



TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov.

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date.

Contact Information

Name and Title of Administrator (signature on Standard Assurances):

Mayor Geoffrey Thomas

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

Email Address: jwycoff@monroewa.gov – City Clerk

County: Snohomish

Phone #: 360-794-7400

Name and Title of Head of Transportation-related Services:

Scott Peterson, P.E., City Engineer

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

Email Address: 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

County: Snohomish

Phone #: 360-863-4514

*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

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

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.**

March 2024

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

Complaint Process - Ben Warthan, Human Resources, Caucasian

Title VI Specialist – Scott Peterson, City Engineer, Caucasian

Title VI Specialist – Derek Hann, Senior Engineer (Engineer III) – Caucasian

Title VI Specialist – Mathew Busch, Senior Engineer (Engineer III) – Caucasian – Newly hired 5/1/2023

Title VI Designee – Jammi Guion, Contracts Supervisor, Caucasian

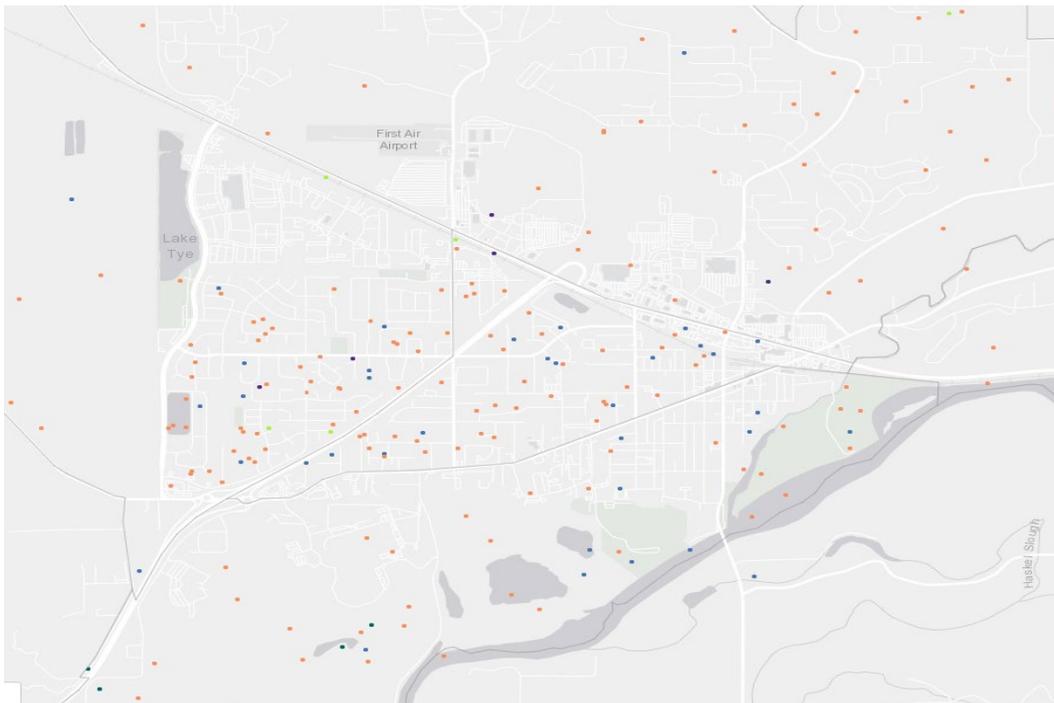
Title VI Designee – Cathy Hawkins, Construction Documentation Assistant, Caucasian

Title VI Designee – Michelle Anderson, Construction Documentation Assistant, Caucasian

An updated Organization Chart for Title VI is attached, adding Mathew Busch as a Title VI Specialist. See Attachment 1. Title VI for LPA’s certificates for Derek Hann and Mathew Busch attached as Attachment 2 and Attachment 3.

- 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.**

<https://egis.hud.gov/affht/>



Orange = White, Non-Hispanic, Blue = Hispanic, Black = Native-American, Non-Hispanic and Light Green = Multi-racial, Non-Hispanic

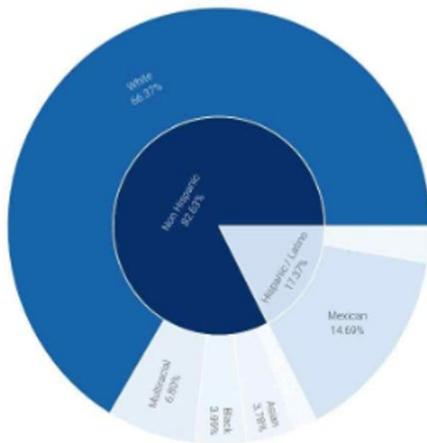
Race

[Monroe, WA Population by Race & Ethnicity -- 2023 | Neilsberg](#)

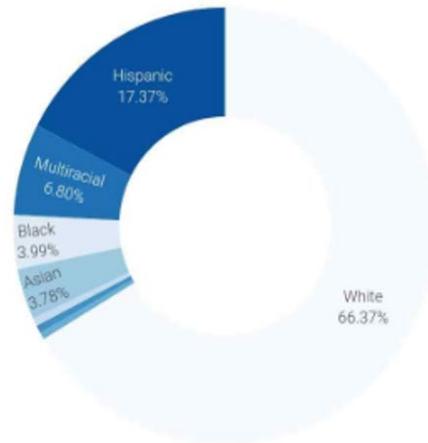
Racial / Ethnic makeup of Monroe, WA

All percentages shown below are, % of Monroe's total population

Hispanic & Non-Hispanic population distribution, across race and origin



Racial distribution, excluding Hispanics from racial categories



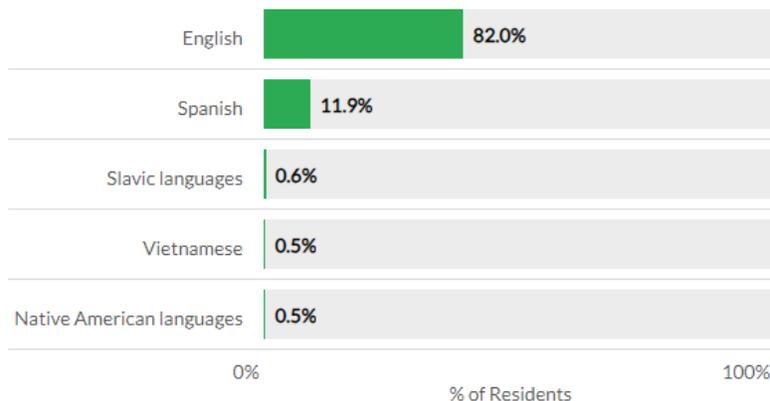
Racial / Ethnic makeup of Monroe, WA. By ethnicity, 3,453 (17.37% of the total population) is Hispanic or Latino (of any race) and 16,426 (82.63% of the total population) is Non-Hispanic. Please note that all Hispanic or Latino population are shown as one single group and the other racial categories are Non-Hispanic population percentages. Source: U.S. Census Bureau American Community Survey (ACS) 2017-2021 5-Year Estimates.

Language

[Monroe, WA - 98272 - Demographics and Population Statistics - NeighborhoodScout](#)

LANGUAGES SPOKEN i

[See all languages](#)



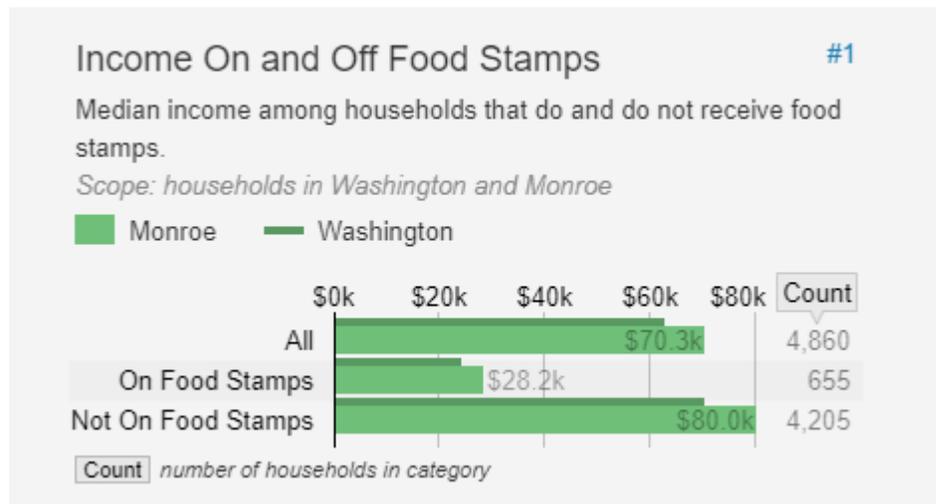
Income

www.census.gov

The City of Monroe had a population of 19,701 as of July 1, 2023. This is a decrease of 508 from 2022. The per capita income for Monroe is \$36,580 and the median household income is \$114,630 with a poverty rate of 7%.

7.7% of Monroe’s population are veterans and 6.5% of the population in Monroe is considered to have a disability. Monroe School District reports 24% of students qualify for free or reduced-price lunch. The school district has 6,950 students with 14 schools in the district.

[The Demographic Statistical Atlas of the United States - Statistical Atlas](#)



There is no large geographic concentration of any one type of LEP individuals in the City of Monroe service area. However, the City translates major documents in Spanish. The City issued Interpreter Access Identification cards to all Public Works, Parks and front desk employees. This access card allows the employee to dial a designated Language Line number for interpretation assistance.

The main reporting transportation-related staff are in the Design and Construction division of Public Works. This group has the responsibility for implementing the required statements in solicitations, contracts, and public outreach documentation for all transportation related projects. As part of this process the City’s contract with Language Line has assisted in translating multiple outreach project notifications to include postcards, letters and flyers.

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 this reporting period. See Attachment 4 for City of Monroe’s TITLE VI Complaint Log, Attachment 5 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.

The Planning Commission held its regular meetings on the second and fourth Mondays of each month from 7pm-9pm, in a hybrid format – both in the Council Chambers and online via Zoom. Agendas, minutes and meetings for this Commission are located here: <https://monroewa.civicweb.net/>. The Public Involvement Form was made available to the City Clerk for inclusion at meetings.

2023 Annual Road Maintenance - City of Monroe’s yearly overlay project included pavement repair, planning, construction of ADA Ramps, pavement markings, and utility adjustments as needed. Flyers were mailed to the community and posted on Facebook, see Attachment 6.

179th Avenue Sidewalk – This Contract provides for engineering and right-of-way for sidewalk improvements along 179th Avenue. The project calls for three sidewalk segments along the west side of 179th Avenue between 154th Street and 157th Place. The project includes but is not limited to curb and gutter, planter strip, sidewalk, curb ramps, bike lane, signing, channelization, landscaping, and illumination. A community outreach flyer was hand delivered to residents on January 29, 2024, detailing the construction timeline for the sidewalk project. See Attachment 7.

Blueberry Lane Infiltration/Conveyance – This project improved the storm drainage system in the Blueberry neighborhood by installing new underground pipe and catch basins at several locations along Blueberry Lane and constructed a new stormwater infiltration gallery under Blueberry Children’s Park. A 2-sided postcard was mailed to residents April 18, 2023. See Attachment 8.

Strawberry Water Main Replacement Phase II – This project will install a new water main. The existing water meters will also be replaced. A project description flyer in English and Spanish was mailed January 24, 2024, to residents. See Attachment 9.

The City of Monroe website has a search option available to residents for viewing/ reading /navigating the website in almost 100 different languages. See Attachment 10.

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).

147th Signal. This project is to install a signal at the intersection of 179th Ave SE and 147th St SE. The City of Monroe needed to purchase additional right-of-way from three property owners listed below. Race, color, and national origin of the property owners is unavailable.

- Snohomish County Public Hospital District No. 1 purchased in 3/2024
- JMB Investments – ROW purchased in 12/2023
- Monroe 35 Associates – ROW purchased in 12/2023

179th Ave SE Sidewalk: This project is to install sidewalks along the west side of 179th Ave SE from the 157th Place SE intersection to the 154th Ave SE intersection. The City solicited design and right-of-way services. Universal Field Services has been responsible for right-of-way acquisition in

consideration of the City's WSDOT approved Right of Way Acquisition Procedures including WSDOT's LAG Manual, Section 25 – Right of Way Procedures and the Federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act. Race, color, and national origin of the listed property owners is unavailable as Universal Field Services is completing the acquisition for the City. Race, color, and national origin of the property owners below is unavailable.

Barnett, Merlaine
 Amberwood Plat
 Gamble, Jeremy
 Jirak, Stan & Kathy
 Juntwait, Nancy
 Olson, Marilyn
 Trombley, John
 Rowell Trust

All right-of-way acquisitions were completed in June of 2023.

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

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

- Ron Sharp, Caucasian
- Brenda Tegman, Caucasian
- Anthony McDonald, Asian
- Brian Wonderful, African American
- Bobbe Frederick, 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.

A Traffic Calming Study was completed and presented on March 5, 2024, at the Council meeting. The issues of highest concern were intersection or crossing safety, pedestrian and/or bicycle safety, and excessive vehicle speeds. The data collected was used for recommended policy updates.

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.

The City of Monroe map indicating the locations where street construction projects occurred in this reporting period are found on the following map. This is followed by race and ethnicity maps for the City of Monroe.

The 2023 Annual Road Maintenance project streets included in the overlay program are shown in “green” for “The Farm” Neighborhood. The streets included were Autumns Ave SE, Ravenwood

Rd SE, Ramblewood Rd SE, Ambers Pl SE, Heathers Pl SE; County Crescent Blvd from Chain Lake Rd to Country Crescent Roundabout, and Rainier View Rd SE from 199th Ave SE to Chain Lake Rd.

The 2023 Annual Road Maintenance overall impact to Monroe residents was minimal. This was an overlay program that made repairs to existing road surfaces. Benefits included improved roads and curb and updated ADA ramps to current standards.

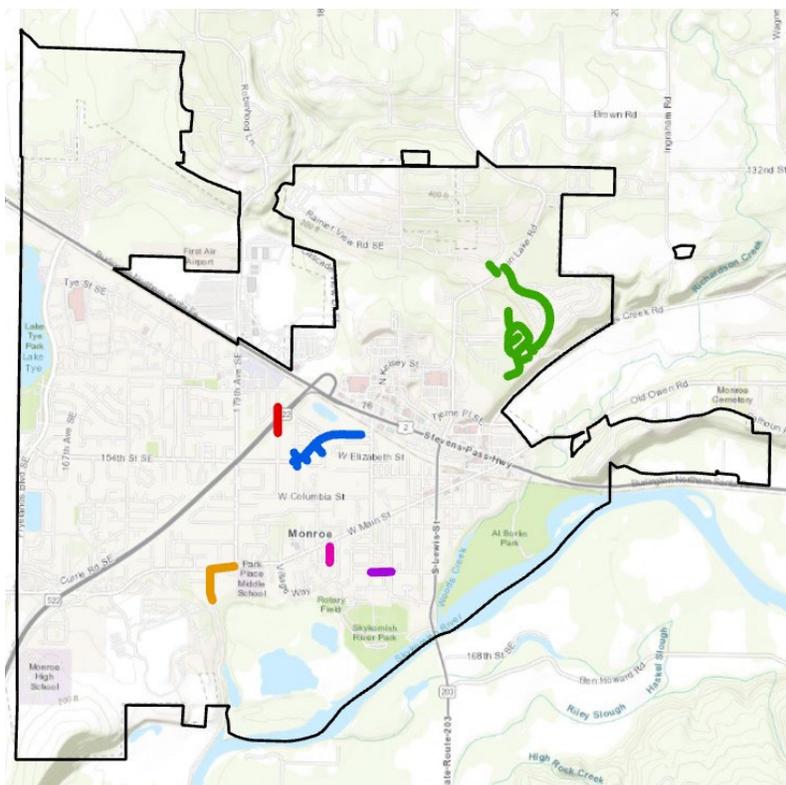
For the 177th Avenue Sewer Replacement project, the map indicates this project's color in **"orange"**. This project provided for installation of 1,325 LF of 18-inch PVC sewer main and all associated appurtenances and connections, which included eight new sewer service stubs, eight service reconnections, and 10 new manholes.

The Blueberry Lane Infiltration/Conveyance project is shown in **"blue"**. This project improved the storm drainage system in the Blueberry neighborhood by installing new underground pipe and catch basins at several locations along Blueberry Lane and constructing a new stormwater infiltration gallery under Blueberry Children's Park.

The Powell Street Reconstruction project provided for the re-alignment and reconstruction of the roadway and limited utility infrastructure replacement at Powell Street between the intersections of Kelsey Street and South Sams Street. This project is shown in **"purple"**.

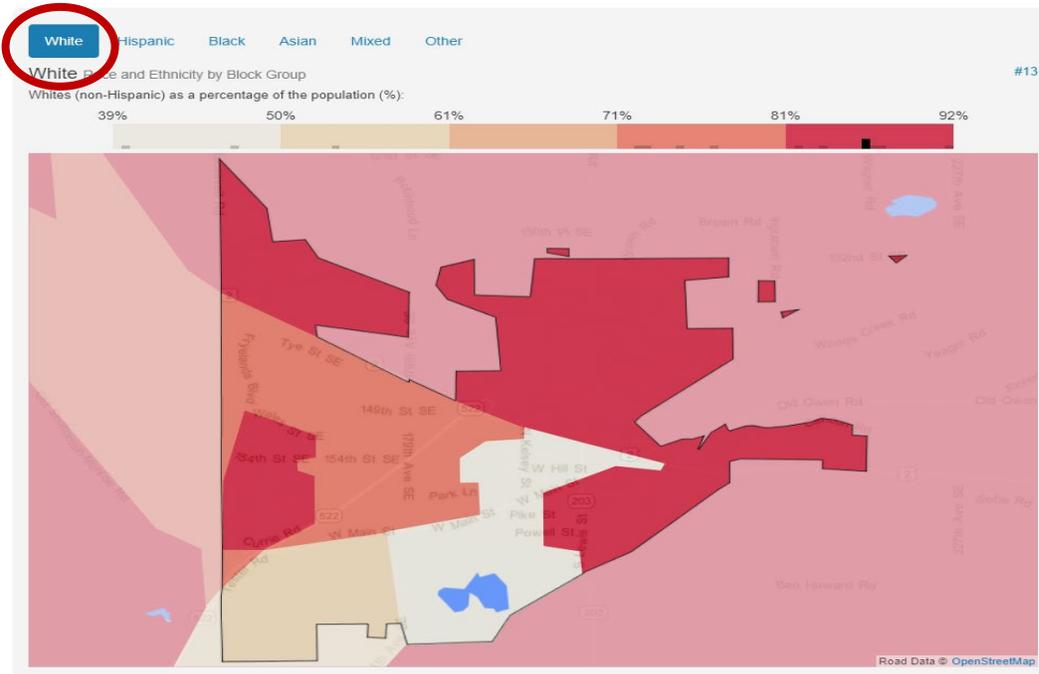
The Strawberry Lane Water Main Replacement project provided for the replacement of an existing water main that follows the alignment of 182nd Avenue SE as it passes under State Route 522, indicated in **"red"** on the map.

The Civic Campus Renovation project consists of construction renovations of the City Hall building and Justice Wing (Court). This project is shown in **"pink"** on the map.

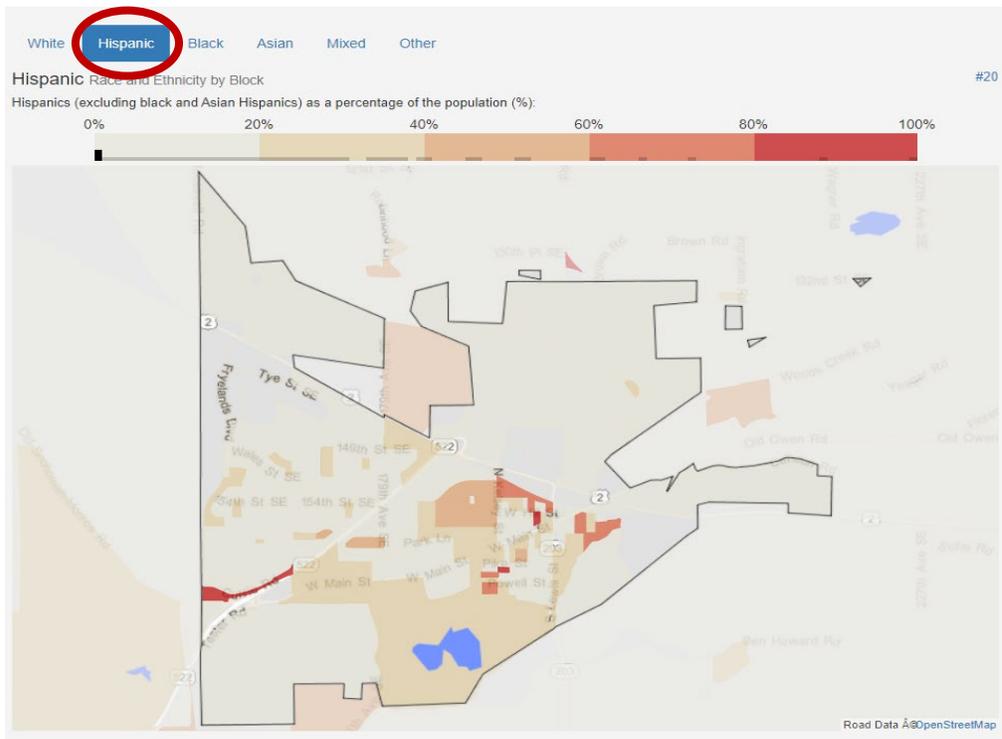


<https://statisticalatlas.com/place/Washington/Monroe/Race-and-Ethnicity>

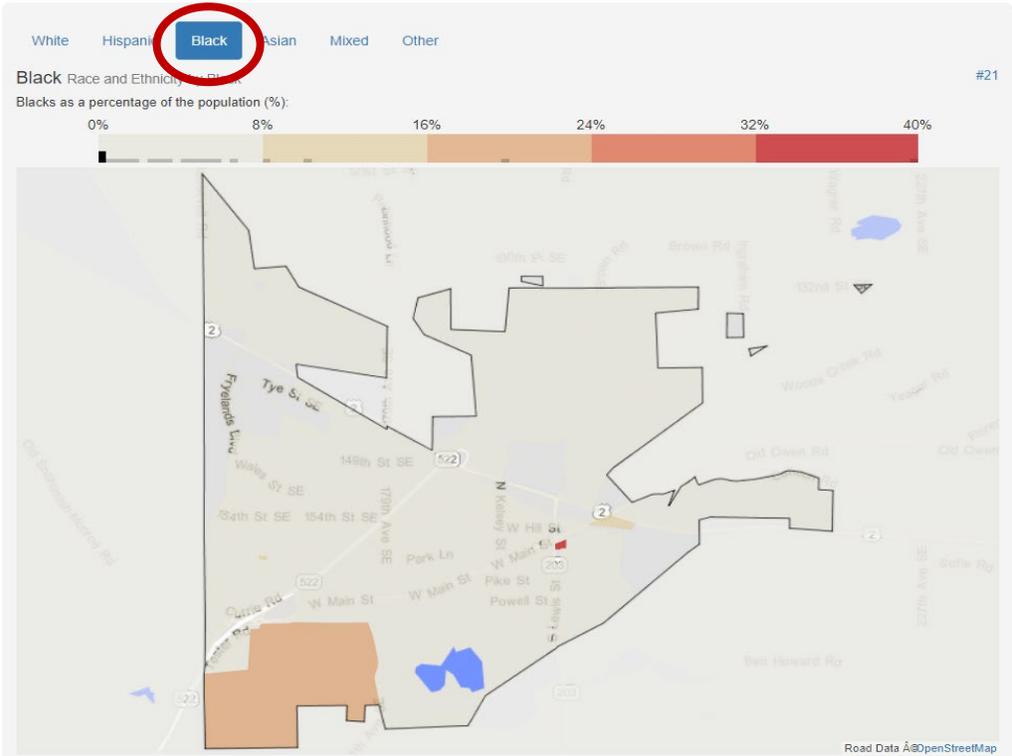
Map of Race and Ethnicity by Block Group in Monroe



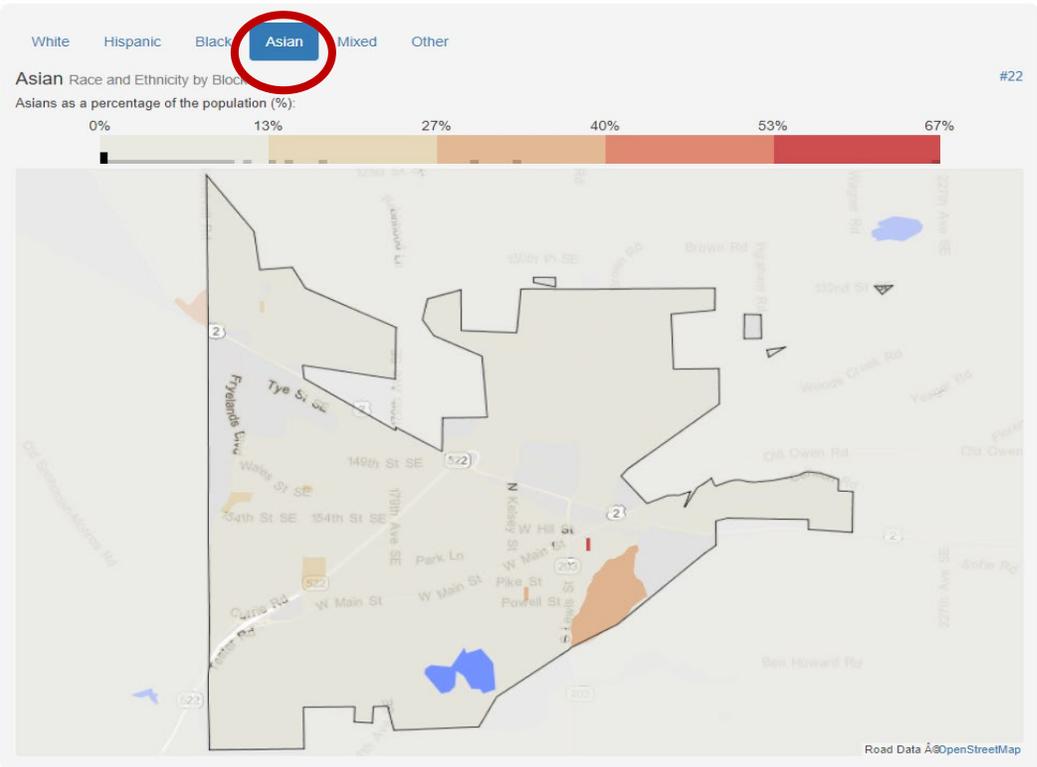
Map of Race and Ethnicity by Block in Monroe



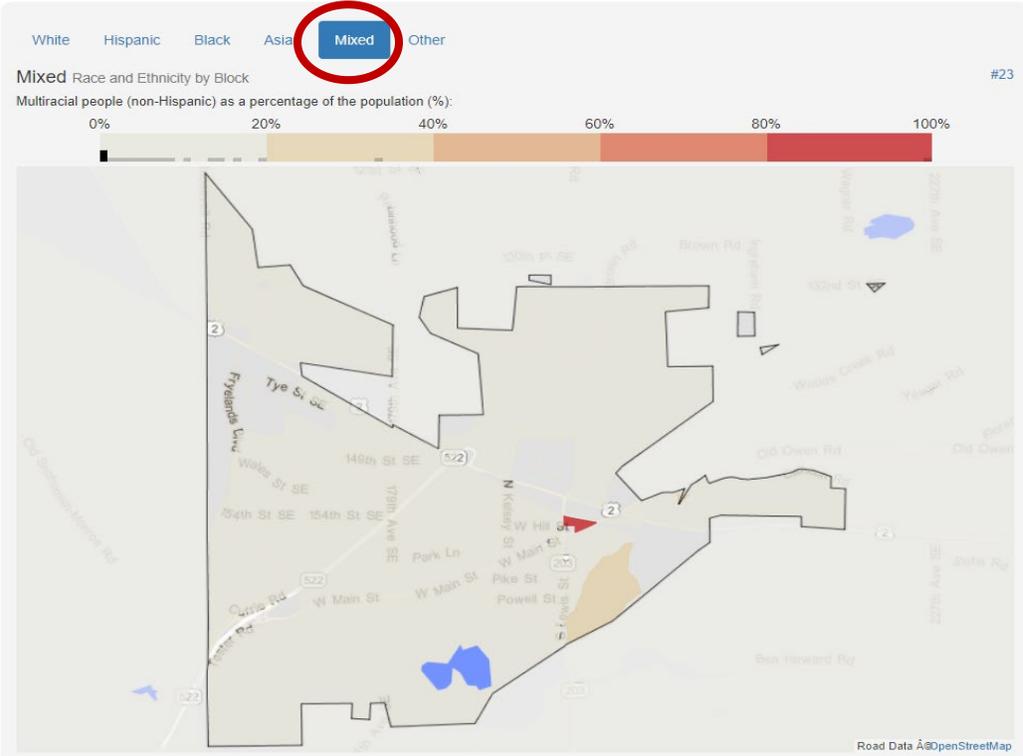
Map of Race and Ethnicity by Block in Monroe



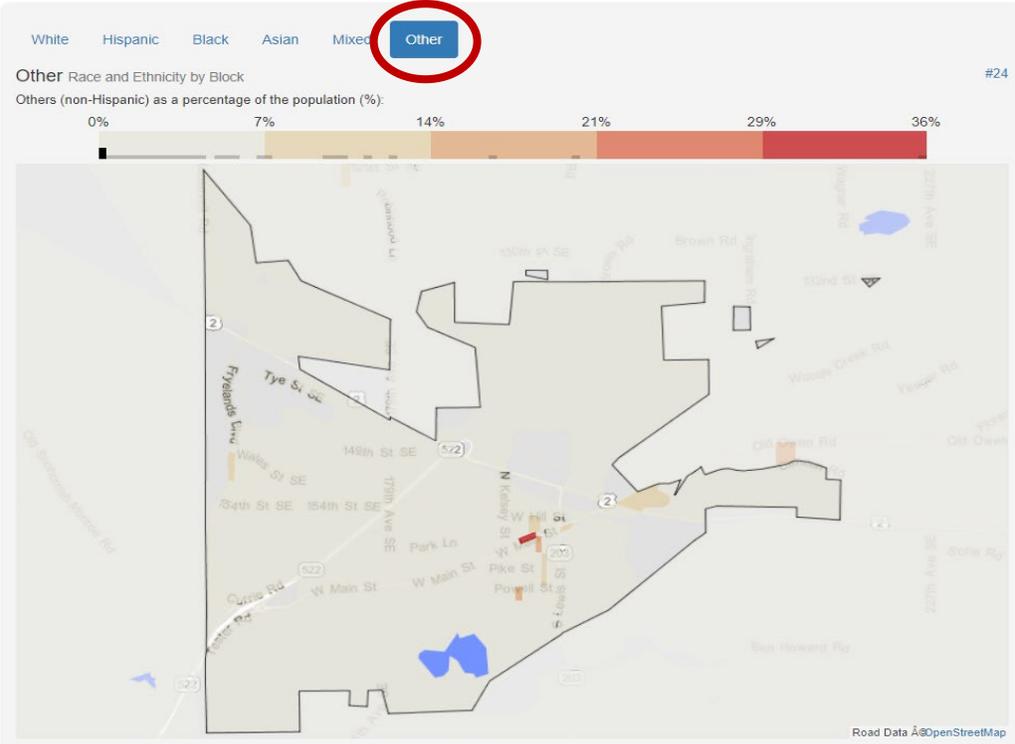
Map of Race and Ethnicity by Block in Monroe



Map of Race and Ethnicity by Block in Monroe



Map of Race and Ethnicity by Block in Monroe



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 from 7pm until typically 9pm (extensive agendas may require additional time), unless otherwise cancelled due to holidays. The City conducts hybrid meetings which includes virtual attendance via Zoom and in-person in the temporary City Council Chambers. Meetings are announced in the mayor’s weekly newsletter Monroe This Week sent via a subscription through Constant Contact, Monroe This Week, City of Monroe Mayor’s Facebook page, and a newsflash on the City’s website every week encouraging citizen participation. See Attachment #11 for an example of Public Meeting outreach.
- Transportation/Planning, Parks & Rec, Public Works Committee
 - Regular meetings are on the fourth Tuesday of each month at City Hall or by attending virtually. This information is posted on our website. Meetings are virtually held at 6:00pm.
- Transportation Benefit District
 - Meetings were held in person and virtually three times in this reporting period. Meetings begin at 7:00pm.
 - Meeting agendas and minutes are posted on the City website. A one-time Fiscal Annual Report is posted to the City’s website under “Meeting Agenda Portal”.
- Transportation Survey – Planning Department
 - The Community Development Department conducted a transportation survey and held a kick-off meeting on April 13, 2023. This meeting had 52 attendees and 7 small groups for practical exercise. Results from the meeting are below (Attachment #12 shows the demographics):
 - **Better walking or biking conditions are needed:** Fryelands Blvd and Highway 2 intersection, 179th and Highway 2, 179th Ave and 154th St, Main Street, Chain Lake Rd.
 - **Better driving conditions are needed:** 179th and Highway 2, 179th Ave and 154th St, Main Street, N Lewis St and Highway 2.
 - **Where there is heavy traffic:** Fryelands Blvd and Highway 2, along Highway 2, downtown corridor, Lewis St, State Highway 522 (Southwest corner of the City).
 - **I’d like to go on a bus:** Main street, grocery stores (Walmart, Fred Meyer, Safeway), Lake Tye Park.

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

Transportation Benefit District (TBD) is comprised of 5 males (all Caucasian) and 2 female (both Caucasian) members. The TBD members are made up of the City Council Members who are elected to their position.

Transportation/Planning, Parks & Rec, Public Works Committee is made up of 2 male and 1 female members. These members are City Council Members who are elected to their position. All are Caucasian.

Planning Commission is made up of 2 males and 5 females. The Planning Commission Chair is male, and the Vice-Chair is female. All are 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.

All committee and council meetings are open to the public for participation. The City has a sign-in sheet for those wishing to speak to the board/committee/council, otherwise they are not required to sign in. Most attendance is considered low turnout and roughly follows the demographic spread that defines Monroe.

For this reporting period, the City did not conduct "open house" community engagement efforts, as none were required based on the development stage of the projects.

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 language assistance services were requested during the reporting period. If a request is made, the City will contact our interpretation/translation consultant, Language Line Services (LLS). The City utilizes LLS for all translation, transcribing and interpretation required to release postcards and flyers in Spanish for a clear and concise communication on capital projects. The following examples represent this effort:

In April of 2023 the City of Monroe mailed out postcards for the Blueberry Lane Infiltration/Conveyance Project. This postcard was printed in English and Spanish providing project information and a timeline for construction to begin and for the project to be complete. See Attachment 13.

January 24, 2024, the City of Monroe mailed flyers to residents providing information of the Strawberry Water Main Replacement Phase II project. The flyer was printed in English and Spanish. See Attachment 14.

Also in January of 2024, the City handed out flyers to residents for the 179th Avenue Sidewalk project. The flyers were printed in English and Spanish, see Attachment 15, notifying residents of the pending construction schedule.

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

The City of Monroe has established a policy to comply with 49 Code of Federal Regulations 1 Part 26, to ensure that Disadvantaged Business, including minorities and women have an equal opportunity to receive and participate in federally assisted contracts. The City 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 based on race, color, sex or national origin.

The City primarily solicits contractor bids by advertising in the Daily Journal of Commerce, and to a lesser extent in the official newspaper of the city (The Everett Herald). All advertisements include Title VI language. Once the two-to-three-week advertisement period is complete, the bids received are publicly opened and read for transparency. Staff review each bid for irregularities, being responsive, and confirm the low bid. The construction contract is then prepared and presented to the City Council for review and award authorization.

For negotiated contracts, the City primarily solicits consultant services through the Municipal Research Services Center (MRSC). Some requests will be made in the Daily Journal of Commerce. All advertisements include Title VI language. After the two-week advertising period the proposals received are reviewed by a panel of staff members, scored and then the consultants are short-listed for a virtual or in-person interview. The panel will select the most qualified firm to perform the service and scope/fee negotiations begin. Depending on the monetary value, the Agreement is either taken before City Council for review and authorization or taken to the City Administrator for review and authorization.

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?)

1. The following language is inserted in all bid documents to promote compliance:
 “The City of Monroe Mayor, 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.”
2. The City of Monroe inserts the clauses of Appendix A and E of this assurance in every contract or agreement subject to the Acts and the Regulations.
3. The OCER DBE Things to Remember form is included in all federally funded project preconstruction meetings.

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).

- 179th Avenue Sidewalk- \$ 73,200.00, Federal funding, 19% DBE award
- 147th Signal - \$115,813.00, Federal Funding, 0 DBE
- Blueberry Lane Infiltration/Conveyance - \$3,511,000.00, Ecology funding, no DBE award
- 2023 Annual Road Maintenance- \$1,157,980.50, City Funding, no DBE award
- Kelsey St Railroad Crossing - \$119,880.00, Federal funding, no DBE award

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 City of Monroe Title VI Specialist completed Title VI of The Civil Rights Act of 1964 and Additional Nondiscrimination Requirements virtual training on June 21, 2023, by FHWA. Michelle Anderson, a Title VI Designee, completed the Title VI Basics for LPA's training on May 8, 2023, through WSDOT OECR.

The City of Monroe continues to work with Mojo Strategies as the City's Communications Consultant. The agreement enlists Mojo's assistance in Project Coordination, Program Development, Media Engagement, Collateral Development, Social Media, Website Management and Publications. For the Design and Construction department Mojo will take the lead on creating templates for public outreach, assist with all social media project updates, assist with the development of education materials (Title VI) and support website project reviews.

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 participated in training regarding Environmental Justice to include minority and low-income populations as voices in the agency's decision-making throughout the life of our projects and services. The training was held November 27, 2023, and attended by the all Title VI Designees.

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.

An internal training meeting was held November 27, 2023. The meeting was conducted by Jakeh Roberts, PW Director and Title VI Coordinator. The attendees were:

- Scott Peterson, City Engineer and Title VI Specialist, Caucasian
- Jammi Guion, Contracts Supervisor and Title VI Designee, Caucasian
- Cathy Hawkins, Administrative Assistant and Title VI Designee, Caucasian
- Michelle Anderson, Administrative Assistant and Title VI Designee, Caucasian.

The Purpose of the meeting was to Review the updated LAG Manual for Chapter 28 Title VI Program. Specifically, the discussion centered on the updated changes in this chapter with a lengthy discussion revolving around the changes in Public Involvement/Outreach, Complaint Investigations and Title VI Field Reviews.

There was general discussion and review of the Public Involvement Form in English and Spanish. The City will update the form with the current City logo and submit to other departments for use in public meetings. Prior to completing the form Jammi Guion volunteered to contact WSDOT Title VI Specialist and ask about updating the language on the form and how the form is to be turned in after being completed at public meetings. The City worked with Doris Karolczyk to complete this task.

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

No other training was completed.

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.

- The City completed last years goal to modify the Public involvement Form, for use on CIP Projects requiring an open house or public meeting.
- 2024 Goal: To continue to train incoming and existing staff involved with Title VI.
- 2024 Goal: Utilize LLS in public outreach efforts.
- 2024 Goal: Engage Participation Form in outreach efforts and all City meetings.
- 2024 Goal: Expand project outreach efforts by posting information at project locations.