

City of Monroe Non-Discrimination Agreement Annual Report For January to December 2019

January 2020

Section 1. Organizational Structure

There were no changes in racial/gender composition for the City of Monroe. However two individuals have changed job titles.

Scott Peterson, Deputy City Engineer, Caucasian Male

Jakeh Roberts, Deputy Public Work Director, Caucasian Male

Section 2. Demographics

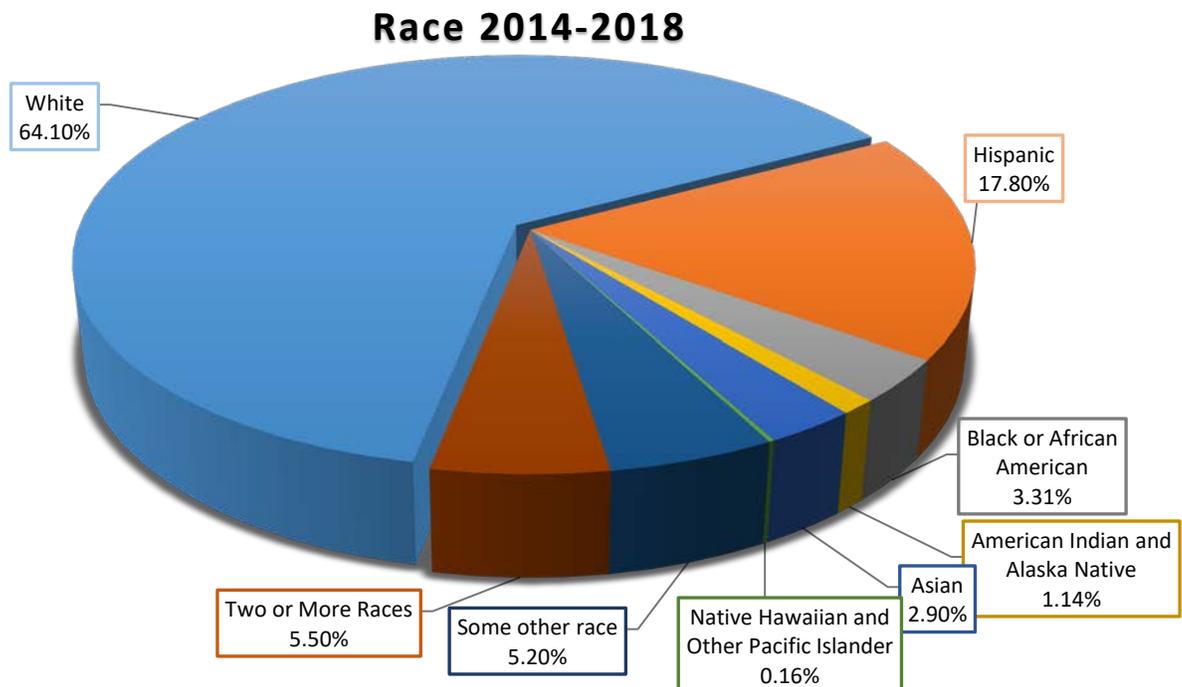
Population

The April 1, 2019 Office of Financial Management population estimate for the city was:

- 19,250 up from 17,304 in the 2010 Census.
- 7.7% of the population under 65 years have a disability.
- There are 1,148 veterans reported living in City of Monroe.
- 11.6% percent of the population is foreign born persons 2014-2018.

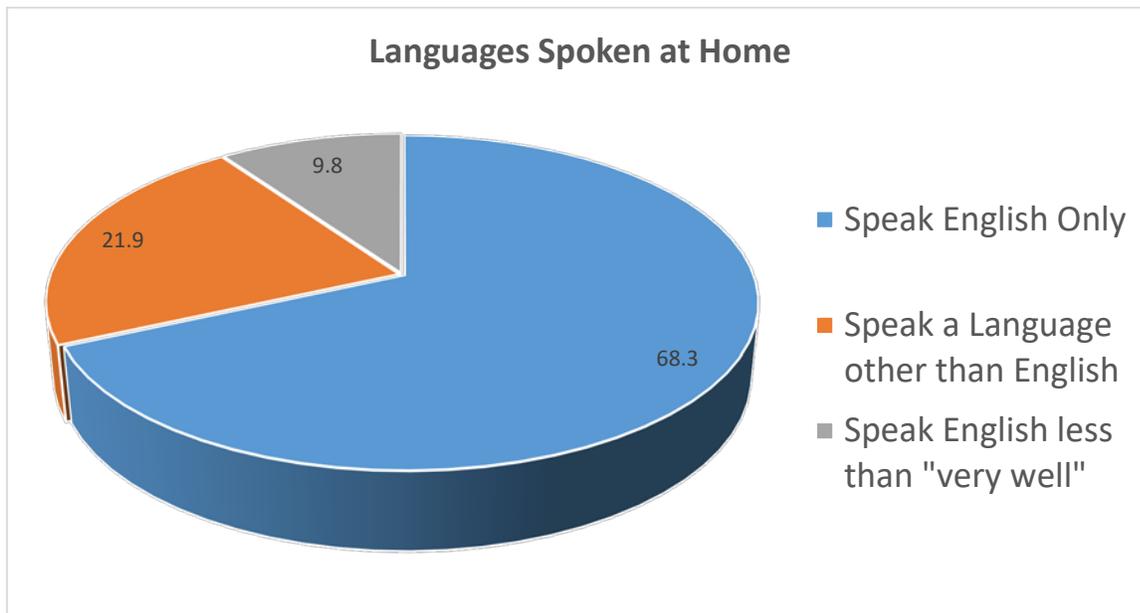
Race and Ethnicity

Race and ethnicity information was obtained from the United State Census Bureau's American Fact Finder (<https://factfinder.census.gov> – 2013-2017 American Community Survey 5-Year Estimates: Table DP05 – ACS Demographic and Housing Estimates).



Language

19.5% of the population (5 years and over) speaks a language other than English at home. Of the population that speaks a language other than English at home, 9.71% are considered to speak English “less than well”. (United States Census Bureau’s American Fact Finder <https://factfinder.census.gov> – 2014-2018 American Community Survey 5-Year Estimates: Table S1601 – Language Spoken At Home)



In addition to the Census data, the Monroe School District had 5,210 students where English was spoken at home and 1,027 students where a language other than English was spoken at home.

	District Wide	Monroe High School	Park Place Middle School	Sky Valley Education	Fryelands Elementary	Frank Wagner Elementary	Leaders in Learning
Total Students	6237	1628	846	802	422	557	62
English at home	5210	1324	655	801	362	265	53
Free/Reduced Lunch	4269	1104	509	732	266	156	29
Not Free Lunch	941	220	146	69	96	109	24
Spanish at home	876	257	171	1	52	276	8
Free/Reduced Lunch	178	72	25	1	13	33	0
Not Free Lunch	698	185	146	0	39	243	8
Russian at home	32	10	4	0	3	1	0
Free/Reduced Lunch	24	6	2	0	3	1	0
Not Free Lunch	8	4	2	0	0	0	0
Hmong at home	13	5	1	0	0	3	0
Free/Reduced Lunch	5	2	0	0	0	0	0
Not Free Lunch	8	3	1	0	0	3	0
Ukrainian at home	10	4	1	0	0	0	0
Free/Reduced Lunch	7	4	0	0	0	0	0
Not Free Lunch	3	0	1	0	0	0	0
Finnish at home	6	2	2	0	0	0	0
Punjabi at home	6	2	0	0	0	0	0
Cambodian at home	6	2	0	0	0	1	0
Romanian at home	6	1	0	0	2	0	0
Swahili at home	4	0	2	0	0	2	0
French at home	4	1	0	0	0	1	0
Portuguese at home	4	1	0	0	0	0	1
Chinese at home	3	2	1	0	0	0	0
Urdu at home	2	0	0	0	0	0	0
Arabic at home	2	0	0	0	0	2	0
Hungarian at home	2	2	0	0	0	0	0
Thailand at home	2	0	1	0	0	0	0
Japanese at home	2	1	0	0	0	0	0
Vietnamese at home	2	1	0	0	0	0	0
Lithuanian at home	1	0	0	0	1	0	0

Note: Monroe School District boundary far exceeds the City of Monroe city limits. Data above doesn't necessarily reflect actual representation within the City.

Income and Poverty

The median household income is \$79,661 with 7.7% of the population below poverty level. Of the students in the Monroe School District, 72.4% are approved to receive free or reduced price lunch. (Quick Facts Monroe City, WA <https://www.census.gov/quickfacts/monroecitywashington>)

Travel Habits

Within the City of Monroe 6.6% households do not have a vehicle available for transportation. For those households that do have a vehicle available for transportation, 21.3% have one vehicle, 41.1% two vehicles, and 31.0% have three or more vehicles. Mean travel time to work (minutes) of workers 16 years+ is 31.1 minutes from 2014-2018 (<https://www.census.gov/quickfacts/fact/table/monroecitywashington#>).

Housing and Living and Arrangements

Median gross rent is \$1,308, with 2.95 persons per household. Owner-occupied housing rate is 63.1%.

Spanish speaking households were taken into consideration when delivering flyers, postcards, and door hangers. Accessibility is taken into consideration during the preconstruction meeting for each project. This includes wheel chair access on sidewalks and community transit bus stops needing relocation to assist the public using this mode of travel. No Title VI activities and/or studies were required in the list of projects shown below as Project Managers walked the project site for each individual project, conducted background research to determine the community composition and appropriate outreach required. No additional accessibility requirements were necessary.

Section 3. 2019 Public Outreach Activities-Non Transportation Projects

Project Managers used appropriate outreach and notification protocols for individual projects on a case-by-case basis to determine special language needs based on the demographic characteristics of the area surrounding the project location. When necessary, written materials such as meeting notices and informational brochures are translated by Spanish speaking City staff. The Deputy City Engineer is responsible for all oversight on CIP projects and to verify appropriate Title VI language and assurances are included in contracts/solicitations.

Spanish language materials were produced for the following projects:

Graden Water Main Replacement M2018-0002	Award Amount	Date of Award	Notification Date	English Spanish	Phase
Construction	\$629,363.28	2/27/2019			
Type of Communication w/Public					
<i>Neighborhood Flyer</i>			4/18/2018	x	Design
Open House			1/31/2019 5:30pm- 7:30pm	x x - Note	Pre- Construction
Open House Flyer			handed out at Open House		Pre- Construction
<i>Postcard</i>				x x - Note	Pre- Construction
<i>Announcement on City's Website</i>				x	
132nd Water Main Replacement M2018-0003	Award Amount	Date of Award	Notification Date	English Spanish	Phase
Construction	\$644,510.41	2/19/2019			
Type of Communication w/Public					
Tri-fold Mailer			4/16/2018	x x - Note	Pre- Construction
Letter - Upcoming Construction			1/28/2019	x	Pre- Construction
182nd Avenue Water Main Project M2018-0005	Award Amount	Date of Award	Notification Date	English Spanish	Phase
Construction	\$287,422.93	9/11/2019			
Type of Communication w/Public					
<i>Neighborhood Flyer</i>			9/13/2019	x	Pre- Construction
<i>Announcement on City's Website</i>				x	Construction
Cascade View Drive Water Main Replacement Project M2018-0004	Award Amount	Date of Award	Notification Date	English Spanish	Phase
Construction	\$533,441.67	8/13/2019			
Type of Communication w/Public			N/A		
Project is located in a commercial/light industrial area					

Section 4. 2019 Public Outreach Activities- Transportation Related Projects

The City of Monroe provides a wide range of transportation projects including ongoing programs and Capital Projects. During any given year, projects may include roadway and/or pedestrian/bicycle improvements. A list of current projects can be viewed on the City webpage at <http://www.monroewa.gov>.

Project Managers will use appropriate outreach and notification protocols for individual projects and on a case by case basis determine specific needs for the more challenging projects (greater outreach/translator). The Deputy City Engineer oversees Project Managers and verifies appropriate Title VI language and assurances are included in contracts and solicitations.

Project	Award Amount	Date of Award	Notification Date	English Spanish	Phase
Kelsey/Blueberry Intersection Improvements - M2018-0006		Date of Award	Notification Date	English Spanish	Phase
Project Design: Century West	\$92,500.00	4/10/2018			
Type of Communication w/Public					
Rite Aid/Denny's Ltrs sent re: project			2/17/17, 8/15/18, 6/21/19	x	Project Engineering / Pre-Construction
Open House Post Card - mailed to 1880 Residents			Mailed 6/20/18	x x	Pre-Construction
Open House Flyer - FB Posting, PCMS Msg Boards and Sandwich Boards			Avail @ Open House 6/26/19	x Translator	Pre-Construction
Construction	\$322,093.00	7/23/2019	Ltrs to Bus. 7/29/2019	x	Construction
This project addresses traffic and pedestrian safety concerns for this intersection as well as stormwater. Project will improve safety and reduce congestion at intersection and along railroad tracks by creating a northbound left turn lane and providing queuing capacity for vehicles heading to US2. A low profile mountable concrete island as well as a non-mountable concrete curb will assist in traffic movement providing vehicle and pedestrian safety.					
Chain Lake Road Phase 2a - Pedestrian Facility - M2016-0011	CM-2629(001)	Date of Award	Notification Date	English Spanish	Phase
Project Design: WHPacific	\$250,053.52	1/16/2018			Design
ROW: Universal Field Services	\$200,965.00	2/21/2018			ROW
Type of Communication w/Public			Property Owner Packet (included Title VI) outlining project provided to all owners for 18 parcels.		
This project provides for a new shared pedestrian/bicycle path along the north/west side of Chain Lake Road beginning at its current end across from Country Crescent Boulevard and extending northerly to the City limits. Design is complete and waiting for final ROW acquisition. ROW is anticipated to be complete Summer 2020, with construction to follow.					
2019 Annual Road Maintenance M2019-0002	Award Amount	Date of Award	Notification Date	English Spanish	Phase
In House Design		xxx			Project Engineer
Type of Communication w/Public for CN -					
Facebook Postings, Mayor's Weekly Email - Monroe This Week, City Website			2019 - 5/31, 6/21, 7/26, 9/19, 9/27, 10/3	x	
Construction	\$ 1,377,461.89	4/24/2019	1/12/2018	x	Construction
The City's long-term road surface maintenance program is designed to maintain the City's streets. A transportation Benefit District has been established to help maintain existing streets. Work includes new asphalt surfacing, roadway striping and upgrading adjacent sidewalk ramps to current standards for ADA.					

All formally bid projects are advertised in the Daily Journal of Commerce are available at plan centers. Projects not requiring formal bids use the Municipal Research and Services Center Small Works Roster and the Architectural and Engineering Roster to select consultants.

A Title VI Non-Discrimination statement is included in all contracts.

The Public Works Division will take into account the demographic statistics and Environmental Justice considerations when evaluating the transportation improvement programs and projects with the Title VI Coordinator. If the demographic data reveals that this area is predominately a minority community it will be the City’s goal to: 1) Work with a translator for possible open house or mailings as well as outreach materials; 2) Press Releases will be sent to La Raza.

In order to ensure that minority, women, and disadvantaged firms are provided equal opportunity to participate in the contracting arena the City of Monroe requires good faith effort on the part of bidders to meet the DMWBE goals of grant funded projects.

The Kelsey/Blueberry Intersection project included a professional translator for the Open House. This was based on observed population near the project believed to be of Hispanic Latino descent. The City’s newly created list of Translators was used. One translator for the Open House totaled \$100.00.

Section 5. Environmental Justice Populations Impacts

During the reporting period no City of Monroe projects had potential adverse impacts to minority and/or low-income Environmental Justice populations; no persons were displaced, no long term noise increased resulted from the projects and no neighborhoods were bisected.

Section 6. ROW Acquisition

Nine (9) ROW acquisitions were completed in 2019 for the Chain Lake Road Phase 2A project. This project will create a pedestrian/bike path along the west side of Chain Lake Road. Universal Field Services was the consultant used for all ROW acquisitions on this project. No minority, low-income, disabled or LEP persons were affected by this acquisition. Accommodations were made for two property owners who are elderly by conducting all meetings, and necessary business at the property owner’s home, no relocation required.

Property acquisitions for transportation projects during 2019:

Project Name	Property Activity	Tax Parcel	Present Land Use	Households Affected-Special Considerations
Chain Lake Road Phase 2A	TCE Easement/Permanent Slope Easement	28073100201300	Residential	0
Chain Lake Road Phase 2A	TCE Easement/Permanent Slope Easement Partial Acquisition	28073100202400	Residential	0
Chain Lake Road Phase 2A	TCE Easement/Permanent Slope Easement	28073100200200	Residential	0

Chain Lake Road Phase 2A	ROW Dedication TCE Easement/Permanent Slope Easement	28073100200500	Residential	2 Elderly
Chain Lake Road Phase 2A	ROW Dedication TCE Easement/Permanent Slope Easement	28073100203500	Residential	0
Chain Lake Road Phase 2A	ROW Dedication TCE Easement/Permanent Slope Easement	28073100201900 28073100202000	Residential	2 Elderly
Chain Lake Road Phase 2A	TCE Easement/Permanent Slope Easement	28073100200100	Residential	0

Section 7. Title VI Related Complaints

No Title VI related complaints were received during this reporting period.

Section 8. Goals for 2020

- 1) Create statements of responsibility for a Title VI Coordinator, Title VI Specialist, Title VI Designee and Title VI Assurance Signature Authority.
- 2) Create a list of translators for all languages greater than 5% of the population for hire to attend Open House events. This goal continues to be a priority. A list has been established (goal met from last year), however a larger list of local translators is required.
- 3) Collect statistical data for race, color, national origin and sex for transportation related projects.
- 4) Identify the vital document(s) that should be available in Spanish.
- 5) Attend training programs on Title VI and related statutes.