



## 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., 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 on April 26, 2024.

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

Title VI Designee – Cathy Hawkins, Contracts Supervisor, Caucasian

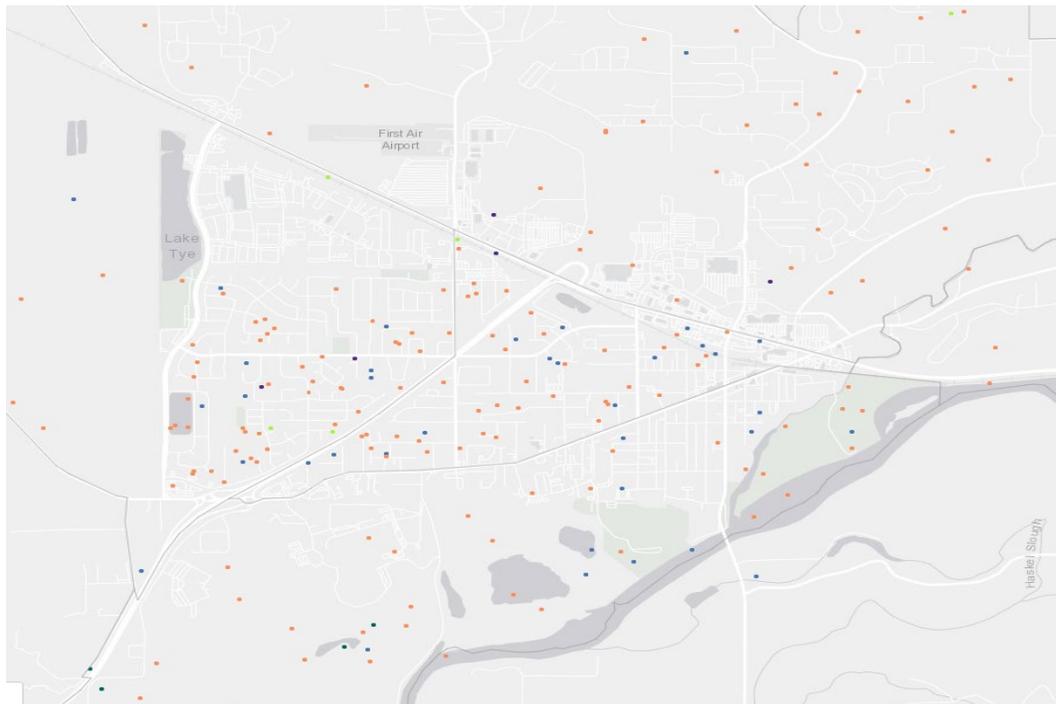
Title VI Designee – Makenna Ohlsen, Public Works Admin Tech, Caucasian

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

An updated Organization Chart for Title VI is attached, adding Makenna Ohlsen as a Title VI Designee. See Attachment 1. Title VI for LPA’s certificate for Makenna Ohlsen is attached as Attachment 2.

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.**

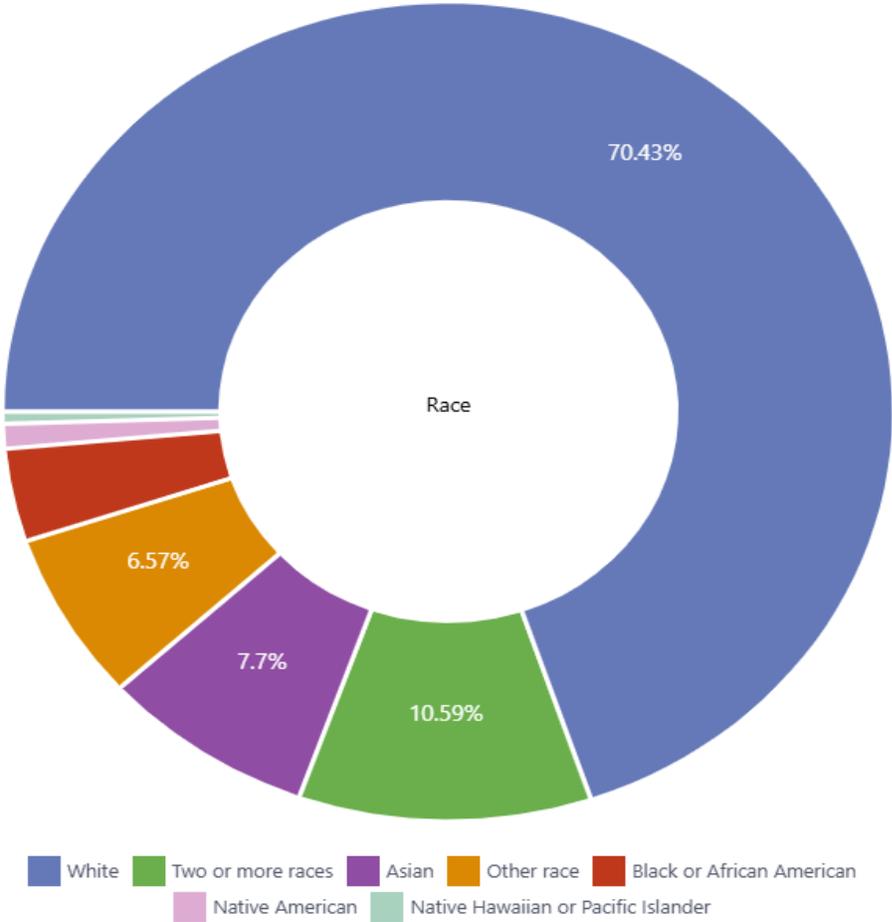
<https://egis.hud.gov/affht/>



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

**Race**

Monroe, Washington Population 2024



## Monroe Demographics

According to the most recent ACS, the racial composition of Monroe was:

- White: 70.43%
- Two or more races: 10.59%
- Asian: 7.7%
- Other race: 6.57%
- Black or African American: 3.56%
- Native American: 0.83%
- Native Hawaiian or Pacific Islander: 0.32%

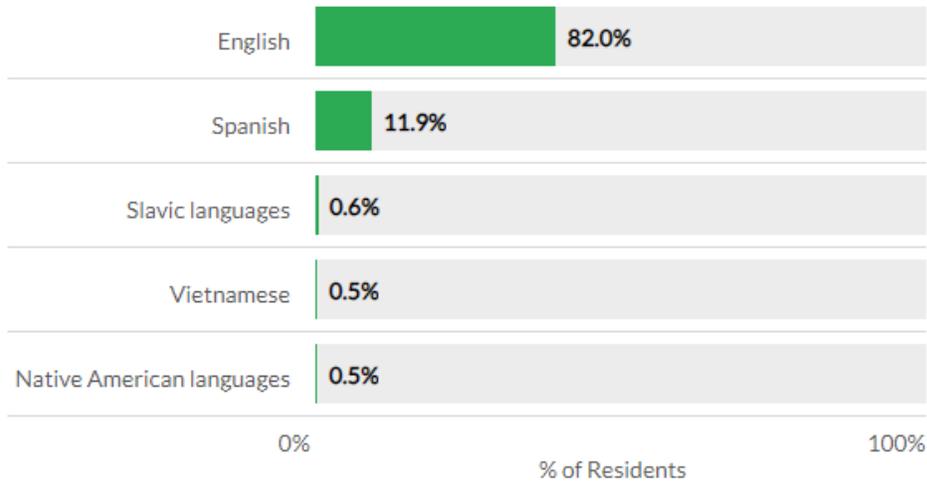
### Language

Monroe, WA 98272 <https://www.neighborhoodscout.com/wa/monroe/demographics>

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

#### LANGUAGES SPOKEN

[See all languages](#)



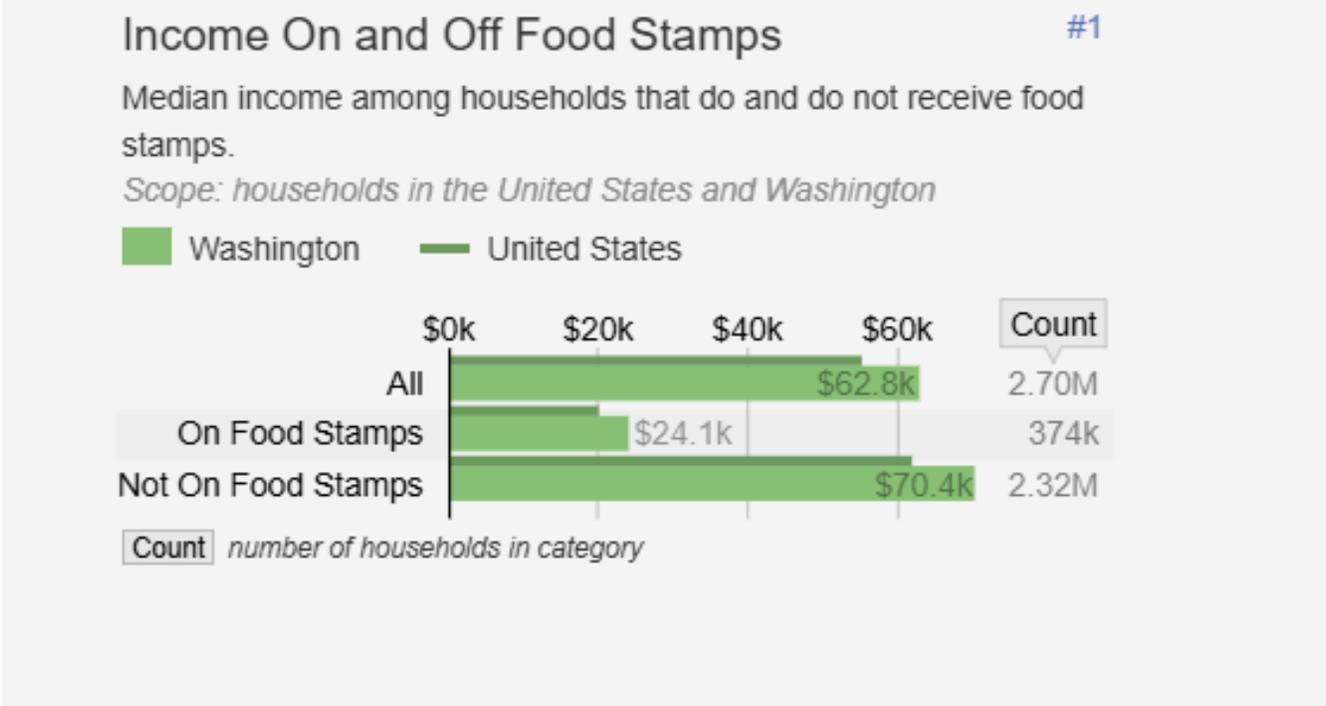
### Income

[www.neilsberg.com/insights/topic/monroe-wa-income/](http://www.neilsberg.com/insights/topic/monroe-wa-income/)

The City of Monroe is a city located in Snohomish County Washington. Monroe has a 2024 population of 19,253. Monroe is currently declining at a rate of -1% annually and its population has decreased by -3.87% since the most recent census, which recorded a population of 20,029 in 2020. In terms of income distribution across age cohorts, in Monroe, householders within the 45 to 64 years age group have the highest median household income at \$111,845, followed by those in the 25 to 44 years age group with an income of \$106,370. Meanwhile, householders within the under 25 years age group report the second lowest median household income of \$94,268. Notably, householders, within the 65 years and over age group, had the lowest median household income at \$67,726.

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 (this information is from 2023, and at this time information for 2024 is unavailable).

[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 3 for City of Monroe’s TITLE VI Complaint Log, Attachment 4 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. They are currently meeting at the Snohomish Fire & Rescue District Station on Village Court. 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.

2024 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. Postcards were mailed to the community and posted on Facebook, see Attachment 5.

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. A community outreach flyer was hand delivered to residents on January 29, 2024, detailing the construction timeline for the sidewalk project. See Attachment 6.

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 7.

- 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).**

147<sup>th</sup> Signal. This project is to install a signal at the intersection of 179<sup>th</sup> Ave SE and 147<sup>th</sup> St SE. The City of Monroe obtained temporary construction easements from three property owners listed below. Race, color, and national origin of the property owners is unavailable.

- Snohomish County Public Hospital District No. 1
- JMB Investments
- Monroe 35 Associates

- 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:

- Brenda Tegman, Caucasian
- Crystal Tegman, Caucasian
- Anthony McDonald, Asian
- Ron Sharp, Caucasian
- Leslie Finnigan, 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.**

The City’s 2024 20-year Comprehensive Plan was accepted by Council on December 10, 2024. The Transportation element of the report will utilize the data for future growth and planning. An excerpt from the report is provided as Attachment 14.

**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 of construction projects occurring in this reporting period are found on the following map. This is followed by race and ethnicity maps for the City of Monroe.

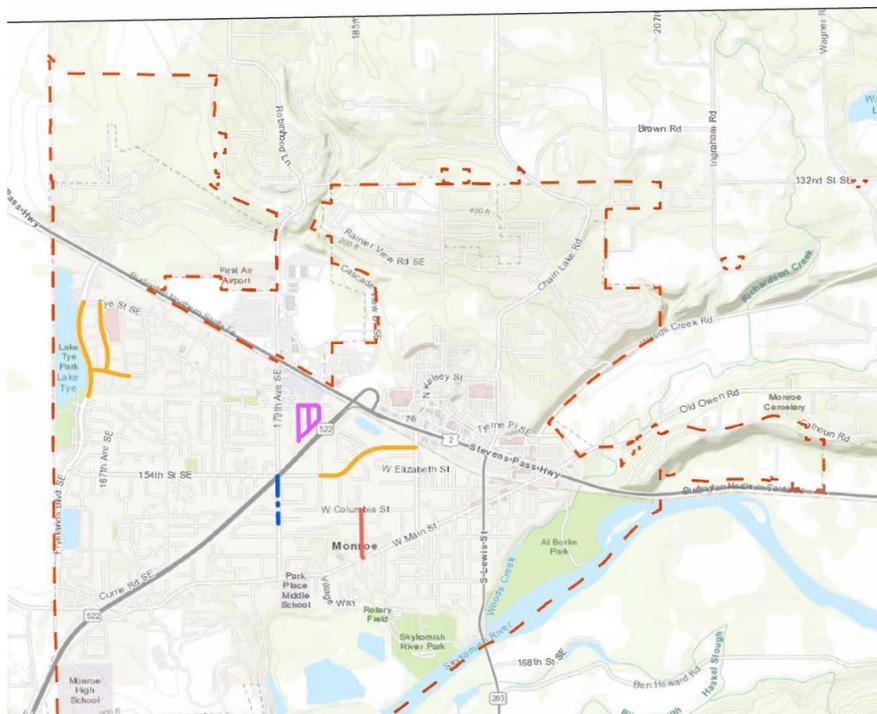
The 2024 Annual Road Maintenance project streets included in the overlay program are shown in “Orange” for improvements to ADA facilities, roadway preservation including grind and overlay, and replacement and/or new pavement markings on the following areas: Fryelands Blvd from Wales St. SE to Tye St. SE and Blueberry Ln. from 182<sup>nd</sup> Ave SE to N. Kelsey St. including Galway Bay SE, Killarney Circle SE, and Limerick Place SE.

The Strawberry Lane Water Main Replacement Ph II project provided for the replacement of an existing water main that will follow the alignment of 180<sup>th</sup> Ave SE, 181<sup>st</sup> Ave SE, 182<sup>nd</sup> Ave SE, 150<sup>th</sup> St. SE and 149<sup>th</sup> St. SE. Shown in “Purple”.

The 179<sup>th</sup> Avenue Sidewalk project provides for the installation of sidewalks to fill gaps along the west side of 179<sup>th</sup> Ave. SE from the 157<sup>th</sup> Pl SE intersection to the 154<sup>th</sup> Ave SE intersection. Shown in “Blue”.

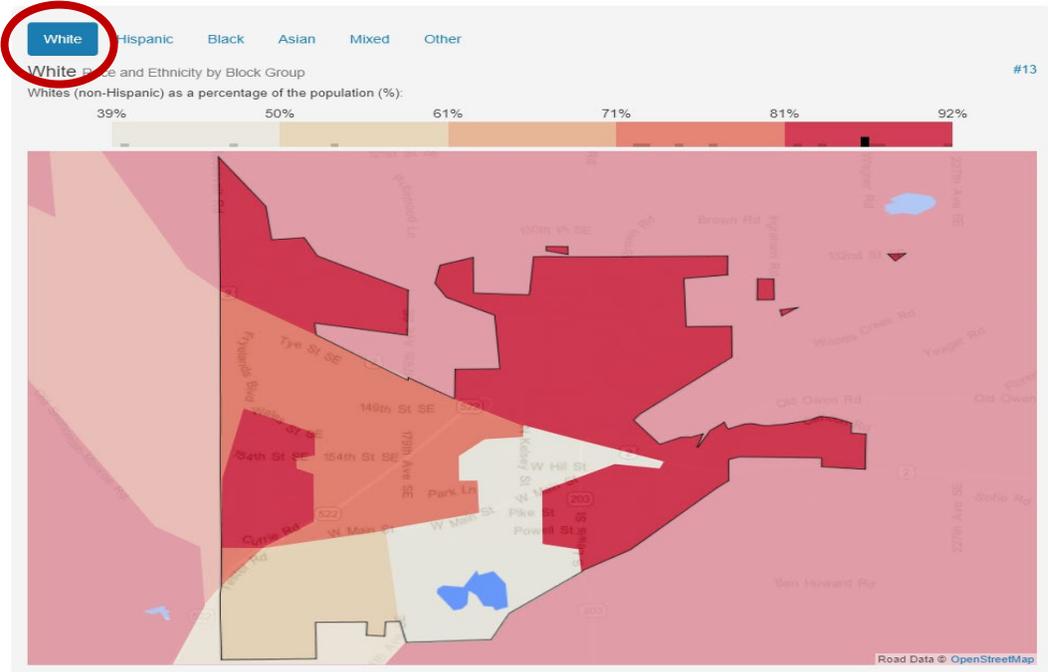
Dickinson Utility Replacement Project contract provides for the replacement of the aging watermain under Dickinson St, the extension of an existing sewer line, as well as addressing stormwater ponding issues at various locations. Shown in “Red”.

City of Monroe, WA  
2024 Title VI Report Map

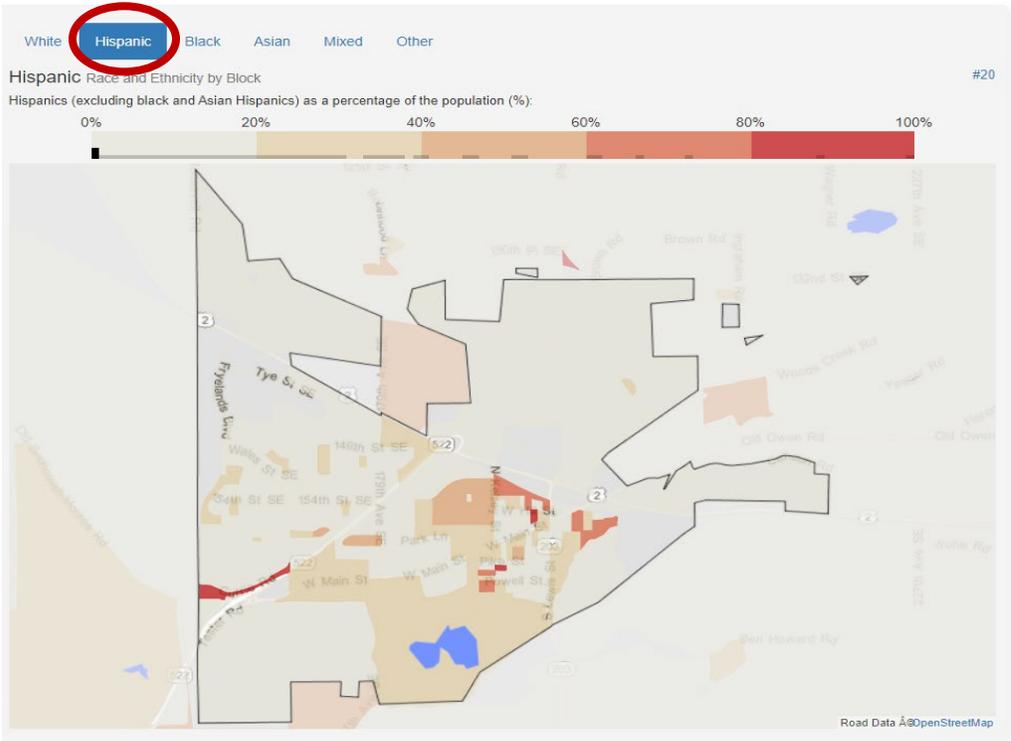


<https://statisticalatlas.com/place/Washington/Monroe/Race-and-Ethnicity>

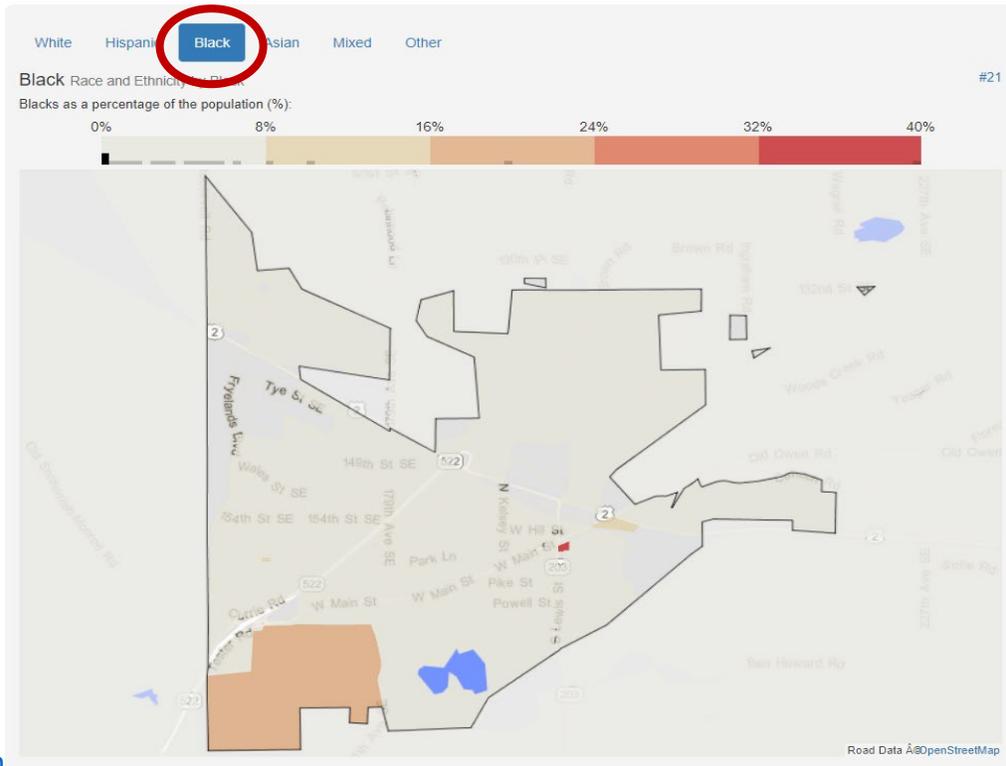
Map of Race and Ethnicity by Block Group in Monroe



Map of Race and Ethnicity by Block in Monroe

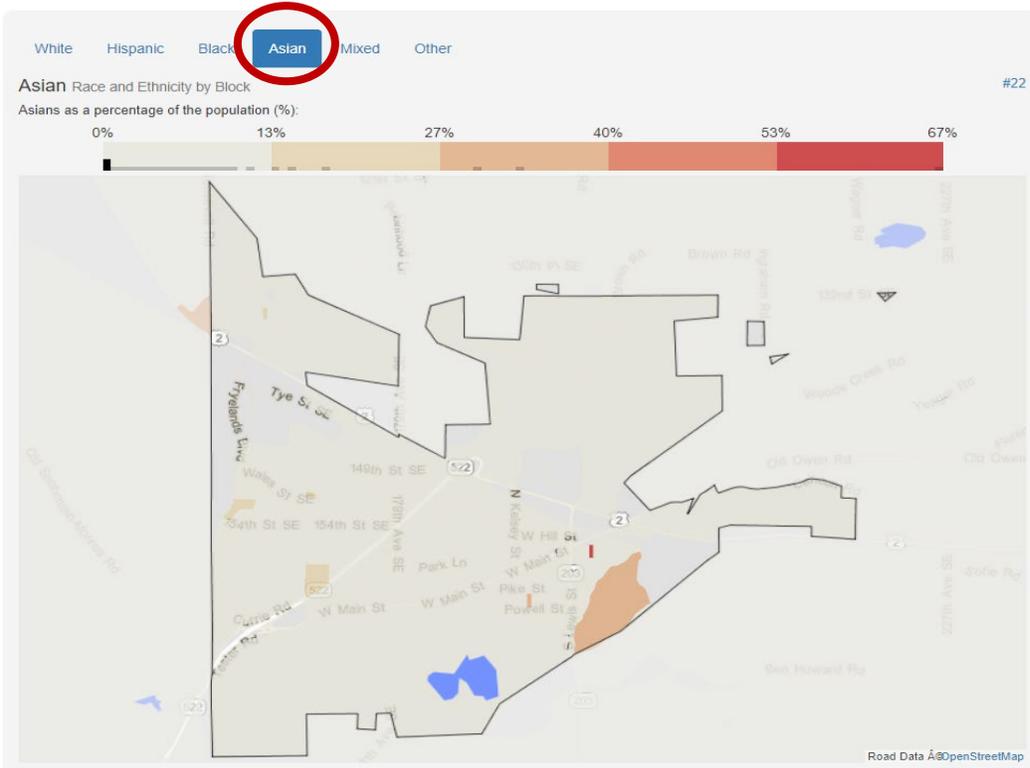


### Map of Race and Ethnicity by Block in Monroe

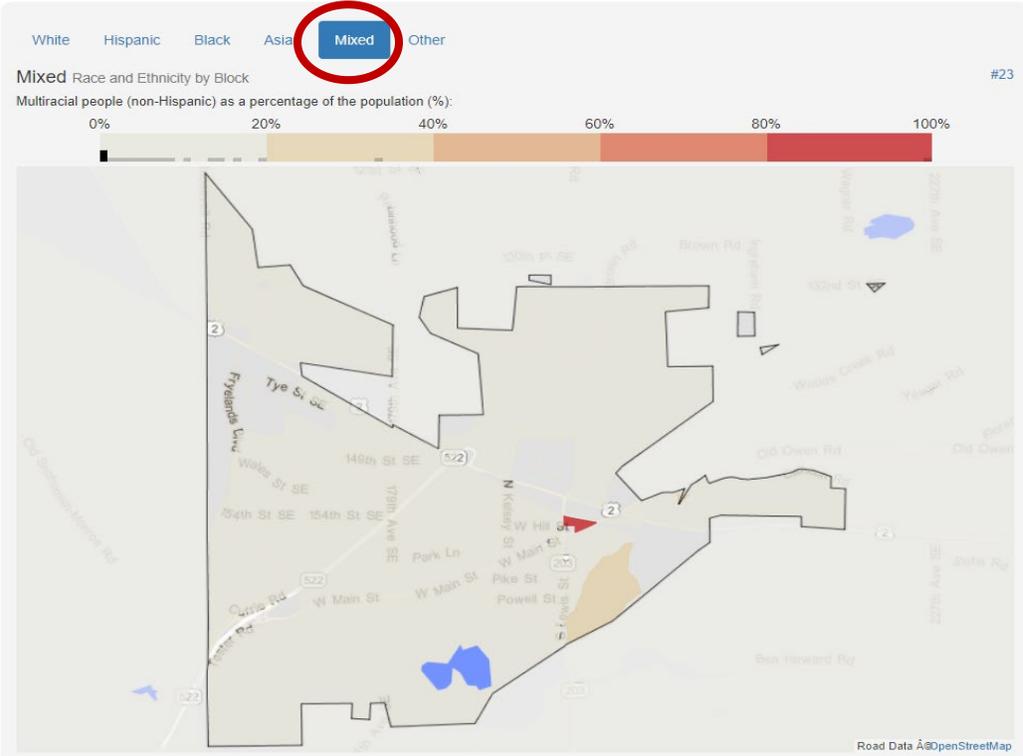


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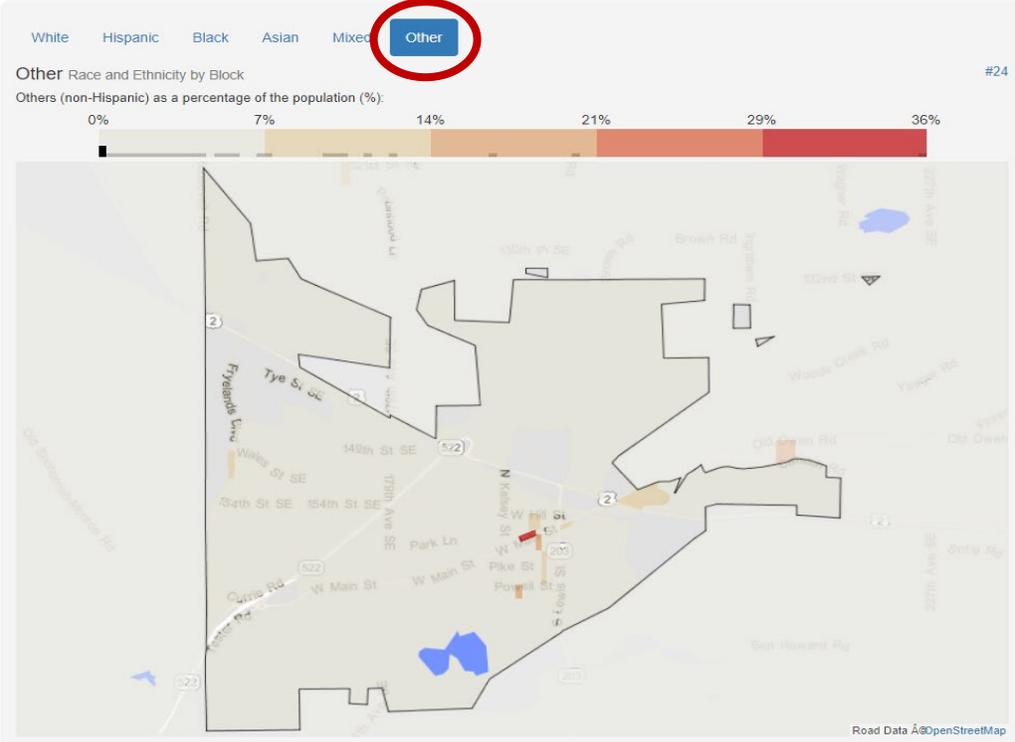
### Map of Race and Ethnicity by Block in Monroe



### 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 include 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 #8 for an example of Public Meeting outreach.
- Transportation/Planning, Parks & Rec, Public Works Committee
  - Regular meetings are on the fourth Tuesday of each month; 6:00 pm. Meetings are being held in hybrid format. In person at Monroe School District Administration Building located at 14692 179<sup>th</sup> Ave SE as well as virtual via Zoom meeting platform. This information is posted on our website at [www.monroewa.gov](http://www.monroewa.gov).
- Transportation Benefit District
  - Meetings were held in person and virtually twice in this reporting period. Meetings begin at 6:00pm.
  - Meeting agendas and minutes are posted on the City website. A one-time Fiscal Annual Report is posted to the City’s website under Home>Government>Boards & Commissions>Transportation Benefit District>Annual Reports. Attachment 9 - Informational flyer.
- Farmer’s Market
  - The Farmer’s Market ran from May 29<sup>th</sup>-September 25<sup>th</sup> every Wednesday from 3:00-7:00 PM.
  - The Transportation portion included the Design and Construction Group displaying a job poster with a list of roadway projects for 2024 and answering questions from the community. The Design and Construction group was at the Farmer’s Market on September 18, 2024.

**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. No

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 example represents this effort:

- Postcards were printed and mailed out June 26, 2024, with information pertaining to our 2024 Annual Road Maintenance Project. These postcards were printed in English and Spanish. See Attachment 5.

**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.
4. The City of Monroe monitors the DMCS website for contractor compliance during construction.

**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).**

- 179<sup>th</sup> Avenue Sidewalk Construction contract - \$581,197.00, Federal funding, 19% DBE award
- 179<sup>th</sup> Avenue Sidewalk Construction Management Consultant contract - \$153,337.86, no DBE award
- 147<sup>th</sup> Signal Construction contract - \$1,171,830.00, Federal Funding, 14% DBE award
- 147<sup>th</sup> Signal Construction Management Consultant contract - \$257,590.00, no DBE award
- 2024 Annual Road Maintenance Construction contract - \$2,548,321.00, City Funding, no DBE award
- Kelsey St Railroad Crossing Design Consultant contract - \$223,821.91, Federal funding, no DBE award
- Tjerne Phase III Design Consultant contract - \$441,255.00, Federal funding, 16% 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 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.**

None reported 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.**

The City of Monroe staff (below) completed the online Title VI training given by WSDOT Compliance Lead Doris Karolczyk:

- Tyler Glenn, Development Services Manager, Caucasian-certificate Attachment 10.
- Aaron Amberson, Inspector, Caucasian-certificate Attachment 11.
- Cory Foss, Inspector, Caucasian-certificate Attachment 12.
- Ryan Anderson, Inspector, Caucasian-certificate Attachment 13.
- Makenna Ohlsen, Public Works Admin. Tech, Title VI Designee, Caucasian-certificate Attachment 2.

**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**

An area of improvement that was addressed from our 2024 report comments was to centralize our Title VI webpage so all Title VI compliance documentation are in one place and readily available. The City created a Title VI page and will continue to maintain and update the website as a yearly goal.

Another goal is to continue to train incoming and existing staff involved with Title VI.

**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.**

An area of focus for the coming year is to ensure that the Public Involvement Form is utilized at all transportation related public meetings, hearings and open houses. The Title VI Designees will work with the City Clerk to ensure compliance.