

**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):

Mayor Geoffrey Thomas

Mailing Address: 806 W Main Street, Monroe, WA 98272

Email Address: [jwycoff@monroewa.gov](mailto:jwycoff@monroewa.gov) – City Clerk

County: Snohomish

Phone #: 360-794-7400

**Name and Title of Head of Transportation-related Services:**

Scott Peterson, P.E. Interim City Engineer

Mailing Address: 806 W Main Street, Monroe, WA 98272

Email Address: [speterson@monroewa.gov](mailto:speterson@monroewa.gov)

County: Snohomish

Phone #: 360-863-4514

**Name and Title of Designated Title VI Coordinator\*:**

Jakeh Roberts, Public Works Director

Mailing Address: 806 W Main Street, Monroe, WA 98272

Email Address: [jroberts@monroewa.gov](mailto:jroberts@monroewa.gov)

County: Snohomish

Phone #: 360-863-4514

\*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.**

There have not been any changes to the approved Title VI Plan since the City submitted a Letter of Intent Title VI Plan to Gretchen Gleue on January 5, 2022. It was received and acknowledged.

- 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.**

Title VI Coordinator - Jakeh Roberts, Public Works Director, Caucasian

Title VI Specialist – Scott Peterson, Interim City Engineer, Caucasian

A new Organization Chart for Title VI was submitted January 5, 2022, changing the Public Works Director. See Attachment A, Organizational Chart for Title VI.

**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.**

**Race**

<https://statisticalatlas.com/place/Washington/Monroe/Race-and-Ethnicity>

- White-68.6% or 12.3k
- Hispanic- 18.5% 3,321
- Black-3.5% 628
- Asian-3.3% 597
- Mixed-4.7% 844
- Other- 1.3% 229

The 2021 Title VI Accomplishments and Goals Report requested additional information for the LEP demographic data specifically regarding “Other Indo-European” and “Asian and Pacific Islander” data. The Census website did not define “Other” but the following information for the percentage of the foreign-born population for Monroe – Race and Ethnicity is provided from the following website: <https://statisticalatlas.com/place/Washington/Monroe/Race-and-Ethnicity>

- Americas – 73.4%
- Asia – 15.8%
- Europe – 8.4%
- Africa – 2.1%
- Oceania - 0.4%
- Other – 0.0%

**Language**

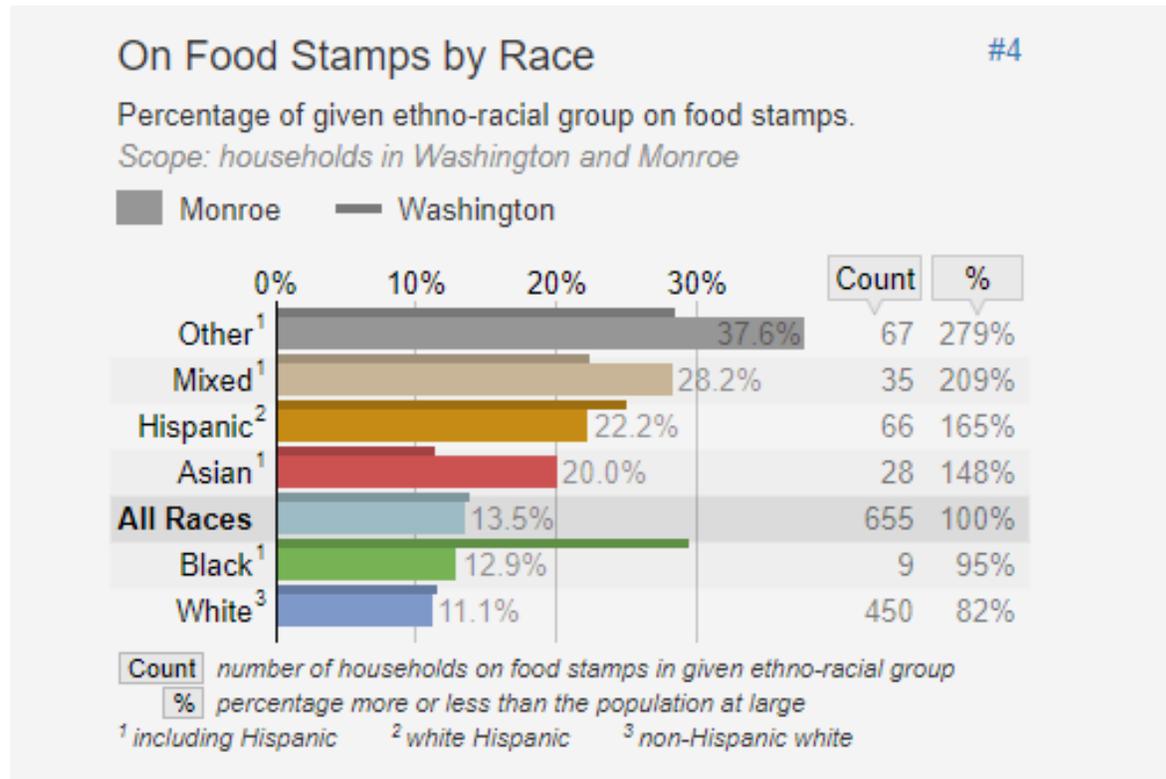
<https://data.census.gov/cedsci/profile?g=1600000US5346685>

- English only -80.5%
- Spanish- 14.7%
- Other Indo-European languages- 2.4%
- Asian and Pacific Islander Languages-1.7%
- Other Languages-.08%
- 19.5% speak another language other than English at home

**Income**

<https://data.census.gov/cedsci/profile?g=1600000US5346685>

The population of Monroe is 19,699, up from 17,304 in 2010. The median household income is \$85,896, with a poverty rate of 7.3%. 8.1% of Monroe’s population are veterans. 9.7% of the population in Monroe is considered to have a disability.



**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).**

No complaints were received. Please see Attachment B for City of Monroe’s TITLE VI Complaint Log, Attachment C for City of Monroe’s Complaint Form in English and Spanish. The complaint forms are posted to our website for ease of access, <http://monroewa.gov/929/Title-VI-Reporting>.

**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.**

2021 Annual Road Maintenance - City of Monroe’s yearly overlay project to include pavement repair, planning, construction of ADA Ramps, pavement markings, utility adjustments as

needed. Community involvement and outreach included postcards being mailed to the affected homes, with the timeline, location, website link, and a direct contact for more information. The post card was created in English and Spanish, see Attachment D.

179<sup>th</sup> Avenue Sidewalk – This Contract provides for engineering and right-of-way for sidewalk improvements along 179<sup>th</sup> Avenue. The project calls for three sidewalk segments along the west side of 179<sup>th</sup> Avenue between 154<sup>th</sup> Street and 157<sup>th</sup> Place. The project includes but is not limited to curb and gutter, planter strip, sidewalk, curb ramps, bike lane, signing, channelization, landscaping, and illumination. The RFP solicitation for this project included Title VI Standard Assurances language on page 4 of 7 in Attachment E.

Powell Street Reconstruction – The design for this project began in 2021 and may be released for construction in 2022. The projects' objective is to reconstruct a portion of Powell Street, specifically the block between S. Kelsey Street and S. Sams Street. This segment has a poor pavement condition and localized stormwater ponding issues. This project is located near the older downtown corridor with a LEP population, therefore the City mailed out postcards in both English and Spanish to request citizens partake in a survey concerning the project. The postcard listed a link to the City's website where the survey could be taken. See Attachment F for the postcard in both English and Spanish. The survey was provided in both English and Spanish. Attachment F(1) is only the Spanish translated survey.

North Madison - This contract provides for the separation of the combined sewer along Madison Street from Main Street to Elizabeth Street to include reconstruction of the road to provide proper drainage, replacement of an old AC watermain, construction of infiltration facilities, replacement of curb, gutter and sidewalk, installation of water quality treatment units. While this project is not completely transportation related it has been included as the reconstruction of the road is a major component and to highlight the City's communication with the local neighborhood. An on-line survey was made available to the residents of Madison and nearby neighbors. The North Madison Project Survey was created in both English and Spanish, see Attachment G. Postcards were also created and mailed in English and Spanish, see Attachment G(1).

Oak St ROW Tjerne Phase III – This project has extended into 2021 and involves acquiring right-of-way. Community outreach has not been implemented due to the nature of the project.

City of Monroe website has an option available to residents for viewing/reading/navigating the website in almost 100 different languages. The City will strive to include directive(s) to this drop-down menu website feature on all future capital improvement transportation outreach documents. Attachment H show the language options available at the bottom of the landing page on the City's website.

**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).**

Chain Lake Road Phase 2a. This project is to extend an existing sidewalk/path along Chain Lake Road. The City of Monroe needed to purchase additional right-of-way from the last group of property or business owners for this project prior to the start of construction:

- Garibaldi Lake, LLC, Caucasian
- Becker and Bunge Trustees, Caucasian
- Robert and Denise Harp, Caucasian
- Robert and Janet Bacon Trust, Caucasian

Oaks St ROW Tjerne Phase III. This is an existing private road that the City is acquiring to convert the road to public right-of-way along with long term improvement. The affected property or business owners are:

- Beta Monroe Plaza, Caucasian
- Oak Street Development, Caucasian

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

Right-of-way acquisition staff, Contract Land Staff:

- Jesse Ray, Caucasian
- Jennifer Olsen, Caucasian
- Kent Melton, Caucasian
- Karen Wright, Caucasian
- Lane Schinnell, Caucasian
- Daniel Kostomay, Caucasian
- Jeanne Jorgenson, Caucasian
- Brianna Vasquez, Hispanic

Right-of-way acquisition staff, Universal Field Services:

- Steve Reinhart, Caucasian
- Stacey Meldrum Caucasian
- Cynthia Whelpley, Pacific Islander
- Mitch Legel, Caucasian
- Ron Sharp, Caucasian
- Heidi Newitt, Caucasian
- Brenda Tegman Caucasian

- 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.**

Quiet Zone Feasibility Study - The City of Monroe solicited for a consultant to conduct a Quiet Zone Feasibility Study during this period. This study was to create an alternative analysis and a feasibility study for implementing a Quiet Zone at five BNSF Railway road-rail grade crossings. This study was to establish a train horn “Quiet Zone” through Monroe. The railroad tracks exist. The study was noise related. Environmental justice was equal for all (i.e., all citizens would benefit from reduction of noise pollution).

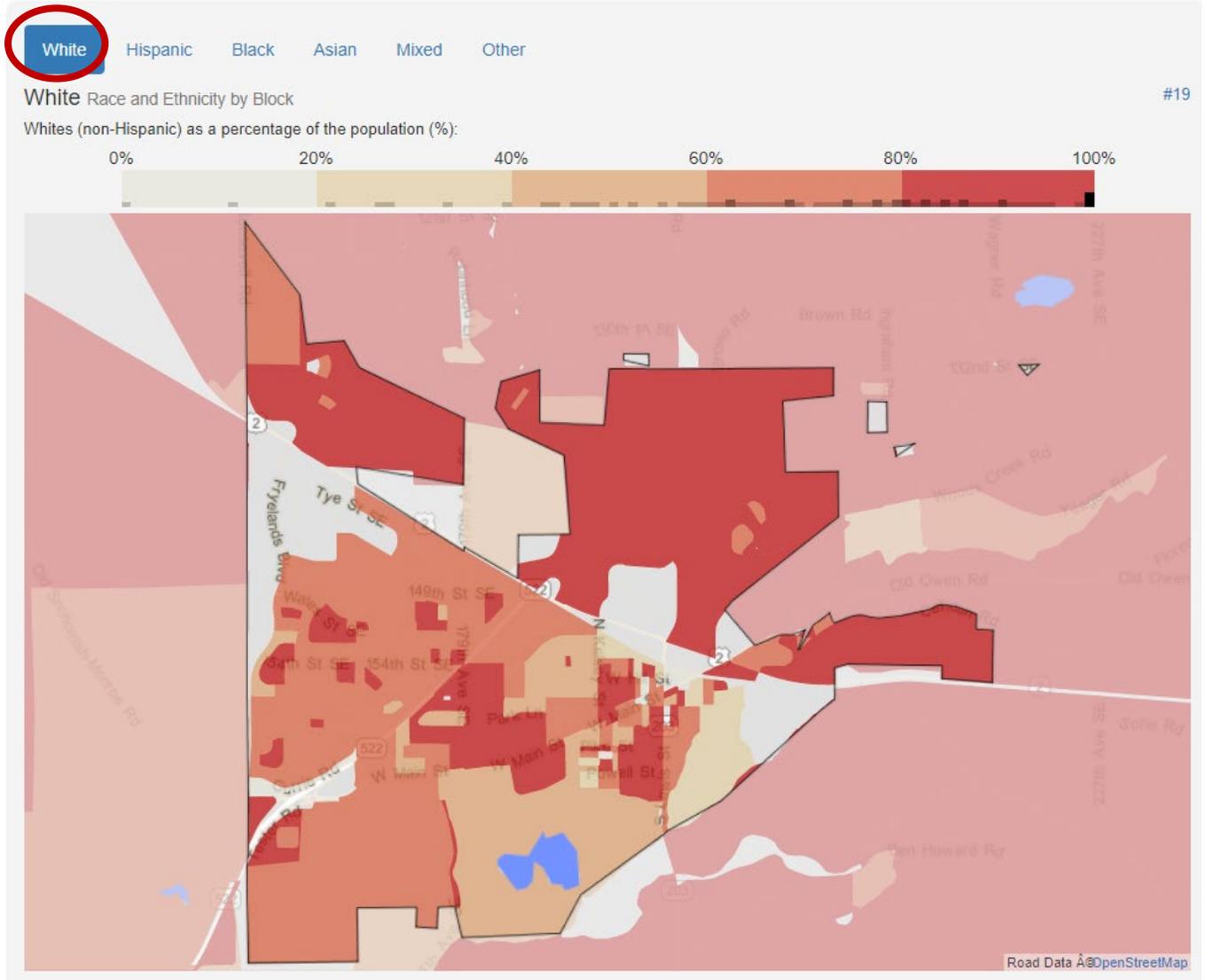
ADA Transition Plan – The City continued its effort to develop an ADA Transition Plan in 2021, culminating in the final document and subsequent adoption by Council. During the final draft version, the public was given another opportunity to review the document (original outreach efforts occurred in 2020), and comments received were incorporated into the Plan. As a reminder, the ADA Transition Plan identifies pedestrian barriers within the City’s public rights-of-way and provides guidelines for systematically removing these pedestrian barriers. Examples of barriers include non-compliant sidewalk ramps, missing ramps at intersections, and discontinuities in the sidewalk surface. The ADA Transition Plan effort is city-wide, meaning that it was a comprehensive analysis throughout all neighborhoods of Monroe. Priority was given to sidewalks serving critical services (e.g., hospitals), locations near schools where children regularly walk to and from the school, and other facilities that draw pedestrians (e.g., parks). Specific barriers identified within the outreach effort were also prioritized.

- 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.**

Race and ethnicity maps for the City of Monroe are below, followed by locations where street construction projects occurred in 2020.

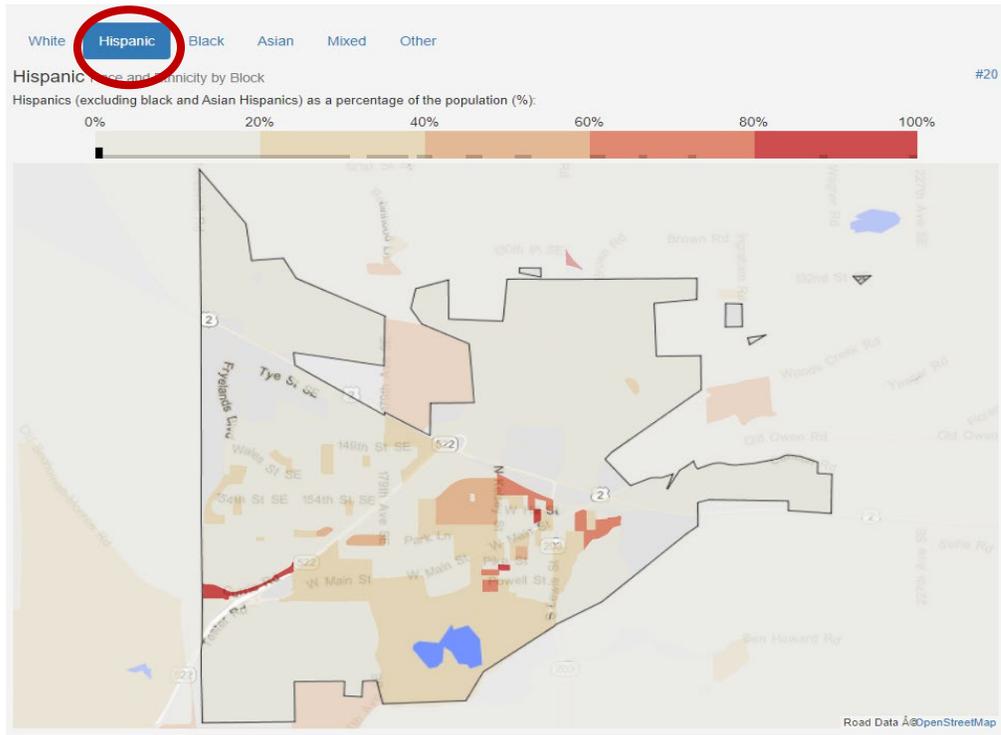
<https://statisticalatlas.com/place/Washington/Monroe/Race-and-Ethnicity>

## Map of Race and Ethnicity by Block in Monroe

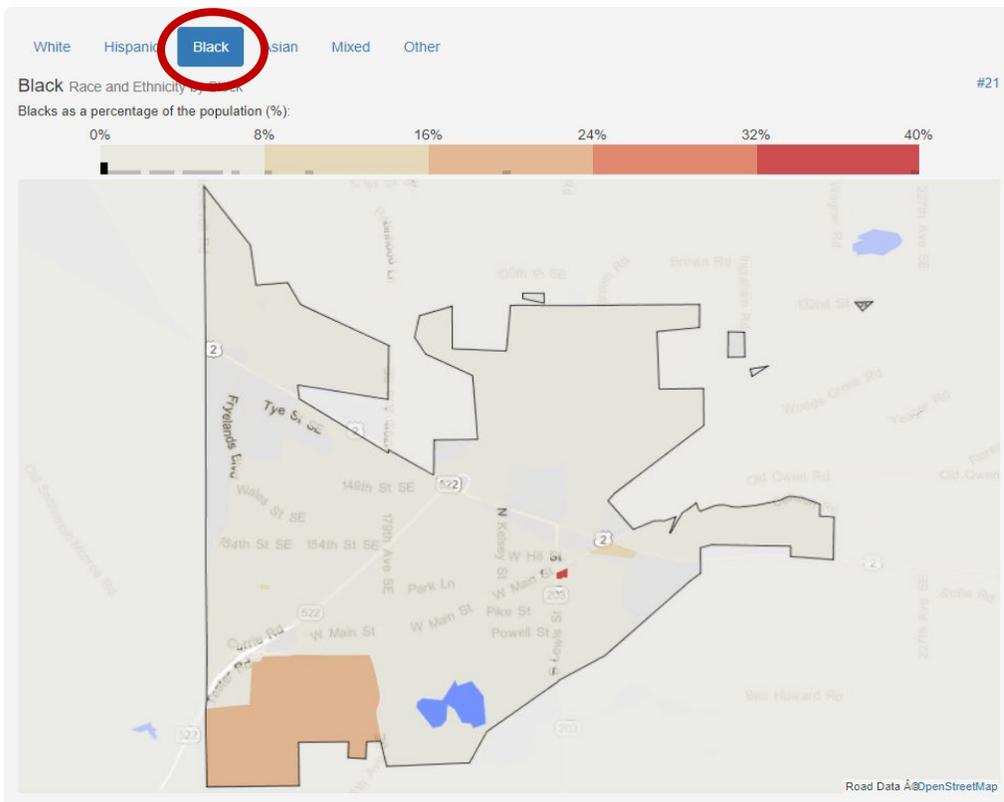


### Map of Race and Ethnicity by Block in Monroe

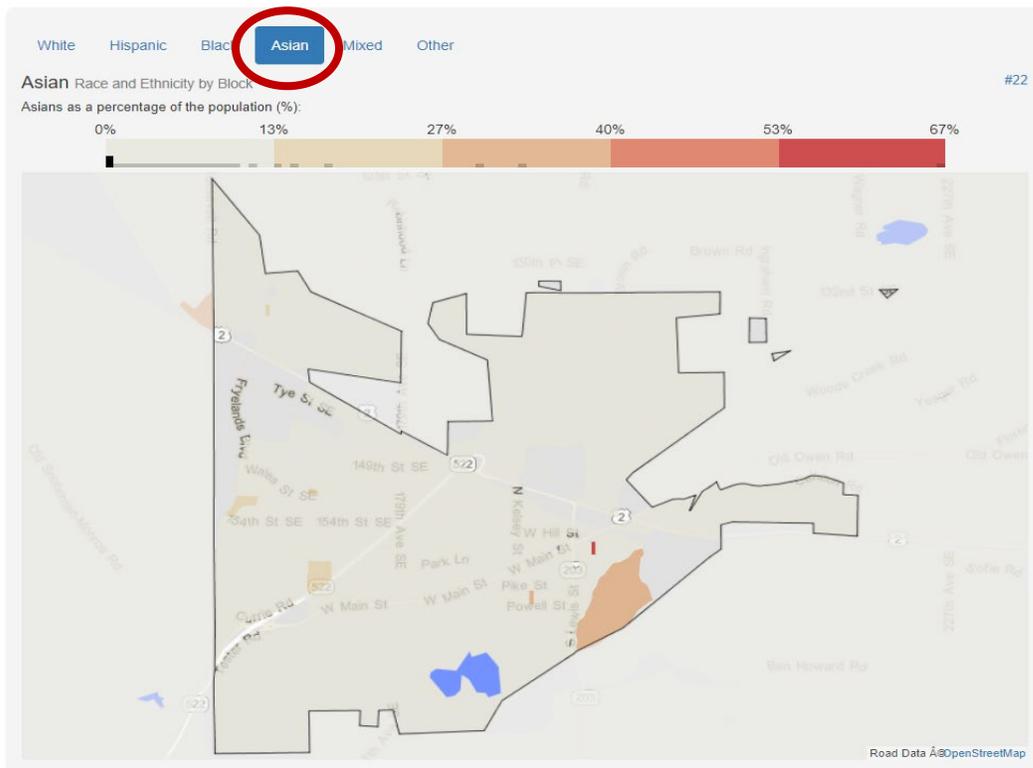
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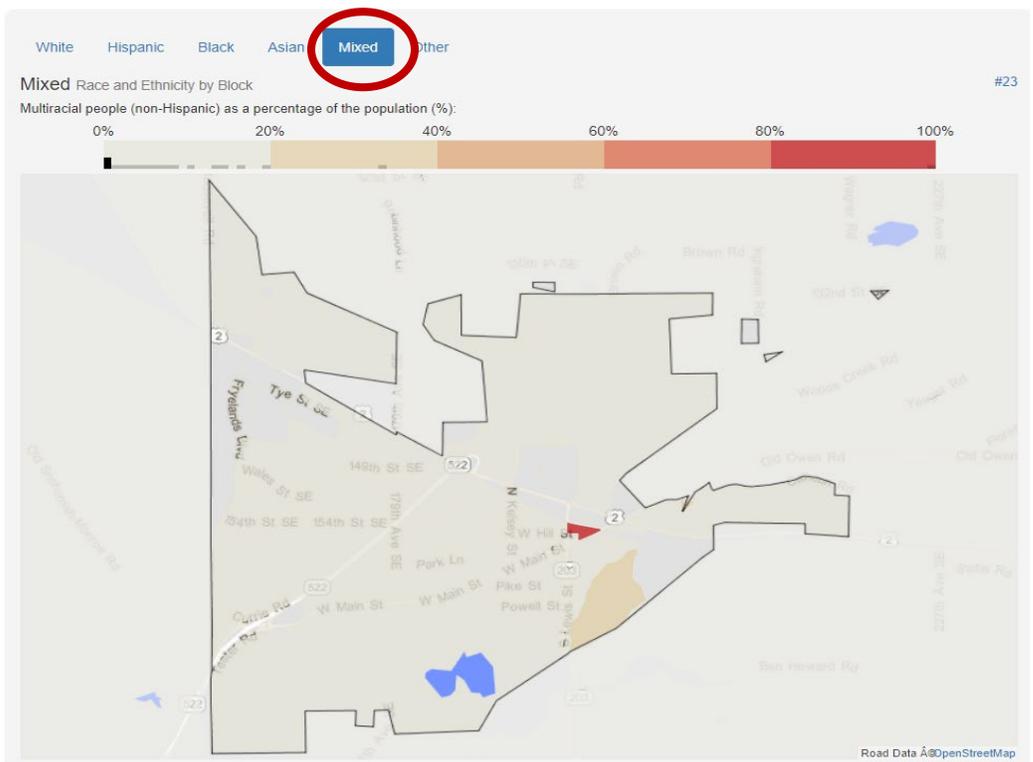
### Map of Race and Ethnicity by Block in Monroe



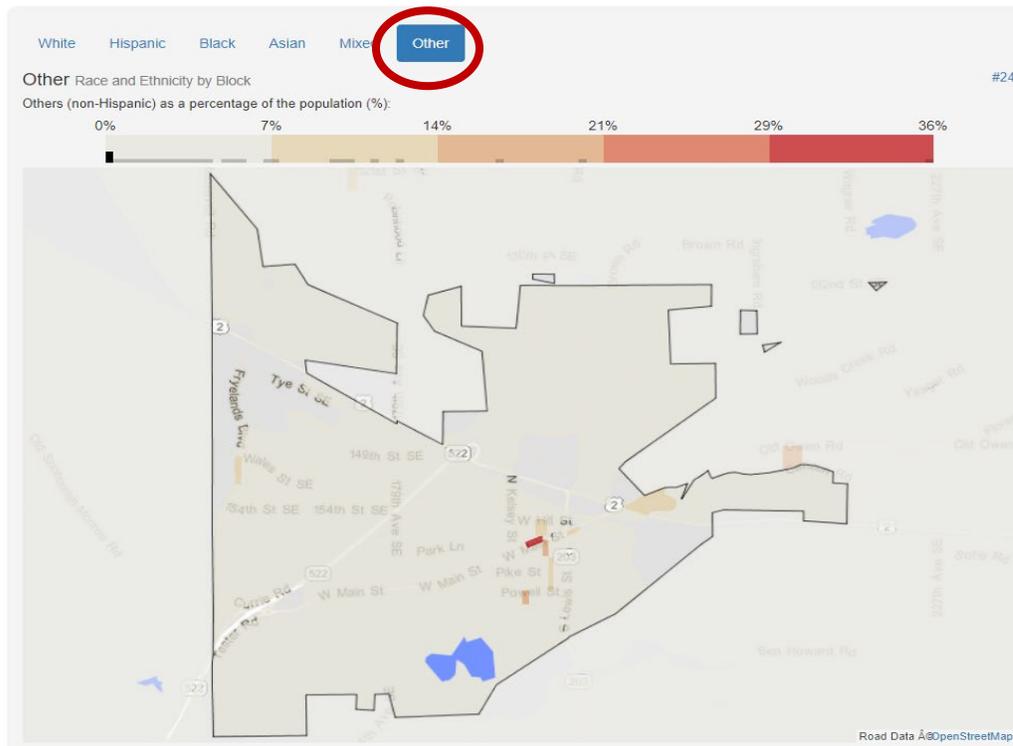
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## Map of Race and Ethnicity by Block in Monroe



2021 Annual Road Maintenance, overall impact to Monroe residents is minimal. This is an overlay program that makes repairs to existing road surfaces. Benefits include improved roads and curb ramps for the following streets:

- 152<sup>nd</sup> St. SE From: 173<sup>rd</sup> Avenue SE to 174<sup>th</sup> Avenue SE
- 157<sup>th</sup> Pl SE From: 179<sup>th</sup> Avenue SE to east end
- 161<sup>st</sup> St SE From: east of Tatty Avenue SE to east end
- 173<sup>rd</sup> Avenue SE From: 149<sup>th</sup> St SE to 152<sup>nd</sup> St SE
- 174<sup>th</sup> Avenue SE From: 152<sup>nd</sup> St SE to 154<sup>th</sup> St. SE
- 176<sup>th</sup> Avenue SE From: 161<sup>st</sup> St. SE to W. Main St.
- 182<sup>nd</sup> Avenue SE From: north end to 154<sup>th</sup> St SE
- Academy Way From: W. Main St. to south end
- Ann St. From: US 2 to E. Main St.
- Foye Lane From: north end to W. McDougall St.
- Monroe St. From: Park St to Kelsey St.
- Morris St. From: W. Main St. to Pike St.
- Orr St. From: north end to W. Hill St.
- Park Lane From: 159<sup>th</sup> St. SE to west of Dickinson St.
- Pike St. From: Kelsey St. to S. Madison St.





**10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.**

- City Council meetings
  - Regular council meetings are the second and fourth Tuesday of every month, unless otherwise cancelled due to holidays. In 2020 council meetings moved to a virtual setting due to the Covid-19 Pandemic and remained remote throughout 2021. Meetings are announced in the mayor’s weekly newsletter, Monroe This Week, and on our City of Monroe Facebook.
- Transportation/Planning, Parks & Rec, Public Works Committee
  - Regular meetings are the fourth Tuesday of each month at City Hall. This information is posted on our website. Meetings are virtually held.
- Transportation Benefit District
  - Regular meetings were held virtually twice a year in 2021 (April and September)
  - Meeting agendas and minutes are posted on the City website.

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

Transportation Benefit District-TBD:

- Kevin Hanford, Caucasian
- Patty Cudaback, Caucasian
- Ed Davis, Caucasian
- Jason Gamble, Caucasian
- Heather Rousey, Caucasian
- Jeff Rasmussen, Caucasian
- Kirk Scarboro, Caucasian
- Rabecca Hasart, Mixed

Transportation/Planning, Parks & Rec, Public Works Committee:

- Ed Davis, Caucasian
- Jeff Rasmussen, Caucasian
- Heather Rousey, Caucasian

**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.**

Due to the ongoing COVID-19 pandemic and Governor Inslee's Stay Home Stay Healthy Order no in-person public meetings were scheduled. City staff worked remotely throughout most of 2021 with a partial return to the office for the Project Managers for the construction season. The continued remote work policy did not have the capability due to the locations of some staff to participate in virtual meetings. Through the Cares Act the City has improved equipment and technology allowing for remote virtual public meetings for more than half of 2021 with great success.

**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.**

No requests for language assistance were received in 2021. Due COVID-19 no public meetings were held as City Hall was closed to all visitors. Public interaction was limited to phone and email. On July 6, 2021, City Hall opened to a limited number of customers. No vital documents were required to be translated.

The City executed a contract with Language Line Services in July 2021, for all translation, transcribing and interpretation required to release postcards, flyers in Spanish for a clear, concise and ease of communication on transportation related projects.

**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).**

Chain Lake Rd Phase 2a – Prior to the City soliciting for construction, a Construction Management Service is required for full time inspection, documentation, and project management. A Request for Qualifications (RFQ) was advertised in the Daily Journal of Commerce and the Everett Herald (City’s legal paper). The solicitation included Title VI language. See Attachment J. This RFQ was advertised in April of 2021 and in May after review of the City’s Title VI Reporting Form was informed that the language used from the LAG manual, Chapter 28 was incorrect. All notifications, solicitations and public outreach now have the correct language.

Advertisement for the construction phase for this project included a full solicitation per the LAG manual. The City advertised the solicitation for three weeks in the Daily Journal of Commerce and two weeks in the Everett Herald. Title VI language was included as well as a DBE goal of 16%. Bidders were directed to the on-line plan room for plans and specifications. During the advertisement period, the City created an advertisement in Spanish for publication in the La Raza and El Mundo papers, however both papers replied that they were not currently publishing due to COVID-19, see Attachment J(1).

After review of bids, state checks and verification by WSDOT for compliance the City received an award concurrence from WSDOT Local Programs allowing the City Council to award the contract to the lowest responsive and responsible bidder on May 25, 2021.

2021 Annual Road Maintenance Project – The City conducted a full RFP solicitation using the MRSC Roster to provide Engineering Design and Construction Inspection Services. The Roster categories used for this solicitation were Civil Engineering and Construction Inspection Services. Seven (7) proposals were evaluated according to criteria listed in the RFP. With the most qualified, The Blueline Group, LLC, being selected for contract negotiations between the City and the Project Manager of the consulting firm. Title VI language is included in the advertisement and the agreement, which is standard for all City of Monroe Projects.

**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?)**

Title VI language is included in all contractor/consultant contracts. The Title VI Declaration form is included in all consultant agreements, see Attachment K. We include Title VI language in all advertisement, request for proposals, etc. Attachment L is an example of an RFQ for the Kelsey Street Railroad Crossing – Title VI Statement.

**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).**

- 147<sup>th</sup> Street Traffic Signal Design Services - \$142,331.00, Federal funding, no DBE award
- US2 Non-motorized Shared Path - \$168,335.30, Federal funding, no DBE award
- Gateway/Wayfinding Signage Project - \$1,238,352.61, City Funding, no DBE award
- Chain Lake Road Phase 2a - \$1,560,316.50, Federal funding, DBE goal of 16%
- 2021 Annual Road Maintenance- \$137,100.00, City Funding, no DBE award
- 2021 Annual Road Maintenance Amendment for Construction Management Services - \$154,800.00, no DBE award

The Chain Lake Road project was the only project listed above with an award to a certified disadvantage contractor.

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

City staff below received on-line Title VI training provided by WSDOT for Title VI Basics for LPAs. Staff shared knowledge from the training to Project Managers and other City staff.

The following staff completed the Title VI Basics for LPAs training and received a Certificate of Completion:

Jakeh Roberts, Public Works Director, Title VI Coordinator

Scott Peterson, Interim City Engineer, Title VI Specialist

Cathy Hawkins, Administrative Assistant, Title VI Designee

Jammi Guion, Contract Documents Supervisor, Title VI Designee

**List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.**

Jakeh Roberts, Public Works Director, Title VI Coordinator, received his Certificate of Completion for Title VI Basics for LPAs, dated October 12, 2021.

**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.**

Training did not occur due to Covid-19 Pandemic and a remote work policy. Title VI training is expected to expand in 2022. See "Title VI Goals" below.

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

Training did not occur due to Covid-19 Pandemic.

## 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.**

- 2021 GOAL: - Translation/Interpretation for communicating with LEP population – Reported in 2021. While the City of Monroe has staff available to assist in translation and interpretation, as well as a list of on-call translators for public meetings when Covid-19 regulations allow, the City was committed to finding a solution to meet the FHWA certified translators/interpreters for vital documents.
  - The GOAL WAS MET! In July of 2021 the City executed a contract with Language Line Services for Translation/Interpretation and Transcribing. This contract can be used for all departments requiring this specialized skill set on vital documents for the citizens of Monroe as well as simple interpretation at the City's front counter or future Open House meetings for CIP work.
- 2021 GOAL: The City of Monroe Title VI team will be attending available Title VI Training.
  - GOAL MET: The City of Monroe Title VI team attended the Title VI Basics for LPAs. The following received their certificate:
    - Jake Roberts, Public Works Director, Title VI Coordinator
    - Scott Peterson, P.E., Interim City Engineer, Title VI Specialist
    - Cathy Hawkins, Admin. Assistant, Title VI Designee
    - Jammi Guion, Supervisor Contract Documents, Title VI Designee
- In the Title VI Report and Plan Approval Letter, dated June 22, 2021, and associated email, the City received a couple of comments.
  - The first was to expand the LEP demographic data to include Other Indo-European and Asian and Pacific Islander data under Item #3 above. After researching the English Second Language (ESL) data sites for information related to Washington and specifically Snohomish County the data requested was not readily available for the City of Monroe in the detail requested. The percentage of the foreign-born population for Monroe, Race and Ethnicity, was included. More research and guidance from WSDOT Title VI will be requested prior to the next reporting period.
  - The second comment was to insert the following notification (and this change/insertion has been updated to this new language) in all solicitations for bids, Request for Proposals for work, or material subject to the Acts and the Regulations made in connection with all (Name of Appropriate Program) and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
    - The (Title of Recipient), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000D to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair

opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

- 2022 GOAL: As the statewide mask order lifted on March 12, 2022, the City has announced and set a goal for Title VI training to other staff members. The City established “core” days when all employees will work in the office. This will allow for the Title VI team to conduct internal training, specifically for Project Managers of the Design and Construction and Operations and Maintenance Divisions. The training will be led by the Title VI Coordinator and the Title VI Designees will document the attendees, job titles, race/color/national origin, the subject, and date(s) of the training provided.
- 2022 GOAL: Extend training opportunities to Public Works Operations and Managers for 2022.
- 2022 GOAL: Using the existing contract with Language Line Solutions explore ways to allow Public Works staff, working in the field, to communicate with citizens in the City of Monroe.