus pakviestas vertėjas. Vertėjas jums bus suteiktas nemokamai.	
<b>Macedonian</b>	Македонски 
Покажете на јазикот на кој зборувате. Ќе повикаме преведувач. Услугите на преведувачот се бесплатни.	
<b>Norwegian</b>	Norsk 
Pek på språket dit. En tolk vil bli tilkalt. Tolken tilbys kostnadsfritt for deg.	
<b>Polish</b>	Polski 
Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.	
<b>Portuguese</b>	Português 
Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.	
<b>Romanian</b>	Română 
Indicați limba pe care o vorbiți. Vi se va face legătura cu un interpret caare vă este asigurat gratuit.	
<b>Russian</b>	Русский 
Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.	
<b>Serbian</b>	Српски 
Покажите свој језик. Превођилац ће бити позван. Превођилац је за вас обезбеђен бесплатно.	
<b>Slovak</b>	Slovenčina 
Ukážte na svoj jazyk. Zavoláme tlmočníka. Tlmočenie je pre vás bezplatné.	
<b>Spanish</b>	Español 
Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.	
<b>Swedish</b>	Svenska 
Peka på ditt språk. En tolk kommer att tillkallas. Tolken erbjuds utan kostnad för dig.	
<b>Ukranian</b>	Українська 
Вкажіть вашу мову. Вам викличуть перекладача. Послуги перекладача надаються безкоштовно.	
<b>Yiddish</b>	יידיש 
ווייזט אן אויף אייער שפראך און מען וועט רופן אן איבערזעצער. איר דאָרפט גאָרניט באַצאָלן פאַר דער איבערזעצונג.	

Exhibit G


Pacific Islands	
<b>Fijian</b>	Vosa Vakaviti 
Dusia na nomu vosa. Ni na Vakarautaki mai e dua na dau vakadewa vosa. Na dau vakadewa vosa e sega ni saumi.	
<b>Ilocano</b>	Ilokano 
Itudo yo ti sao yo. Ag awag da ti maysa nga mangipat-patarus nga tumulong kadakayo nga awan ti bayad na.	
<b>Indonesian</b>	Bahasa Indonesia 
Tunjukkan bahasa Anda. Penerjemah akan dihubungi. Penerjemah disediakan gratis tanpa dikenakan biaya.	
<b>Malay</b>	Bahasa Melayu 
Tunjukkan bahasa anda. Jurubahasa akan dihubungi. Jurubahasa akan disediakan tanpa anda dikenakan bayaran.	
<b>Marshallese</b>	Kajin Majól 
Kelet kajin eo am. Im renaaj kúr juón am Ri-Ukok. Ri-Ukok eo enaaj jibañ eok ilo ejjelok wóneen.	
<b>Samoan</b>	Fa'asamoa 
Fa`asino lau gagana. Ole a vala`au se fa`amatala`upu. Ua saunia se fa`amatala`upu e aunoa ma se tau e te tototiina.	
<b>Tagalog</b>	Tagalog 
Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.	
<b>Tongan</b>	Lea Faka-Tonga 
Tuhu`l mai ho`o lea fakafonua. `E ui ha fakatonulea. `Oki ta`etotongi kia `a e fakatonulea.	

North America, South America, and Caribbean	
<b>French</b>	Français 
Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.	
<b>Haitian Creole</b>	Kreyòl 
Lonje dwèt ou sou lang ou pale a epi n ap rele yon entèprèt pou ou. Nou ba ou sèvis entèprèt la gratis.	
<b>Navajo</b>	Diné k'ehjí 
Nizaad biká'ígíí bich'í' dah diilníih. Ata' halne'é ía' hágo bi'dí'dooníik. Ata' halne'é éí doo haida yit'éego bik'é ní'diiléel da. T'áájiik'e ná ata' hodoolnih.	
<b>Portuguese</b>	Português 
Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.	
<b>Spanish</b>	Español 
Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.	

# Language Identification Guide

As a LanguageLine Solutions® client you have access to over-the-phone interpreting 24 hours a day, 7 days a week. Offer this guide in face-to-face situations to determine which language a person speaks. The most frequently encountered languages in North America are grouped by the geographical region where they are commonly spoken.

- Locate the geographical region where you believe the speaker may be from. (Pacific Islands, Europe, etc.)
- Show the person the languages listed for that region. Underneath each language is the translation of the statement below:

<b>English</b>	English 
Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.	

- We offer interpreting from English into more than 200 languages. If you are unable to identify the language, our call representative will help you.
- To access an interpreter:



Please visit [www.LanguageLine.com](http://www.LanguageLine.com) for information on all our language access solutions:

- Over-the-Phone, Video Remote, and Onsite Interpreting
- Bilingual and Interpreter Staff Testing and Training
- Translation and Localization

[CustomerCare@LanguageLine.com](mailto:CustomerCare@LanguageLine.com)

1-800-752-6096





India, Pakistan, and Southwest Asia	
<b>Bengali</b> <span><span>বাংলা</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>আপনার ভাষার দিকে নির্দেশ করুন। একজন দোভাষীকে ডাকা হবে। দোভাষী আপনি নিখরচায় পাবেন।</div>	
<b>Gujarati</b> <span><span>ગુજરાતી</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>તમારી ભાષાનો ઉલ્લેખ કરો. દુભાષિયાને બોલાવી શકાશે. દુભાષિયાને બોલવવામાં તમારે ખર્ચ આપવો નહિ પડે.</div>	
<b>Hindi</b> <span><span>हिंदी</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>अपनी भाषा को इंगित करें। जिसके अनुसार आपके लिए दुभाषिया बुलाया जाएगा। आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।</div>	
<b>Malayalam</b> <span><span>മലയാളം</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>നിങ്ങളുടെ ഭാഷയിലേക്ക് ചുണ്ടുക. ഒരു വ്യാഖ്യാതാവിന്റെ സേവനം ലഭ്യമാകും. ഈ വ്യാഖ്യാതാവിന്റെ സേവനം നിങ്ങൾക്ക് സൗജന്യമായാണ് നൽകുന്നത്.</div>	
<b>Nepali</b> <span><span>नेपाली</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>आफ्नो भाषातर्फ ओल्याउनुहोस्। एक दोभाषेलाई बोलाइनेछ। तपाईंको निा कुरै खर्चको, एकजना दोभाषे उपलब्ध गराइनेछ।</div>	
<b>Punjabi</b> <span><span>ਪੰਜਾਬੀ</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>ਆਪਣੀ ਭਾਸ਼ਾ ਵੱਲ ਇਸ਼ਾਰਾ ਕਰੋ। ਜਿਸ ਮੁਤਾਬਕ ਇਕ ਦੁਭਾਸ਼ੀਆ ਬੁਲਾਇਆ ਜਾਵੇਗਾ। ਤੁਹਾਡੇ ਲਈ ਦੁਭਾਸ਼ੀਆ ਦੀ ਮੁਫਤ ਇੰਤਜ਼ਾਮ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।</div>	
<b>Sinhalese</b> <span><span>සිංහල</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>ඔබේ හඟව පෙත්වන්න. හඟ පරිවර්තකයෙකු කැඳවෙනු ඇත. හඟ පරිවර්තකය ඔබ වෙත නෙමිලේ සැපයෙනු ඇත.</div>	
<b>Tamil</b> <span><span>தமிழ்</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>உங்கள் மொழியைச் சுட்டிக்காட்டுங்கள். மொழிபெயர்ப்பாளர் ஒருவர் ஆழைக்கப்படுவார். மொழிபெயர்ப்பாளருக்காக நீங்கள் செலவு செய்யுத்தேவையில்லை.</div>	
<b>Telugu</b> <span><span>తెలుగు</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>ఓం భాషను గుర్తించండి. ఓం భాషానువాదకులను పిలువబడును. ఓంకు ఎటువంటి ఖర్చు లేకుండా భాషానువాదకులను సమకూర్చబడును.</div>	
<b>Urdu</b> <span><span>اُردو</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>اپنی زبان پر اشارہ کریں۔ ایک ترجمان کو بلاجائے گا۔ ترجمان کا انتظام آپ پر بغیر کسی خرچ کے کیا جائے گا۔</div>	

Africa	
<b>Acholi</b> <span><span>Acoli</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Siem thok ma iyae. Ja loko ibiro luongi. Jaloko no ochiuni ma onge chudo.</div>	
<b>Amharic</b> <span><span>አማርኛ</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>ቋንቋዎችን ያመልክቱ። አስተርጓሚ ይጠራል። አስተርጓሚው በነጻ ይቀርብልዎለታል።</div>	
<b>Arabic</b> <span><span>عربي</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>أشر إلى لغتك. وسيتم الاتصال بمترجم فوري. كما سيتم إحضار المترجم الفوري مجانًا.</div>	

Africa - continued	
<b>Dinka</b> <span><span>Thok monyjang</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Weet ten thoungdie. Raan weetgeryc a col. Agerwelyic ku a cin aroop biyik yen.</div>	
<b>French</b> <span><span>Français</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.</div>	
<b>Hausa</b> <span><span>Hausa</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Nuna zuwa ga yarenka. Za a kira tafinta. An samar maka da tafintan ne ba tare da sai an biya kudi ba.</div>	
<b>Italian</b> <span><span>Italiano</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Indicare la propia lingua. Un interprete sarà chiamato. Il servizio è gratuito.</div>	
<b>Nuer</b> <span><span>Mägäcä luqäddä</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Ku tiImään luqäddäädä. Turjubään äyää looyëëri-doonää. Turjubäänkä lägugu yëëräyo wää biläash.</div>	
<b>Oromo</b> <span><span>Oromo</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Gara afaan keetti eeri. Turjumaanni ni waamama. Turjumaanni beesee takka malee siif qophaawa.</div>	
<b>Portuguese</b> <span><span>Português</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.</div>	
<b>Portuguese Creole</b> Crioulo Portugues <span><span><span>👉</span></span></span>	
<span></span> <div>Nho pontá pa lingu qui nho ta papiâ. No ta arranja um interprete pa nho. No ta ranje um interprete e nho ca ta pagá nada pa el.</div>	
<b>Somali</b> <span><span>Af-Soomali</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Farta ku fiqluqadaada... Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.</div>	
<b>Swahili</b> <span><span>Kiswahili</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Onyesha lugha yako. Mkalimani ataitwa. Utapewa mkalimani bila gharama yoyote.</div>	
<b>Tigrinya</b> <span><span>ትግርኛ</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>ቋንቋኹም አመልክቱ። አተርጓሚ ከጽዋላ ይኸክል እዩ። ንአተርጓሚ እትከፍልዎ ዝኾነ ከፍሊት የለን።</div>	
<b>Wolof</b> <span><span>Wolof</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Taannal sa lakk ngir fiou bolela ak kou degg sa lakk mou dimbeuli leu. Ndimbeul bi do ci fey dara.</div>	
<b>Yoruba</b> <span><span>Yorùbá</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Tọka sí èdè rẹ. A ó pe ògbufọ kan. Ọfẹ ni a ó pe ògbufọ yìí fún ọ.</div>	

Exhibit G

Middle East	
<b>Arabic</b> <span><span>عربي</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>أشر إلى لغتك. وسيتم الاتصال بمترجم فوري. كما سيتم إحضار المترجم الفوري مجانًا.</div>	
<b>Armenian</b> <span><span>Հայերէն</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Նշեք, թե որ լեզվով եք խոսում: Թարգմանիչ կկանչենք: Թարգմանիչի ծառայությունները տրամադրվում են անվճար:</div>	
<b>Azerbaijani</b> <span><span>Azərbaycan dili</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Danışdığınız dili bildirin. Sizin üçün tərcüməçi dəvət olunacaq. Tərcümə xidməti üçün ödəniş tələb olunmur.</div>	
<b>Dari</b> <span><span>دري</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>زبان مورد نظر را نشانی کنید. یک ترجمان فراخوانده خواهد شد. این برای شما کدام هزینه در پی نخواهد داشت.</div>	
<b>Farsi</b> <span><span>فارسي</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما درخواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می گیرد.</div>	
<b>Hebrew</b> <span><span>עברית</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>הצבע לעבר השפה שלך, ואנחנו נתקשר למתרגמן. שירותו של המתרגמן ניתן ללא תשלום.</div>	
<b>Kurdish</b> <span><span>کوردی</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>نماژ ه به زمانه‌کەتان. وەرگیرێک بانگ دەکریت. بۆ ئاماده‌کردنی وەرگیر هیچ پارێیه‌ک له تو وەرناگیردرییت.</div>	
<b>Pashto</b> <span><span>پښتو</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>خپلې ژبې ته اشاره وکړئ. یو ژباړونکی به راوبلل شي. ستاسو له پاره د ژباړونکي انتظام په وړیا توګه کېږي.</div>	
<b>Turkish</b> <span><span>Türkçe</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Konuştüğunuz dili gösterin. Sizin için bir çevirmen aranacaktır. Bu çevirmen size ücretsiz sağlarır.</div>	

Asia		
<b>China</b> <span><span>請指認您的語言，以便為您提供免費的口譯服務。</span></span> <span><span>请指认您的语言，以便为您提供免费的口译服务。</span></span>		
<b>Cantonese</b> <span><span>廣東話</span></span> <span><span>广东话</span></span> <span><span><span>👉</span></span></span>		
<b>Chaochow</b> <span><span>潮州話</span></span> <span><span>潮州话</span></span> <span><span><span>👉</span></span></span>		
<b>Fukienese</b> <span><span>福建話</span></span> <span><span>福建话</span></span> <span><span><span>👉</span></span></span>		
<b>Mandarin</b> <span><span>國語</span></span> <span><span>普通话</span></span> <span><span><span>👉</span></span></span>		
<b>Shanghai</b> <span><span>上海話</span></span> <span><span>上海话</span></span> <span><span><span>👉</span></span></span>		
<b>Taiwanese</b> <span><span>台灣話</span></span> <span><span>台湾话</span></span> <span><span><span>👉</span></span></span>		
<b>Toishanese</b> <span><span>台山話</span></span> <span><span>台山话</span></span> <span><span><span>👉</span></span></span>		

Asia- continued	
<b>Burmese</b> <span><span>မြန်မာ</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>သင့်ဘာသာစကားကို ညွှန်ပြပါ။ စကားပြန် ခေါ်ပေးပါမယ်။ သင့်အတွက် စကားပြန် အခမဲ့ ပေးပါမယ်။</div>	
<b>Hmong</b> <span><span>Hmoob</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi.</div>	
<b>Indonesian</b> <span><span>Bahasa Indonesia</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Tunjukkan bahasa Anda. Penerjemah akan dihubungi. Penerjemah disediakan gratis tanpa dikenakan biaya.</div>	
<b>Japanese</b> <span><span>日本語</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>あなたの話す言語を指してください。無料で通訳サービスを提供します。</div>	
<b>Karen</b> <span><span>ကညီကျိာ်</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>နန့်လိဆေနကျိာ်.တၢ်ကကိးဖျၢကျိာ်ထံတၢ်.တၢ်ဟ့ၣ်ဖျၢကျိာ်ထံတၢ်လၢတဆိၣ်ဒီးဆဖျၢဆကလံၤဟ့ၣ်.</div>	
<b>Khmer (Cambodian)</b> <span><span>ខ្មែរ (កម្ពុជា)</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>សូមផ្ដល់ភាសាអ្នក។ យើងនឹងហៅអ្នកបកប្រែភាសាអ្នកផ្ដល់។ អ្នកបកប្រែភាសានឹងផ្ដល់អ្នកដោយមិនគិតថ្លៃ។</div>	
<b>Korean</b> <span><span>한국어</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>귀하께서 사용하시는 언어를 지정하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다.</div>	
<b>Laotian</b> <span><span>ພາສາລາວ</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>ຊື່ບອກພາສາທີ່ເຈົ້າເວົ້າໄດ້. ພວກເຮົາຈະຕິດຕໍ່ນາຍພາສາໃຫ້. ທ່ານບໍ່ຕ້ອງເສຍເງິນຄ່າແປໃຫ້ແກ່ນາຍແປພາສາ.</div>	
<b>Malay</b> <span><span>Bahasa Melayu</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Tunjukkan bahasa anda. Jurubahasa akan dihubungi. Jurubahasa akan disediakan tanpa anda dikenakan bayaran.</div>	
<b>Mien</b> <span><span>Mein</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Nuqv longc meih nyei waac fingx. Ninh mbuo porv waac mienh oix zuqç heuc daaih lorx meih. Ninh mbuo porv waac mienh tengx nyei jiauv louc yaac baeqç thenx maiv zuqç cuotv zinh nyaanh faan-liuc.</div>	
<b>Mongolian</b> <span><span>Монгол</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Танай хэлээ заа. Орчуулагч дуудагдана. Орчуулагчийн тусламж танд үнэгүй байх болно.</div>	
<b>Thai</b> <span><span>ไทย</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>ช่วยชี้ที่ภาษาที่ท่านพูด แล้วเราจะจัดหาสามให้ท่าน การใช้สามไม่ต้องเสียค่าใช้จ่าย</div>	
<b>Vietnamese</b> <span><span>Tiếng Việt</span></span> <span><span><span>👉</span></span></span>	
<span></span> <div>Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.</div>	



EXECUTED DATE	CONTRACTOR	DBE Status	CONTRACT AMOUNT (Expenditure)	Funding Sources
09/29/2022	KPG, Inc.	-	\$222,261.00	Federal, State, Local
09/30/2022	Parametrix, Inc.	-	\$89,550.07	State, Local
06/13/2023	Parametrix, Inc.	-	\$0.00	State, Local
12/23/2022	DGK, Inc. (dba Widener & Associates)	-	\$10,000.00	State, Local
12/23/2022	Sargent Engineers, Inc.	SBE	\$30,000.00	State, Local
12/30/2022	WSP USA, Inc. (formerly BergerABAM Inc.)	-	\$0.00	Federal, Local
12/30/2022	WSP USA, Inc. (formerly BergerABAM Inc.)	-	\$0.00	Federal, Local
03/30/2023	Perteet, Inc.	-	\$0.00	Local
05/05/2023	Perteet, Inc.	-	\$538,957.00	Local
08/24/2022	DKS Associates	-	\$0.00	Other
10/24/2022	Gray & Osborne, inc.	-	\$36,196.25	Local
12/14/2022	Gray & Osborne, Inc.	-	\$42,894.10	Local
11/28/2022	All Traffic Data	-	\$25,000.00	Local
09/14/2022	Cascade Civil Construction, LLC	-	\$16,000.00	Federal, Local, Other
09/14/2022	Cascade Civil Construction, LLC	-	\$13,818.86	Federal, Local, Other
09/14/2022	Cascade Civil Construction, LLC	-	\$2,240.00	Federal, Local, Other
09/14/2022	Cascade Civil Construction, LLC	-	\$8,799.64	Federal, Local, Other
09/14/2022	Cascade Civil Construction, LLC	-	\$17,000.00	Federal, Local, Other
09/14/2022	Cascade Civil Construction, LLC	-	\$6,000.00	Federal, Local, Other
09/14/2022	Cascade Civil Construction, LLC	-	\$1,000.00	Federal, Local, Other
09/14/2022	Cascade Civil Construction, LLC	-	\$7,000.00	Federal, Local, Other
09/14/2022	Cascade Civil Construction, LLC	-	\$25,446.69	Federal, Local, Other
09/14/2022	Cascade Civil Construction, LLC	-	\$5,000.00	Federal, Local, Other
09/14/2022	Cascade Civil Construction, LLC	-	\$2,662.00	Federal, Local, Other
09/21/2022	Cascade Civil Construction, LLC	-	\$59,000.00	Federal, Local, Other
09/28/2022	Cascade Civil Construction, LLC	-	-\$45,209.15	Federal, Local, Other
09/29/2022	Cascade Civil Construction, LLC	-	\$333,000.00	Federal, Local, Other
09/29/2022	Cascade Civil Construction, LLC	-	\$344,605.42	Federal, Local, Other
11/15/2022	Cascade Civil Construction, LLC	-	\$40,610.00	Federal, Local, Other
05/01/2023	DGK, Inc. (dba Widener & Associates)	-	\$34,963.00	Local
07/27/2022	Reed Trucking & Excavating, Inc.	-	-\$12,040.00	State, Local
07/27/2022	Reed Trucking & Excavating, Inc.	-	-\$1,557.50	State, Local
07/27/2022	Reed Trucking & Excavating, Inc.	-	\$0.00	State, Local
07/27/2022	Reed Trucking & Excavating, Inc.	-	\$1,651.50	State, Local
08/24/2022	Reed Trucking & Excavating, Inc.	-	\$13,507.28	State, Local
08/24/2022	Reed Trucking & Excavating, Inc.	-	\$0.00	State, Local
08/24/2022	Reed Trucking & Excavating, Inc.	-	\$7,934.49	State, Local
10/19/2022	Reed Trucking & Excavating, Inc.	-	\$27,773.00	State, Local
10/31/2022	Reed Trucking & Excavating, Inc.	-	\$438.00	State, Local
12/12/2022	Reed Trucking & Excavating, Inc.	-	\$25,473.00	State, Local
12/23/2022	Reed Trucking & Excavating, Inc.	-	\$5,050.20	State, Local
01/12/2023	Reed Trucking & Excavating, Inc.	-	\$14,000.00	State, Local
01/12/2023	Reed Trucking & Excavating, Inc.	-	\$11,280.15	State, Local
01/25/2023	Reed Trucking & Excavating, Inc.	-	\$29,661.60	State, Local
03/21/2023	Reed Trucking & Excavating, Inc.	-	-\$13,750.00	State, Local
03/21/2023	Reed Trucking & Excavating, Inc.	-	\$0.00	State, Local
03/21/2023	Reed Trucking & Excavating, Inc.	-	\$0.00	State, Local
04/07/2023	Reed Trucking & Excavating, Inc.	-	\$443,000.00	State, Local
05/25/2023	Reed Trucking & Excavating, Inc.	-	\$1,185.10	State, Local
05/25/2023	Reed Trucking & Excavating, Inc.	-	\$1,892.06	State, Local
06/15/2023	Reed Trucking & Excavating, Inc.	-	\$4,835.00	State, Local
12/28/2022	KPG Psomas, Inc.	-	\$41,599.00	Local
07/13/2022	Active Construction, Inc.	-	\$341.35	Federal, State, Local, Other
07/13/2022	Active Construction, Inc.	-	\$1,060.00	Federal, State, Local, Other
07/18/2022	Active Construction, Inc.	-	-\$550.00	Federal, State, Local, Other
10/31/2022	Active Construction, Inc.	-	\$7,411.02	Federal, State, Local, Other
10/31/2022	Active Construction, Inc.	-	\$7,500.00	Federal, State, Local, Other
10/31/2022	Active Construction, Inc.	-	\$0.00	Federal, State, Local, Other
11/28/2022	Active Construction, Inc.	-	\$4,882.35	Federal, State, Local, Other
04/10/2023	Active Construction, Inc.	-	\$0.00	Federal, State, Local, Other
04/10/2023	Active Construction, Inc.	-	\$0.00	Federal, State, Local, Other
09/29/2022	Perteet, Inc.	-	\$99,406.06	Federal, Local, Other
03/21/2023	Perteet, Inc.	-	\$51,316.16	Federal, Local, Other
08/18/2022	Transpo Group	-	\$19,000.00	Local
01/30/2023	Gray & Osborne, Inc.	-	\$79,687.12	State, Local
06/13/2023	Gray & Osborne, Inc.	-	\$12,802.68	State, Local
08/15/2022	Westwater Construction Co	-	\$25,000.00	Local
08/17/2022	Westwater Construction Co	-	\$7,155.36	Local
08/17/2022	Westwater Construction Co	-	\$6,000.00	Local
08/25/2022	Westwater Construction Co	-	\$0.00	Local
02/24/2023	Colvico, Inc.	-	\$3,300.00	Local
02/24/2023	Colvico, Inc.	-	\$4,722.30	Local
11/02/2022	Colvico, Inc.	-	\$0.00	Local



12/07/2022	Colvico, Inc.	-	-\$24,487.58	Local
10/04/2022	Foster Garvey, PC	-	\$95,000.00	Federal, State, Local
11/29/2022	Foster Garvey, PC	-	\$30,000.00	Federal, State, Local
07/27/2022	Perteet, Inc.	-	\$33,690.00	Local
01/12/2023	Perteet, Inc.	-	\$14,470.00	Local
12/12/2022	Apcon Tech, Inc.	-	-\$41,561.70	Local
07/22/2022	Combined Construction, Inc.	-	\$2,505,667.00	Federal, State, Local, Other
01/12/2023	Combined Construction, Inc.	-	\$12,000.00	Federal, State, Local, Other
01/12/2023	Combined Construction, Inc.	-	\$0.00	Federal, State, Local, Other
01/30/2023	Perteet, Inc.	-	\$56,182.00	Local
08/08/2022	Judha of Lion Landscaping and Services	-	\$82,612.00	Local
10/19/2022	Judha of Lion Landscaping and Services	-	\$1,064.00	Local
12/22/2022	Pivetta Bros Construction, Inc.	-	\$28,284,172.90	Federal, State, Local
03/30/2023	Pivetta Bros Construction, Inc.	-	\$0.00	Federal, State, Local
06/28/2023	Pivetta Bros Construction, Inc.	-	\$12,306.56	Federal, State, Local
07/22/2022	Perteet, Inc.	-	\$3,442,794.80	Federal, State, Local
08/30/2022	CPM Development Corporation, dba Icon Materials, Inc.	-	\$853,488.00	Local
09/29/2022	Cowling & Company, LLC, dba Widener & Associates	DBE, WBE	\$240,085.44	Federal, State, Local
09/14/2022	TranTech Engineering, LLC	DBE, SEDBE	\$34,900.00	State, Other
11/22/2022	TranTech Engineering, LLC	DBE, SEDBE	225,100	State, Other
09/05/2022	Specialized Pavement Marking, Inc.	-	\$393,275.00	Local
11/28/2022	Specialized Pavement Marking, Inc.	-	\$12,743.00	Local
03/21/2023	Olson Brothers Excavating, Inc	-	\$3,635,341.81	Local
09/29/2022	Cowling & Company, LLC, dba Widener & Associates	DBE, WBE	\$76,522.00	Federal, State, Local
09/29/2022	Cowling & Company, LLC, dba Widener & Associates	DBE, WBE	\$48,859.60	Federal, Other
03/15/2023	Kamins Construction Inc.	-	\$318,149.14	Local, Other
05/09/2023	Kamins Construction Inc.	-	\$10,000.00	Local, Other
05/17/2023	Kamins Construction Inc.	-	\$4,000.00	Local, Other
05/17/2023	Kamins Construction Inc.	-	\$35,000.00	Local, Other
05/17/2023	Kamins Construction Inc.	-	\$2,000.00	Local, Other
05/25/2023	Kamins Construction Inc.	-	\$0.00	Local, Other
05/26/2023	Kamins Construction Inc.	-	\$1,000.00	Local, Other
06/02/2023	Kamins Construction Inc.	-	\$16,000.00	Local, Other
06/02/2023	Kamins Construction Inc.	-	\$40,916.48	Local, Other
12/05/2022	BNSF Railway Company	-	\$892,527.00	Local, Other
02/15/2023	KPG, Psomas, Inc.	-	\$211,097.00	Federal, State, Local
03/09/2023	Transpo Group	-	\$797,894.36	Federal, Other
03/24/2023	DKS Associates	-	\$98,700.00	State, Other
04/24/2023	DKS Associates	-	\$98,700.00	State, Other
05/26/2023	BNSF Railway Company	-	\$26,500.00	Federal, State, Local
04/27/2023	Fehr & Peers	-	\$92,460.00	Local
05/04/2023	DKS Associates	-	\$98,700.00	State, Other
05/04/2023	Fehr & Peers	-	\$92,460.00	Local
05/17/2023	QWEST Corporation d/b/a CenturyLink QC	-	\$0.00	Federal, State, Local
06/13/2023	Comcast Cable Communications Management, LLC	-	\$0.00	Federal, State, Local
05/26/2023	Pivetta Bros Construction, Inc.	-	\$0.00	Federal, State, Local



**KAYA**  
strategik

City of Renton

**COMMUNITY ENGAGEMENT**

**2022-2025 INFRASTRUCTURE PLAN**





# TABLE OF CONTENTS

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I. Executive Summary.....	01
II. Guiding Goals and Principles.....	02
III. Process and Approach .....	03
IV. Themes and Findings .....	05
A. City Community Engagement Values	
B. Challenges and Barriers	
C. Opportunities	
◦ Internal Capacity and Infrastructure.....	07
◦ Trusted Relationships and Partnership.....	08
◦ Accessible and Inclusive Engagement.....	09
◦ Data, Research, and Information Hub.....	10
◦ Digital Engagement Capacity .....	11
V. Infrastructure Plan and Framework Recommendations.....	12
VI. Acknowledgements.....	16



# EXECUTIVE SUMMARY

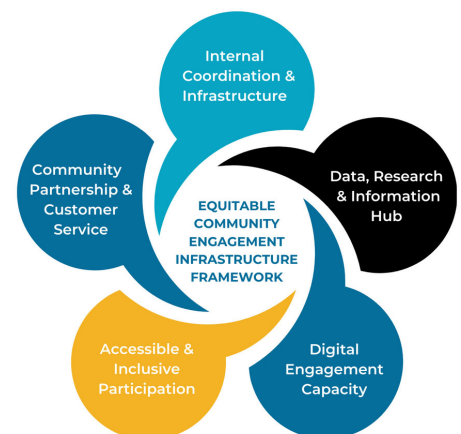
Renton is the fourth largest city in King County and eighth largest in the state of Washington. The City has seen changing demographics in recent decades that necessitate a thoughtful, strategic and equitable approach to improve community engagement outcomes and services for all Renton residents. In the Spring of 2022, a needs assessment process was initiated among staff and leadership to understand gaps and take specific action to fully encompass community engagement practices at the organizational level.

The City values authentic community engagement through relationship building and connection. The 2022-2025 (3-year) community engagement infrastructure plan and framework recommendations were created to act upon Renton's commitment to engage with residents and community members inclusively and equitably - regardless of culture, income, gender, ability, immigration status, home ownership status, native language, and more. The purpose of this community engagement infrastructure plan is to operationalize and develop the systems, policies and practices to enact effective and streamlined community engagement throughout all departments.

In alignment with the City's Business Plan, five (5) strategic goals were identified to implement and advance equitable community engagement at the City of Renton over a 3-year period from 2022-2025.

## Community Engagement Infrastructure Plan & Framework

- Internal Community Engagement Infrastructure and Coordination
- Community Partnerships and Customer Service
- Accessible and Inclusive Participation
- Data, Research, and Information Hub
- Digital Engagement Capacity





# GUIDING GOALS & PRINCIPLES

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The following goals and principles guided the process and approach to developing this community engagement infrastructure plan and framework.

## **ACTION-ORIENTED, EVOLVING OPERATIONAL PLAN FOR CHANGE**

A community engagement operational plan and intentional coordination that informs and improves how staff apply community engagement in their role is a strong need. Staff and leadership are ready for change that will benefit both their work and the community. This includes tools, training, and resources invested to build operational capacity. While the plan guides direction, it also serves as an evolving tool with opportunity for expansion and modification to adjust to emerging or unanticipated needs.

## **COMMUNITY ENGAGEMENT IS EVERYONE'S RESPONSIBILITY**

Staff and leadership across departments are responsible for incorporating community engagement as a core value and practice in their positions, above and beyond federal Title VI compliance. Community engagement is not the responsibility of one person or one department. It is a shared responsibility where staff and leadership are collectively accountable to equity, access, and inclusion through community engagement.

## **BUSINESS PLAN ALIGNMENT**

The City's current 2023-2028 business plan guides the governing priorities of City leadership and staff. The community engagement framework and action plan supports the implementation of the business plan in outlining strategies to engage community in its goals of environmental sustainability, social, economic, and racial equity; and excellent customer service, public safety, and economic vitality.

## **RECOGNIZE AND INTEGRATE EXISTING AND PAST WORK**

Utilize, acknowledge and affirm past and current community engagement feedback, strategies developed, and action steps taken. Community members and residents have already provided much feedback to the City around community engagement, diversity, and programming needs. City staff and leadership have also acted to address concerns. This framework and plan integrates past feedback and work done by current and former staff.



# PROCESS & APPROACH

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KAYA strategik, LLC worked with Renton staff to plan and solicit input; and conducted in-depth one-to-one staff informational interviews. The intent of the internal information gathering and assessment process was to speak with staff and leadership on opportunities for improved coordination and alignment to conduct community engagement effectively.

Community feedback on outreach and inclusive engagement gaps and needs; and efforts administered by previous Neighborhood Program staff were utilized to take action upon. KAYA and Renton's communications team also reviewed and discussed outreach and engagement needs and recommendations for creating inclusive relationships with residents and communities.

Over the Spring and Summer of 2022, KAYA's team conducted one-to-one interviews with all elected officials and twelve recommended Renton employees from nine departments. All interviews were conducted via Zoom due to the COVID-19 pandemic. Each informational interview consisted of five (5) open ended questions that were meant to gather feedback around Renton's approach and values in regards to communications and engagement, culturally responsive programming, and staff development best practices. Community and resident survey feedback collected through the Neighborhood Program were also integrated, as well as previous staff and community needs assessments and recommendations. Interviewees were asked for experiences and thoughts on the following:

- Community engagement values
- Challenges and barriers
- Opportunities for growth
- Policies, tools, resources, and best practices to continue and/or invest
- Suggestions to measure community engagement quantitatively and qualitatively



# INSIDE THE INTERVIEWS PROCESS & APPROACH

## Departments

Parks and  
Recreation

Police

City Attorney

Municipal Court

Executive Services

Public Works

Community and  
Economic  
Development

Equity, Housing,  
and Human  
Services

Human Resources  
and Risk  
Management

9

Departments

Electeds

8

12

Staff Members





# THEMES & FINDINGS

# CITY COMMUNITY ENGAGEMENT VALUES

## **EQUITY, ACCESS, AND INCLUSION - MINIMIZING BARRIERS TO PARTICIPATION**

There was resounding consensus and value in meeting the community where it is, rather than solely expecting the community to come to the City. Equitable and inclusive engagement entails minimizing as many barriers to participation as possible and making it easy to participate. "Going to or meeting the community where they're at" entails strategies such as identifying accessible spaces and alternatives to host and/or virtually host engagement meetings. Offering translation and interpretation, food and refreshments, and childcare are among many strategies to address barriers.

## **RELATIONSHIP BUILDING, CONNECTION, AND COLLABORATION**

The City values building and sustaining strong relationships of trust and collaboration with community members. Listening and establishing rapport and connection are critical elements. Exploring ways to convene that are accessible, cater to those who prefer meeting virtually or in-person, and promote new connections are important efforts. Renton has been described as having a "small town mentality." Fostering a welcoming, inclusive space for community members to engage in dialogue, feel heard and collaborate builds trusted relationships.

## **COMMUNITY EMPOWERMENT AND SELF-DETERMINATION**

Communities and residents are leaders in creating solutions, rather than solely being told or given options after decisions are made. Encouraging leadership opportunities and participation in City committees, such as the recently created Equity Commission, promotes community empowerment through genuine listening, dialogue and developing plans and solutions together.

## **CUSTOMER SERVICE**

Excellent and responsive customer service has been identified as a highly valued form of engagement. City staff must interact with community members in ways that are respectful, accommodating, and kind. Customer service is a critical skill for staff who regularly interact with the public.



# THEMES & FINDINGS

## CHALLENGES & BARRIERS

### **LACK OF CAPACITY AND MISSED OPPORTUNITIES**

Across departments, staff expressed lack of capacity in terms of tools, staffing, technology, and resources to conduct effective community engagement. Heavy staff workloads or lack of staff members are barriers to supporting community engagement communications and coordination - decreasing the ability to take on more work.

### **DEPARTMENTS OPERATE IN SILOS OR COMPETITION, NOT COHESIVELY OR COLLABORATIVELY**

Concern regarding the lack of communication and collaboration across departments was expressed. Additionally, departments compete for focus on their projects and budgets. Departments may work in silo, particularly based on their own unique programmatic timeline, and there can be a lack of shared understanding in the meanings of terms such as community engagement and racial equity. These silos are felt and observed among staff citywide. Duplicative efforts have also occurred and therefore resources are not maximized. Staff find that opportunities are being missed as they do not maximize or share relationships and connections. Staff shared concern about overlapping events and activities, and unshared tools and resources. There is also a need to develop cohesion among employees working remotely and those working in the office. The COVID-19 pandemic has been identified as a barrier to this, as many staff and electeds prefer and see the value of in-person engagement.

### **CHALLENGE REACHING ALL DIVERSITY OF RESIDENTS AND COMMUNITIES**

Reaching the full breadth and diversity of community members, given the ongoing demographic population growth and shifts in the City - specifically language, abilities, culture, lifestyle, and age - have been a challenge to catch up to. Because of this, the City tends to approach the same stakeholders. Both staff and leadership recognize that the City needs to engage with new people, particularly those with whom the City is not yet connected or familiar. The City also has found it challenging to go outside of the box in terms of community engagement. There is an uncertain balance of what may feel overbearing or too much outreach versus accessible presence to the public. Misunderstandings or differing interpretations of community engagement and diversity, equity and inclusion (DEI) frameworks among staff are also present.



# THEMES & FINDINGS - OPPORTUNITIES

# INTERNAL CAPACITY & INFRASTRUCTURE

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## **COORDINATED COMMUNITY ENGAGEMENT INTERDEPARTMENTAL TEAM**

Staff want to operate as one city. For community engagement to be incorporated into everyone's work, efforts must ultimately be streamlined. A community engagement IDT (interdepartmental team) with representatives from each department that regularly convenes to coordinate and streamline engagement has been an effort under way. A regularly convening IDT that includes a shared calendar increases coordination and communications across departments - supporting standardization, infrastructure, and cohesion.

## **TASK FORCES AND DEPARTMENTS AS RESOURCES**

Staff view specific groups within Renton such as the Inclusion Task Force, Neighborhood Program, and/or Equity, Housing and Human Services (EHHS) as helpful resources to turn to regarding inclusion and community engagement. Partnering and finding staff leadership and expertise with these internal groups are beneficial to build capacity for equitable community engagement.

## **STAFF AND LEADERSHIP TRAININGS FOR PROFESSIONAL DEVELOPMENT AND COMMUNITY ENGAGEMENT**

Guides, tools and technology resources enable more successful collaboration both virtually and in person. DEI trainings are considered important, but need to evolve and incorporate different trainers for a more well rounded approach. Facilitation, customer service, social media, community building, and crisis communications are useful training resources. Staff want the education and classes that will enable them to use the community engagement tools available to them. A centralized internal site that hosts all trainings and education materials staff have received should be maintained. In addition new and existing employees may also use this internal site to receive onboarding training on customer service, community engagement, and other relevant tools and resources.

## **INCREASE STAFF ACCESS TO COORDINATE WITH LEADERSHIP**

A desire was expressed by City staff to work with and have more face time with leadership, such as the directors of their respective departments, Council, and the Mayor. There is a disconnect between staff and those who make major decisions for their departments and work, particularly decision-making on community engagement budgets.



# THEMES & FINDINGS - OPPORTUNITIES

# TRUSTED RELATIONSHIPS & PARTNERSHIP

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## **BUILD UPON AND EXPAND COMMUNITY PARTNERSHIPS**

Renton interviewees expressed pride around their intentional and thoughtful partnerships with community based organizations, residents, businesses, and groups. Such considerable partnering should be maintained and continued. There is also a desire to increase and expand upon the level of community partnerships. Utilizing these trusted relationships to share about City and community resources available mutually benefit both Renton and partners.

## **INCREASE NEIGHBORHOOD PROGRAM CAPACITY AND ROLES OF THE COMMUNITY LIAISONS**

The Neighborhood Program is a widely appreciated program internally and with community residents. Community liaisons are viewed as community members and leaders who are the bridges between the community and City that are trusted, bicultural, bilingual, and actively engaged with their respective communities. There is a desire to resurrect previous models of this program and modify to meet the current needs of both Renton and the community to provide culturally responsive support and assistance.

## **IN-PERSON HOSTING OR CO-HOSTING NEIGHBORHOOD AND COMMUNITY EVENTS**

A high volume of interviewees mentioned their appreciation of neighborhood picnics. Food was identified as a common ground from which residents and the City could interact and connect. Staff enjoy speaking with residents, inquiring about their needs and thoughts around inclusion and equity, and simply getting to know each other. However, this event format may not be the most appealing or effective approach for all residents. Depending on one's age, culture, or lifestyle, the City can consider other types of activities such as "pop-up's" to appeal to the diverse population of Renton.

## **SUPPORTING AND RESOURCING COMMUNITY-LED EFFORTS**

There is opportunity to support and listen to community by creating opportunities for leadership inside the City through community advisory groups, committee involvement and partnership through community grant-making. There are a variety of commissions, committees and other volunteer advisory groups that currently exist where the City can encourage community members to participate in such leadership opportunities.



# THEMES & FINDINGS - OPPORTUNITIES ACCESSIBLE & INCLUSIVE ENGAGEMENT

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## **CREATE A CULTURALLY RELEVANT OUTREACH AND ENGAGEMENT APPROACH CENTERED IN EQUITY AND ENSURES TITLE VI COMPLIANCE**

Develop an inclusive outreach and engagement toolkit reflective of the City's values above and beyond Title VI compliance. Staff should also be aware and understand that the City is federally obligated to comply with Title VI policies around access and inclusion to address potential discrimination in services.

## **LANGUAGE ACCESS - TRANSLATION AND INTERPRETATION**

There was a strong emphasis on the need to streamline and centralize translation and interpretation processes and resources. The City needs to ensure relevant translation of top languages and access on printed and digital materials such as social media, brochures, event promotions, and particularly vital City documents and alerts. There is a need to provide alternative interpretation services, including but not limited to a consistent language line resource.

## **EXPLORE DIVERSE, CREATIVE, AND ALTERNATIVE WAYS OF PRESENTING ACCURATE INFORMATION TO THE PUBLIC**

Explore alternative ways of promoting City events and activities to ensure information is communicated to the public. It is evident that not all residents receive information in the same ways. Some people are more technologically inclined while others prefer traditional methods of communication. Therefore, there have been challenges promoting accurate information across the City and receiving feedback and responses following outreach attempts. Exploring different means of communicating with residents and stakeholders is a priority for staff and leadership.

## **BALANCE OF BOTH VIRTUAL AND IN-PERSON OFFERINGS**

Both in-person and virtual options are necessary. While virtual options may not have the same interpersonal connection as face-to-face interactions, they are necessary to meet the needs of those who do not feel comfortable or are unable to attend in-person activities. Most staff found the importance of maintaining working hybrid options for both the City employees and community. Furthermore, rather than holding hybrid events and balancing in-person and digital components simultaneously, separate virtual and in-person events may be more manageable.





# THEMES & FINDINGS - OPPORTUNITIES

# DATA, RESEARCH, & INFORMATION HUB

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## **DATA-DRIVEN COMMUNITY ENGAGEMENT**

There is a strong desire for consistently updated and accurate data on all aspects of the City to inform planning, implementation and services. Given the new 2020 Census results and release of the 2020 5-year American Community Survey (ACS), an update to the City of Renton demographic profiles should be created.

## **DATA AND RESEARCH RESOURCE HUB ON RENTON'S CHANGING NEIGHBORHOODS**

There is opportunity to build capacity to serve as a data resource hub on Renton's changing neighborhoods, including languages and demographics to tailor outreach. Effective research is critical to inform and apply data driven public policy and decision-making. There is also opportunity to assess, track, and evaluate community engagement efforts to measure results and participation to understand program impact and effectiveness for improvement.

## **ENGAGE AND ADVISE IN SOLICITATION AND ANALYSIS OF QUANTITATIVE AND QUALITATIVE COMMUNITY FEEDBACK**

Employees find that a high volume of comments and input on social media platforms indicate engagement. Additionally, response to required engagement qualifies as positive engagement, such as attendance to court dates, fine and bill payments, picked up or returned phone calls, et cetera. There is opportunity to compare quantitative engagement from 1) pre-Covid-19 pandemic, 2) during the height, and 3) at present to understand how many community members have participated in Renton's engagement efforts.

Qualitatively, it is important for residents to feel they have been heard through action and response, rather than treated as another statistic. Rather than a sole focus on how many comments and questions the City received from residents, the quality, substance, and follow-up of comments must be equally considered and valued. In addition, engagements where community members feel valued and respected regardless of background, rather than as a diversity data point are essential. Collecting stories and experiences anecdotally is also a form of data collection and validation.



# THEMES & FINDINGS - OPPORTUNITIES

# DIGITAL ENGAGEMENT CAPACITY

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## **INVEST IN CAPACITY FOR STAFFING AND TECHNOLOGY SOFTWARE FOR ONLINE ENGAGEMENT**

There was resounding agreement on the need for the City to utilize up-to-date methods and tools to engage with residents and community members online and via social media through digital engagement. To meet these needs, staff and technology software capacity is needed to be effective in hybrid operations and engagement. There is also a need to understand gaps in resident technology access and literacy.

## **POLICIES AND PROCEDURES FOR TECHNOLOGY AND SOCIAL MEDIA**

Develop a social media policy handbook that includes policies and procedural steps to guide staff on online engagement. This includes procedures and systems for streamlining referrals received through the Renton Responds app service. The Police Department has a manual that may be reviewed and adapted citywide.

## **VIRTUAL OPTIONS INCREASE ACCESSIBILITY**

Virtual options allow residents who may not have been able to participate to join critical events, such as public hearings at city hall and council meetings. Live streaming, recording meetings, and court hearings have been helpful and allowed community members to choose which setting is more comfortable and accessible for themselves. The exploration of alternative virtual options for both staff and residents have been done, such as electronic permitting, video meeting platforms, and virtual counter appointments.

## **SOCIAL MEDIA, CITY WEBSITE, AND BRAND**

Some leadership and staff disclosed their discomfort with social media, while others expressed a need for a social media policy. The use of online platforms such as Nextdoor and Facebook should be clarified to expand upon its usefulness in connecting with the public. There is also a need for posts to be more timely to take advantage of opportunities. Staff recommended that Renton's website be more standardized and user friendly as messaging throughout the website is not always consistent, cohesive or represented as "one voice." Finally, feedback has been given around the need to update the City logo and brand to reflect more of the City's diverse populations and growth.





# RENTON 2022-2025 COMMUNITY ENGAGEMENT INFRASTRUCTURE PLAN

*We are a city committed to being "the center of opportunity in the Puget Sound Region where families and businesses thrive"*

## INTERNAL COMMUNITY ENGAGEMENT COORDINATION & INFRASTRUCTURE

- Coordinated community engagement workplace integrated with business plan.
- Formalize citywide CE IDT regularly convening.
- Create and maintain a shared calendar for all departments and staff to access.
- Coordination of elected official support/attendance in relevant community engagement efforts.
- Centralized site for new & current staff to access training on community engagement tools & resources.
- Build technology infrastructure to streamline community engagement for all departments.

## COMMUNITY PARTNERSHIP & CUSTOMER SERVICE

- Increase capacity of Neighborhood Program for resident & community engagement.
- Re-engage community liaison programming.
- Convene and build community through continued co-host of community & neighborhood picnics or pop-ups.
- Expand and partner with community based organizations, schools/districts, local colleges & other institutions & stakeholders.
- Promote and highlight community leadership opportunities in government such as commissions and advisory committees.
- Equitable community grant-making.

## ACCESSIBLE & INCLUSIVE PARTICIPATION

- Develop an inclusive outreach & engagement toolkit reflecting City values above & beyond Title VI compliance.
- Continue & expand in-person, hybrid & virtual options for public hearings, interviews & office hours.
- Ensure language translation and ADA access on social media, brochures, event promotions & particularly vital alerts.
- Provide comprehensive interpretation and ADA access and services, including but not limited to consistent language line resource.
- Budget to address barriers and promote culturally relevant community engagement participation such as for food, childcare and transportation.

## DATA, RESEARCH, & INFORMATION HUB

- Update Renton demographic profiles with Census 2020 ACS 5-year.
- Serve as a data resource on Renton's changing neighborhoods - including languages, demographics to tailor outreach, and effective research that informs public policy and decision-making.
- Engages & advise in solicitation & followup on quantitative & qualitative community & resident experiences.
- Collect diversity data to track and measure results and participation.
- Build capacity to assess, monitor, & evaluate equity impact and effectiveness.

## DIGITAL ENGAGEMENT CAPACITY

- Invest in capacity for staffing & technology to for online engagement.
- Policies and procedures for using technology and social media.
- Create and maintain elected leadership social media accounts.
- Streamline virtual & hybrid participation options that include ADA access & languages.
- Review and streamline Renton Responds service.
- Implement 2022 Communications Plan including an ethnic media strategy.

Internal  
Coordination &  
Infrastructure

Community  
Partnership &  
Customer  
Service

EQUITABLE  
COMMUNITY  
ENGAGEMENT  
INFRASTRUCTURE  
FRAMEWORK

Data, Research  
& Information  
Hub

Accessible &  
Inclusive  
Participation

Digital  
Engagement  
Capacity





# RENTON 2022-2025 COMMUNITY ENGAGEMENT INFRASTRUCTURE PLAN

We are a city committed to being "the center of opportunity in the Puget Sound Region where families and businesses thrive"

## GOAL 1:

### Internal Community Engagement Coordination and Infrastructure

<sup>Completion goal, then ongoing</sup>  
2022 2023 2024 2025













- Coordinated community engagement integrated with business plan. 
- Formalize community engagement IDT to hold consistent, regular IDT meetings 
- Create and maintain a shared calendar for all departments and staff to access. 
- Centralized site for onboarding new and current staff and to access training on community engagement tools and resources. 
- Coordinate with elected officials to support in relevant community engagement efforts. 
- Invest in technology infrastructure to streamline community engagement. 

Exhibit I

## GOAL 2:

### Community Relationships, Partnership, and Customer Service

- Increase capacity of Neighborhood Program for community engagement. 
- Re-engage community liaison programming. 
- Co-host community and neighborhood picnics and/or pop-ups to convene and promote community building. 
- Build upon and expand and partner with community based organizations (CBOs), local school district, hospital district, community college, chamber, ethnic media and other organizations. 
- Promote and highlight community leadership opportunities in government such as commissions and advisory committees. 
- Equitable grant-making and community capacity building. 





## GOAL 3:

### Accessible and Inclusive Community Engagement and Participation

'Completion' goal, then ongoing  
2022 2023 2024 2025








- Develop an inclusive outreach and engagement toolkit reflective of City values above and beyond Title VI compliance. 
- Citywide and staff awareness and education of federal Title VI Compliance 
- Continue and expand in-person, hybrid and virtual options for public hearings, interviews, and office or community engagement hours. 
- Streamline and centralize translation and interpretation process and resources. 
- Ensure language translation and ADA access on social media, brochures, event promotions, and particularly City vital documents and alerts. 
- Provide comprehensive interpretation and ADA access and services, including but not limited to a consistent language line resource. 
- Budget to address barriers to community engagement participation such as food, childcare, transportation and other factors. 

Exhibit I



# RENTON 2022-2025 COMMUNITY ENGAGEMENT INFRASTRUCTURE PLAN

We are a city committed to being "the center of opportunity in the Puget Sound Region where families and businesses thrive"

## GOAL 4:

### Data, Research, and Information Hub

'Completion' goal, then ongoing  
2022 2023 2024 2025

- Update Renton demographic profiles with Census 2020 ACS 5-year. —▼
- Serve as a data resource on Renton's changing neighborhoods including languages, demographics to tailor outreach, and effective research that informs public policy and decision-making. —————▼
- Engage and advise in solicitation and follow up on quantitative and qualitative community and resident experiences. —————▼
- Collect diversity data to track and measure results and participation. —————▼
- Build capacity to assess, monitor and evaluate equity impact and effectiveness for improvement. —————▼

Exhibit 4

## GOAL 5:

### Digital Engagement Capacity

- Invest in capacity for staffing digital, social media, and online engagement. —————▼
- Engage in understanding gaps in resident technology access and literacy. —————▼
- Policies and procedures for using technology and social media. —————▼
- Create and maintain elected leadership social media accounts. —————▼
- Streamline virtual & hybrid participation options including ADA & languages. —————▼
- City newsletter (electronic and mailer) to residents and businesses monthly or quarterly and accessible in multiple social media platforms. —————▼
- Review and streamline Renton Responds service. —————▼
- Implement 2022 Communications Plan including an ethnic media strategy. —————▼

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KAYA strategik, LLC is a  
WMBE-owned equitable  
strategies consulting firm.  
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# **Equitable Project Management Toolkit**

**2022 Edition (Version 1.5.7)**

**Developed By:**

**Samad Aidane, MSc, PMP**

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## Table of Content

Introduction .....	5
About this Toolkit.....	5
About the Author .....	5
Equitable Project Management Framework.....	6
Phase 1: Needs Assessment.....	8
1. Alignment with Mission, Vision, Values, and Goals .....	8
2. Data and Data Analysis .....	8
3. Stakeholder Identification and Analysis.....	8
4. Stakeholder Engagement Process and Outcomes .....	9
5. Problem Definition and Needs Assessment Analysis.....	10
6. Risk Management .....	10
7. Benefits Realization Management.....	10
Phase 2: Options Analysis .....	11
1. Alignment with Mission, Vision, Values, and Goals .....	11
2. Data and Data Analysis .....	11
3. Stakeholder Engagement Process and Outcomes .....	11
4. Options Generation Process .....	11
5. Options Assessment Process .....	11
6. Preferred Option Selection Process.....	12
8. Risk Assessment (Preferred Option) .....	12
9. Benefits Realization Analysis (Preferred Option).....	12
Phase 3: Preliminary Design.....	13
1. Alignment with Mission, Vision, Values, and Goals .....	13
2. Data and Data Analysis .....	13
3. Stakeholder Engagement Process and Outcomes .....	13
4. Preliminary Design Process and Outcome .....	13
5. Risk Management .....	13
6. Benefits Realization Management.....	14
Phase 4: Implementation Planning.....	15
1. Alignment with Mission, Vision, Values, and Goals .....	15
2. Stakeholder Engagement Process and Outcomes .....	15

3. Cost and Schedule management .....	15
4. Procurement Management.....	15
5. Risk Management .....	15
6. Benefits Realization Management.....	15
Phase 5: Construction .....	16
1. Stakeholder Engagement Process and Outcomes .....	16
2. Change Management.....	16
3. Cost and Schedule Management .....	16
4. Risk Management .....	16
5. Benefits Realization Management.....	16
Phase 6: Delivery Phase .....	17
1. Change Management.....	17
2. Stakeholder Engagement Process and Outcomes .....	17
3. Cost and Schedule Management .....	17
4. Transition to Operations .....	17
5. Risk Management .....	17
6. Benefits Realization Management.....	17
Phase 7: Benefits Realization .....	19
1. Stakeholder Engagement Process and Outcomes .....	19
2. Cost Management.....	19
3. Risk Management .....	19
4. Benefits Realization Management.....	19

## Introduction

### About this Toolkit

This toolkit is provided as part of the workshop “Applying an equity lens to capital project selection, planning, and delivery”. The workshop provides a framework and a step by step process for how to integrate racial equity considerations in capital projects. It offers a detailed walkthrough of the Equitable Project Management toolkit, which is specifically designed to address the unique challenges and complexity of advancing racial equity in project work. The framework and the toolkit help participants embed an explicit racial equity focus at each of the 7 key racial equity decision points in the project lifecycle, to maximize long-term benefits for historically underrepresented and marginalized communities. The workshop is a great first step to introduce an organization to how racial equity can be operationalized in capital project selection, planning, and delivery.

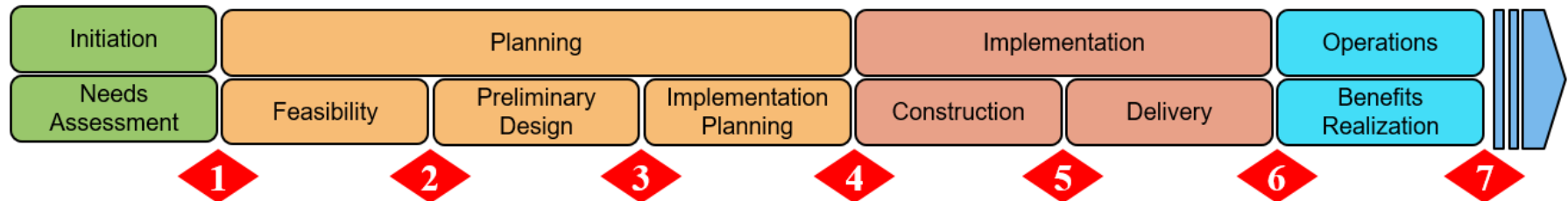
For more information about the workshop and the Toolkit, contact the author Samad Aidane at Samad can be reached at [samadaidane@gmail.com](mailto:samadaidane@gmail.com).

### About the Author

Samad Aidane is a project management and cross-cultural leadership development researcher, trainer, consultant, and coach. He is a lecturer in the Master of Science in Project Management program at Northeastern University and the College of Business at Oregon State University. He has presented at international conferences such as Project Management Institute Global Congress, Dubai International Project Management Forum, and Oracle OpenWorld. He Samad holds a Ph.D. degree for his research on applying an equity lens to stakeholder engagement in projects that impact historically marginalized and disadvantaged local communities. He is a certified Project Management Professional (PMP) by the Project Management Institute. Samad can be reached at [samadaidane@gmail.com](mailto:samadaidane@gmail.com).



## Equitable Project Management Framework



Stage	Initiation	Planning			Implementation		Operations
Phase	Needs Assessment	Feasibility Analysis	Preliminary Design	Implementation Planning	Construction	Delivery	Benefits Realization
Gate	1	2	3	4	5	6	7
Exit Criteria	Problem and needs defined and confirmed	Analysis of a range of solution options completed and a preferred option identified	Preliminary solution design completed	Detailed design and implementation planning completed	Promised solution was developed	Promised solution was delivered	Promised solution is operational
Gate Decision	Proceed to analysis of solution options	Proceed to detailed design	Proceed to detailed design and implementation planning	Proceed to implementation	Proceed to delivery	Proceed to operations	Benefits promised have been realized
Deliverables	Problem definition and needs assessment document	Preliminary Business Case	Intermediate Business Case	Final Business Case	Updated Business Case	Updated Business Case	Updated Business Case

## Equitable PM Toolkit: Overview

#	Review Topics	Phase 1	Phase 2	Phase3	Phase 4	Phase 5	Phase 6	Phase 7
		<i>Needs Assessment</i>	<i>Feasibility Analysis</i>	<i>Preliminary Design</i>	<i>Implementation Planning</i>	<i>Construction</i>	<i>Delivery</i>	<i>Benefits Realization</i>
1.	Problem/Needs Analysis Process							
2.	Stakeholder Identification/Analysis Process							
3.	Options Generation Process							
4.	Options Assessment Process							
5.	Preferred Option Selection Process							
6.	Preliminary Design Process							
7.	Alignment with Mission, Vision, Values							
8.	Data and Data Analysis Process							
9.	Stakeholder Engagement Process							
10.	Risk Management							
11.	Benefits Realization Management							
12.	Cost and Schedule management							
13.	Change Management							
14.	Procurement Management							
15.	Transition to Operations Process							

## Phase 1: Needs Assessment

### 1. Alignment with Mission, Vision, Values, and Goals

- 1.1. What process was used to develop the project outcomes during this phase?
- 1.2. What are the racially equitable community outcomes that this project will deliver?
- 1.3. How are the project's racial equity outcomes aligned with the organization's mission, vision, values, and goals?

### 2. Data and Data Analysis

- 2.1. What quantitative and qualitative analysis provided the basis for decisions in this phase?
- 2.2. What demographic data by neighborhood was used during this Phase?
- 2.3. What ethnic/racial disaggregated data was used for the analysis that provided the basis for decisions in this phase?
- 2.4. Where data was not available to support analysis in this phase, what is the plan ensure that this data will be provided in future?

### 3. Stakeholder Identification and Analysis

- 3.1. What are the specific geographic areas that will be impacted by the project?
- 3.2. What are the racial demographics of those living in the geographic areas impacted by the project?
- 3.3. What does available data reveal about how stakeholders from BIPOC communities currently relate to the desired outcome as compared to other stakeholders?
- 3.4. What do the data analysis and input from stakeholder engagement reveal about the existing racial inequities that influence the stakeholders' lives and should be taken into consideration?
- 3.5. What do the data analysis and input from stakeholder engagement reveal about the root causes or factors creating these racial inequities?
- 3.6. How do the project goals address or consider the existing racial or social inequities? How will the project increase or decrease racial equity?

#### 4. Stakeholder Engagement Process and Outcomes

- 4.1. Using International Association of Public Participation (IAP2) Public Participation Spectrum, which participation strategy was used in this phase to engage BIPOC communities impacted by the project?

	<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<b>Public Participation Goals</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
<b>Promise to the Public</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

- 4.2. What themes or concerns have been expressed through the engagement that informed analysis and decisions made during this phase?
- 4.3. How have the data analysis and input from stakeholder engagement activities been incorporated into the decisions made in this phase? Specifically, how has the data analysis and input from stakeholder engagement activities influence the problem definition and needs assessment analysis during this phase?

## 5. Problem Definition and Needs Assessment Analysis

- 5.1. Has the problem or need been appropriately defined and evidenced? How well are the needs of communities and, in particular BIPOC communities, considered in this phase?
- 5.2. How have the data analysis and input from stakeholder engagement activities been incorporated into the decisions made in this phase? Specifically, how has the data analysis and input from stakeholder engagement activities influenced the following:
  - How problems and needs were identified
  - How problem and needs were framed
  - How problems and needs were assessed
  - How problem and needs were prioritized
- 5.3. What unresolved issues (if any) will impact needs assessment phase?

## 6. Risk Management

- 6.1. Which geographic areas and communities might see their conditions improve if the project achieved the desired outcome?
- 6.2. Which geographic areas and communities might see their conditions worsen or remain unchanged if the project achieves the desired outcome?
- 6.3. Are there any community needs that the project will leave unaddressed?
- 6.4. How are the project impacts aligned with the project's desired outcomes and the organization's community outcomes that were defined above? What is the plan to address any gaps?

## 7. Benefits Realization Management

- 7.1. When the project is completed, what data will be used to determine if the project delivered the desired outcomes?
- 7.2. How will the completed project be assessed against the expected benefits and community outcomes as described in the project proposal? What specific metrics and Key Performance Indicators (KPIs) have been chosen for tracking benefits during delivery?
- 7.3. What risks to benefits realization have been identified at this stage?

## Phase 2: Options Analysis

### 1. Alignment with Mission, Vision, Values, and Goals

- 1.1. How are the project racial equity outcomes still aligned with the organization's mission, vision, values, and goals?

### 2. Data and Data Analysis

- 2.1. What quantitative and qualitative analysis provided the basis for decisions in this phase?
- 2.2. What demographic data by neighborhood was used during this phase?
- 2.3. What ethnic/racial disaggregated data was used for the analysis that provided the basis for decisions in this phase?
- 2.4. Where data was not available to support analysis in this phase and what is the plan ensure that this data will be provided in future?

### 3. Stakeholder Engagement Process and Outcomes

- 3.1. Using International Association of Public Participation (IAP2) Public Participation Spectrum, which participation strategy was used in this phase to engage BIPOC communities impacted by the project (Inform, Consult, Involve, Collaborate, and Empower)? Describe the engagement.
- 3.2. What themes or concerns have been expressed through the engagement that informed analysis and decisions made during this phase?
- 3.3. How have the data analysis and input from stakeholder engagement activities been incorporated into the decisions made in this phase? Specifically, how has the data analysis and input from stakeholder engagement activities influence the following:
  - The process to identify a broad range of solution options
  - Process to assess solution options
  - Process to select preferred solution option

### 4. Options Generation Process

- 4.1. What process was undertaken to identify a comprehensive list of solution options in this phase?
- 4.2. Have the benefits of each option been clearly defined?
- 4.3. Have the risks and mitigation strategies been clearly identified for each solution option?
- 4.4. Has an analysis of the achievability and deliverability of each option been undertaken?

### 5. Options Assessment Process

- 5.1. What process was undertaken to assess the solution options identified in this phase?
- 5.2. How does each solution option address the problems/needs identified in previous phases?
- 5.3. How does each solution option deliver the racial equity outcomes of the project?
- 5.4. How did the assessment of risks, constraints and dependencies for each option integrate racial equity considerations?

## **6. Preferred Option Selection Process**

- 6.1. What analysis was undertaken to justify that the preferred option will best address the identified problems/needs?
- 6.2. How is the preferred option a better one compared to other alternatives?

## **8. Risk Assessment (Preferred Option)**

- 8.1. Which geographic areas and communities might see their conditions improve if the project achieved the desired outcome?
- 8.2. Which geographic areas and communities might see their conditions worsen or remain unchanged if the project achieves the desired outcome?
- 8.3. Are there any community needs that the project will leave unaddressed?
- 8.4. How are the project impacts aligned with the project's desired outcomes and the organization's community outcomes that were defined above? What is the plan to address any gaps?

## **9. Benefits Realization Analysis (Preferred Option)**

- 9.1. When the project is completed, what data will be used to determine if the project delivered the desired outcomes?
- 9.2. How will the completed project be assessed against the expected benefits and community outcomes as described in the Business Case? What specific metrics and Key Performance Indicators (KPIs) have been chosen for tracking benefits during delivery?
- 9.3. What risks to benefits realization have been identified at this stage?



## Phase 3: Preliminary Design

### 1. Alignment with Mission, Vision, Values, and Goals

- 1.1. How are the project racial equity outcomes still aligned with the organization's mission, vision, values, and goals?

### 2. Data and Data Analysis

- 2.1. What quantitative and qualitative analysis provided the basis for decisions in this phase?
- 2.2. What demographic data by neighborhood was used during this phase?
- 2.3. What ethnic/racial disaggregated data was used for the analysis that provided the basis for decisions in this phase?
- 2.4. Where data was not available to support analysis in this phase, what is the plan to ensure that this data will be provided in future?

### 3. Stakeholder Engagement Process and Outcomes

- 3.1. Using International Association of Public Participation (IAP2) Public Participation Spectrum, which participation strategy was used in this phase to engage BIPOC communities impacted by the project (Inform, Consult, Involve, Collaborate, and Empower)? Describe the engagement.
- 3.2. What themes or concerns have been expressed through the engagement that informed analysis and decisions made during this phase?
- 3.3. How have the data analysis and input from stakeholder engagement activities been incorporated into the preliminary design?

### 4. Preliminary Design Process and Outcome

- 4.1. What (if any) are the key decisions made by stakeholders during this phase?
- 4.2. How did the project ensure that one stakeholder group did not carry more influence on decisions than another during this phase?
- 4.3. How did the project ensure that BIPOC communities have more equitable participation and influence during this phase?
- 4.4. How does the preliminary design increase benefits and reduce adverse impacts to the community, especially to BIPOC communities?

### 5. Risk Management

- 5.1. Which geographic areas and communities might see their conditions improve if the project achieved the desired outcome?
- 5.2. Which geographic areas and communities might see their conditions worsen or remain unchanged if the project achieves the desired outcome?
- 5.3. Are there any community needs that the project will leave unaddressed?
- 5.4. How are the project impacts aligned with the project's desired outcomes and the organization's community outcomes that were defined above? What is the plan to address any gaps?

## 6. Benefits Realization Management

- 6.1. When the project is completed, what data will be used to determine if the project delivered the desired outcomes?
- 6.2. How will the completed project be assessed against the expected benefits and community outcomes as described in the Business Case? What specific metrics and Key Performance Indicators (KPIs) have been chosen for tracking benefits during delivery?
- 6.3. What risks to benefits realization have been identified at this stage?

## Phase 4: Implementation Planning

### 1. Alignment with Mission, Vision, Values, and Goals

- 1.1. How are the project racial equity outcomes still aligned with the organization's mission, vision, values, and goals?

### 2. Stakeholder Engagement Process and Outcomes

- 2.1. What level of engagement has been undertaken with stakeholders (including end users and the community) in the development of the preferred option and how have issues been addressed?
- 2.2. How have the views and concerns of stakeholders been incorporated into the development of the implementation plan?

### 3. Cost and Schedule management

- 3.1. What is the evidence that the budget and schedule estimates reflect all the project scope?
- 3.2. What is the evidence that the budget and schedule estimates reflect all the project risks?
- 3.3. How are the risks to on-time and on-budget completion of the project captured and incorporated into the cost estimates?

### 4. Procurement Management

- 4.1. How well are the project requirements, objectives and scope communicated through the procurement documentation?
- 4.2. How does the project plan to increase contracting for goods and services with local, small, minority- and woman-owned businesses?
- 4.3. What is the stakeholder management and engagement strategy for the procurement stage of the project and is it comprehensive?

### 5. Risk Management

- 5.1. How are the key risks to the realization of benefits identified and mitigated?
- 5.2. How has the development of the project risks involved all relevant stakeholders?
- 5.3. What plans are in place to notify the community of the project and potential impacts and disruptions, with specific attention to reaching disadvantaged communities?
- 5.4. What strategies are planned to reduce construction impacts to the community?

### 6. Benefits Realization Management

- 6.1. Does the Business Case adequately reflect all the benefits promised to the stakeholders?
- 6.2. How does the project scope, budget, and schedule reflect the expected benefits promised in the business case?
- 6.3. How will the completed project be assessed against the expected benefits and community outcomes as described in the Business Case? What specific metrics and Key Performance Indicators (KPIs) have been chosen for tracking benefits during delivery?
- 6.4. What risks to benefits realization have been identified?

## Phase 5: Construction

### 1. Stakeholder Engagement Process and Outcomes

- 1.1. What level of engagement has been undertaken with stakeholders (including end users and the community) in the development of the preferred option and how have issues been addressed?
- 1.2. How have the views and concerns of stakeholders been incorporated into the development of the implementation plan?

### 2. Change Management

- 2.1. What evidence demonstrates the delivered scope is consistent with the intended benefits of the project?
- 2.2. If scope changes have occurred during construction, how have these impacted the realization of the intended benefits?

### 3. Cost and Schedule Management

- 3.1. What is the evidence that the project scope will be delivered within the approved budget and schedule?
- 3.2. How have budget and schedule variations been documented and are the level of variations outstanding appropriate to the stage of the project?

### 4. Risk Management

- 4.1. What unresolved issues (if any) will impact the on-time delivery of the project or the realization of benefits during operation?
- 4.2. What outstanding risks (if any) will impact the on-time delivery of the project or the realization
- 4.3. What are the key outstanding scope issues from the delivery phase and can these be resolved in an appropriate timeline?

### 5. Benefits Realization Management

- 5.1. How are the project outcomes still linked to the expected benefits?
- 5.2. How is the scope of the project sufficient to deliver expected benefits?
- 5.3. How are the anticipated project benefits on track to be realized?

## Phase 6: Delivery Phase

### 1. Change Management

- 1.1. What evidence demonstrates the delivered scope is consistent with the intended benefits of the project?
- 1.2. If scope changes have occurred during delivery, how have these impacted the realization of the intended benefits?

### 2. Stakeholder Engagement Process and Outcomes

- 2.1. What level of engagement has been undertaken with stakeholders (including end users and the community) in the development of the preferred option and how have issues been addressed?
- 2.2. How have the views and concerns of stakeholders been incorporated into the development of the implementation plan?

### 3. Cost and Schedule Management

- 3.1. What is the evidence that the project scope was delivered within the approved budget and schedule?
- 3.2. How has the contingency allocation been used to date and is there sufficient to complete the project?
- 3.3. How have budget and schedule variations been documented and are the level of variations outstanding appropriate to the stage of the project?

### 4. Transition to Operations

- 4.1. What planning and preparation has been undertaken to successfully complete testing and commissioning of the project and is it sufficient?
- 4.2. What is the plan and approach for any outstanding issues that need to be resolved prior to transition to operations?
- 4.3. What is the handover plan from the delivery team to operations?
- 4.4. How will the project engage stakeholders through the final testing, commissioning, handover and initial operations?
- 4.5. How will the project communicate effectively across the range of communities in the service area?

### 5. Risk Management

- 5.1. What unresolved issues (if any) will impact the on-time and on-budget delivery of the project or the realization of benefits during operation?
- 5.2. What outstanding risks (if any) will impact the on-time and on-budget delivery of the project or the realization
- 5.3. What are the key outstanding scope issues from the delivery phase and how will these be resolved in an appropriate timeline?

### 6. Benefits Realization Management

- 6.1. How are the project outcomes still linked to the expected benefits?

- 6.2. How is the scope of the project sufficient to deliver expected benefits?
- 6.3. How are the anticipated project benefits on track to be realized?

## **Phase 7: Benefits Realization**

### **1. Stakeholder Engagement Process and Outcomes**

- 1.1. What stakeholder engagement approach remains in place, and is it documented and appropriately resourced?

### **2. Cost Management**

- 2.1. Was the project scope delivered within the approved budget?
- 2.2. Were the assumptions made in the development of the cost plan to establish the project budget proven to be valid?
- 2.3. What are the additional unforeseen costs, if any, post-handover into operations?
- 2.4. What evidence confirms the project is operating within expected operational and maintenance cost parameters?

### **3. Risk Management**

- 3.1. What are the existing or emerging issues that could diminish the delivery of the service need over time and how will they be mitigated?
- 3.2. What are the stakeholder issues that have been inherited by operations and how are these being managed?
- 3.3. How well are project benefits been understood within the operations team and communicated to end users?

### **4. Benefits Realization Management**

- 4.1. To what extent was the entirety of the intended scope delivered and is there any further scope required to support the achievement of the service need?
- 4.2. How has the project been reviewed against the Final Business Case to confirm achievement of promised benefits?
- 4.3. What were the outcomes of the post completion benefits realization review?