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www.wsdot.wa.gov

November 16, 2023

Yoshihiro Monzaki
City Engineer
City of Snohomish
P.O. Box 1589
Snohomish, WA 98291

Dear Mr. Monzaki:

WSDOT approved your 2023 Annual Title VI Compliance documents to meet the requirements under Title 23, Code of Federal Regulations (CFR), Part 200 and 49 CFR 21, as well as the provisions of Executive Order 12898 on Environmental Justice and Executive Order 13166 on Limited English Proficiency. Your annual report, Letter of Intent, and Nondiscrimination Assurances (NDA **must** be posted on your website. Please update the NDA if there is a change in the Executive Official who signs them.

WSDOT appreciates your efforts in developing the required documents for your Title VI Program. **Your next annual report is due November 1, 2024, covering the reporting period of October 2023 to September 2024.** Transmittal email contains additional information.

WSDOT is committed to providing any assistance you may need with your Title VI Program implementation process. For assistance, please contact me at 360-522-2794 or at TitleVI@wsdot.wa.gov.

Sincerely,

Doris Karolczyk

Doris Karolczyk
External Civil Rights Specialist
Office of Equity and Civil Rights
Formerly Office of Equal Opportunity
Washington State Department of Transportation

cc: Mehrdad Moini

TITLE VI ACCOMPLISHMENTS & GOALS REPORT***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.**

No. City has submitted the letter of intent to comply with WSDOT Title VI Plan.

- 2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.**

*Linda Redmon, Mayor (Administrative Head, Non-White, American)
Rebekah Park, Human Resources Manager (Title VI Coordinator, White, American)
Nova Heaton, Public Works Manager (White, American)
Yoshihiro Monzaki, City Engineer (Transportation-related staff, Asian, Japanese)
Andrew Sics, Senior Engineer (Transportation-related staff, White, American) Public Works Staff
Cory Morton, Project Engineer (Transportation-related staff, White, American)*

- 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.**

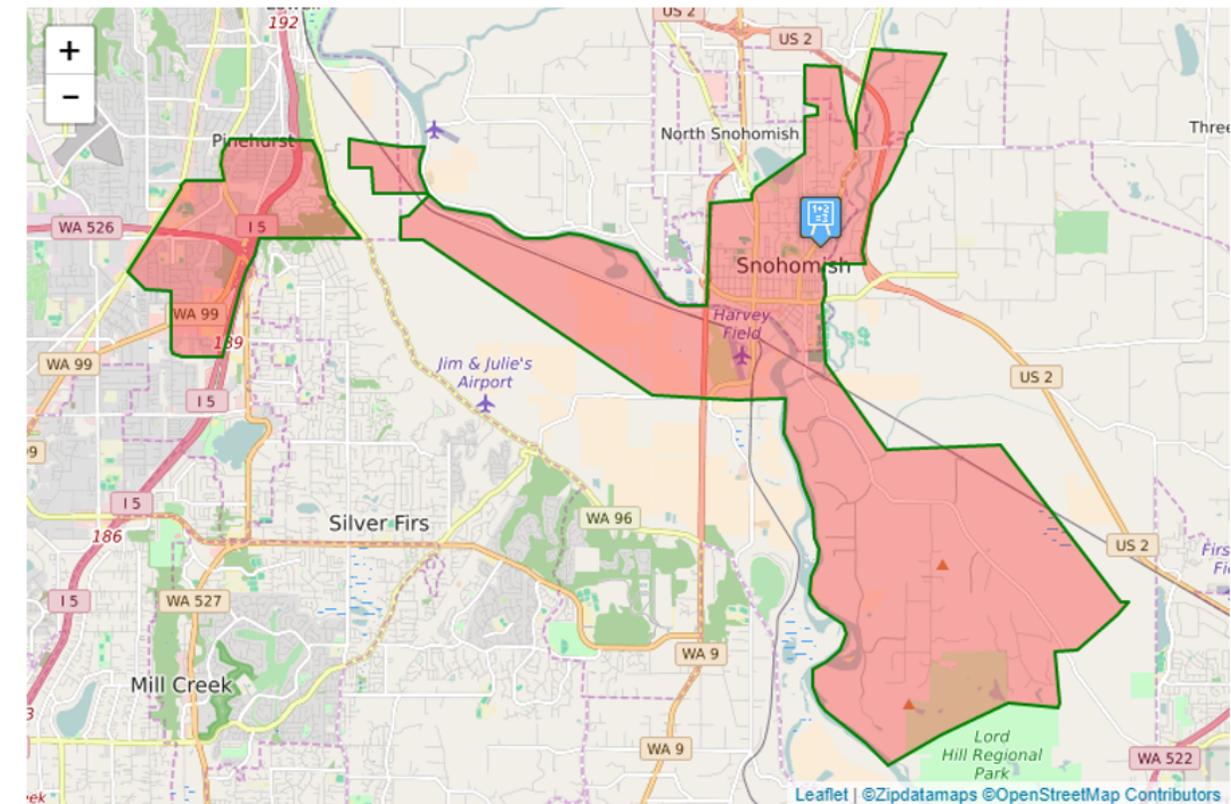
In the city of Snohomish, the demographics of the Local Public Agency’s (LPA) service area paint a clear picture of the community it serves. The majority of the population, approximately 87.6%, identifies as White, with Asian and Two or More Races making up smaller but notable segments at about 3% and 6.4%, respectively. Hispanic individuals constitute about 10% of the population. In terms of income, the median household income for Snohomish County stands at \$89,273, while individual median income is around \$41,898. Notably, the federal poverty level for individuals and families of four is \$14,850 and \$30,000, respectively.

Regarding the students in the area, the LPA's service area includes schools with varying percentages of students receiving free and reduced lunches. For example, at Emerson, this figure is 58.79%, while at Central, it is notably higher at 75%. In contrast, Cascade has a lower percentage of 18.73. These statistics suggest significant disparities in economic conditions among the local student population.

Taking into account social vulnerability factors, income inequality is most pronounced in the southeast part of the city and around the south end of the lake. The areas with the highest

percentages of BIPOC residents are situated on the city's edges, with lower concentrations near North Bickford and the High School. The Hispanic population is most prominent north of the lake and in the southern part of the city. Notably, these demographics seem to correlate with the areas where free and reduced lunch rates are higher compared to the median income. In this context, race does not play as significant a role, given the overwhelming White majority, both historically and presently, in Snohomish. These figures reflect a community marked by income disparities and distinct pockets of vulnerability, emphasizing the importance of addressing these socio-economic disparities in any initiatives or services provided by the LPA.

Emerson Elementary School Attendance Zone Map



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 received.

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.**

- July 18, 2023, Council meeting. Adoption of Resolution 1451 - Six-Year Transportation Improvement Program, 2024 – 2029. Title VI survey provided at Council meeting and on City website. Requested Title VI survey to be completed during presentation. Public comments accepted during meeting.
- Transportation Master Plan
- ADA Transition Plan
- Bike & Ped Plan-Presented at Council & Discussed with Parks Board
- All planning activities include compliance with Title IV as part of planning & prioritization.
- Farmers Market-Presented different items from all above at farmers market for community engagement.

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).

Property owner of Parcel Nos. 00575800100100, 28061800401100, 28061800401200, 28061800401300 and 00555900300100 (29 Pine Avenue), requested a street vacation of a portion of unopened and unimproved Spruce Street and Cypress Avenue adjacent to these properties. The vacation request was approved by City Council on November 15, 2022. Race, color, national origin of the property owner was not provided.

Property owner of Parcel Nos. 00538900602100 and 00538900600500 (1501 Avenue D), requested a street vacation of the southern half of Elm Street between Avenue D and Oak Avenue; and the Alley east of Avenue D between Elm Street and Ferguson Park Road adjacent to these properties. The vacation request was approved by City Council on August 15, 2023. Race, color, national origin of the property owner was not provided.

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

Appraisal was completed by Cushman and Wakefield for the street vacation of the southern half of Elm Street between Avenue D and Oak Avenue; and the Alley east of Avenue D between Elm Street and Ferguson Park Road. Race, color, national origin of appraiser was not provided.

Appraisal was completed by ABS Valuation for Cypress Avenue between Third and Fourth Streets; and the alley right of way between Third and Fourth Streets, and Pine and Cypress Avenues. Race, color, national origin of appraiser was not provided.

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.

List as drafts

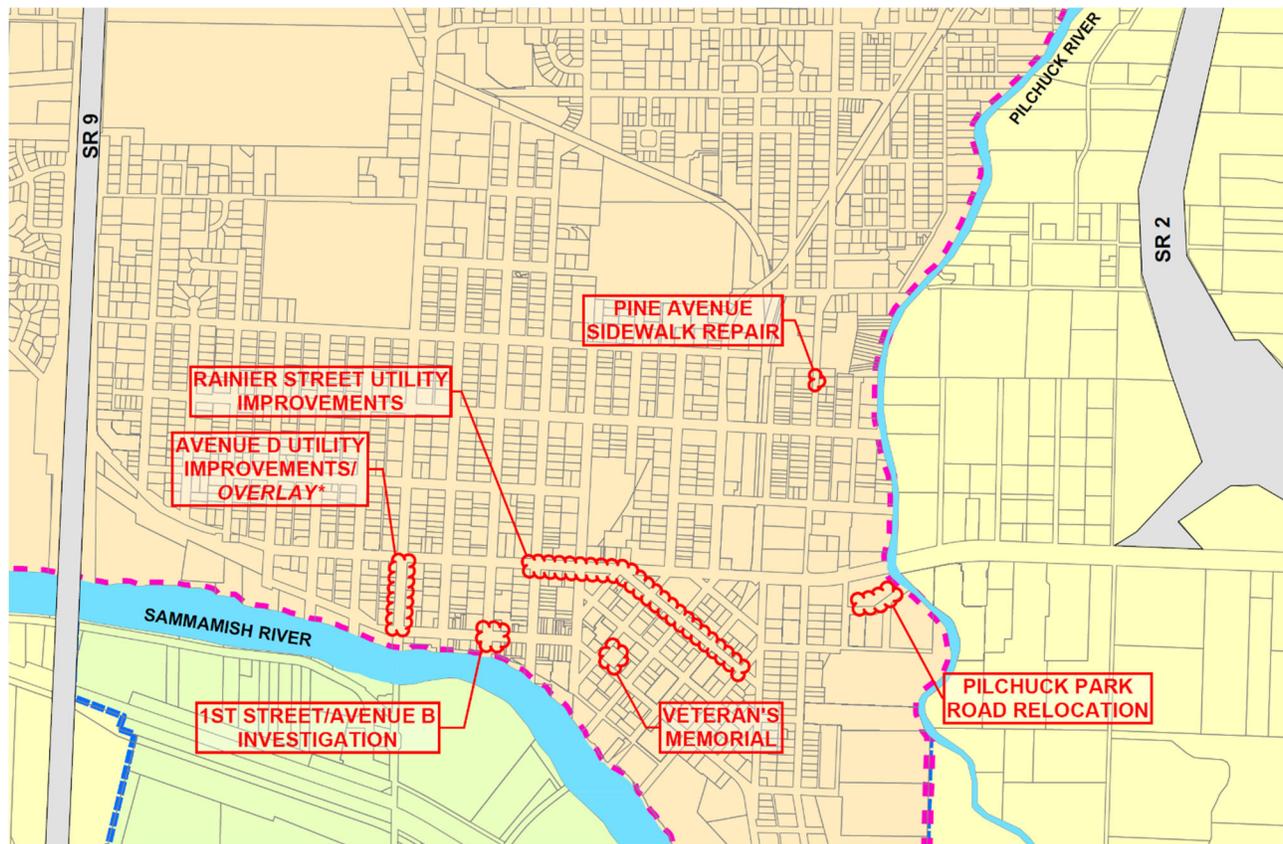
- DRAFT Transportation Master Plan
- DRAFT ADA Transition Plan
- DRAFT Bike & Ped Plan-Presented at Council & Discussed with Parks Board
- DRAFT Complete Streets-
- All planning activities include compliance with Title IV as part of planning & prioritization.
- Farmers Market-Presented different items from all above at farmers market for community engagement.

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.

- Pine Avenue Sidewalk Repair
- Rainier Street Utility Improvements
- Avenue D Utility Improvements
- First Street/Avenue B Investigation
- Veteran’s Memorial
- Pilchuck Park Road Relocation Project

Project benefits are sidewalk repairs, utility improvements, and park improvements. Project burden was the inconveniences during construction such as sidewalk closure, park closure, traffic lane closure, detours and noise.

As described in section 3, the city does not have statistically significant areas of racial composition, however the sidewalk repair and park improvements are direct benefit to all populations.



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.**

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

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.

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.

The city organized a carnival to gather public input on the comprehensive plan update. This inclusive event featured activities suitable for all ages, such as educational materials and games, aimed at engaging citizens and collecting their thoughts, comments, and ideas on various aspects of the comprehensive plan.

Additionally, there was a TIP presentation at a city council meeting. The TIP outlines future transportation projects.

See items 5 and 8. Self-identification surveys were used at those meetings. No survey was completed and submitted. No language assistance service requested.

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).

City advertises Construction and Consultant Contracts in the Daily Journal of Commerce, Everett Herald, Builder's Exchange and OMWBE. Construction contractors are selected based on the lowest bid. Consultants are selected based on their qualifications. If a consultant's fee exceeds the City budget and the consultant cannot complete the project within the City budget, the City will then inform the consultant that the City will not be able to contract with them. The City would then move on to discuss the project with the next qualified consultant.

The City includes the following Assurance in all contracts, agreements, and proposals:

all proposals for negotiated agreements: "The recipient, in accordance with 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 in 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."

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?)

The City includes the following Assurance in all contracts, agreements, and proposals:

all proposals for negotiated agreements: "The recipient, in accordance with 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 in 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."

For federal funded projects, the City has executed the Local Agency A&E Professional Services Cost-Plus Fixed Fee Consultant Agreement that includes Exhibit F, Title VI Assurances.

City requires contractor to submit a signed and notarized Anti-Discrimination Certificate with their bid proposal that states: "The bidder hereby covenants, stipulates and agrees that no person shall be discriminated against in the bidding of the service and/or materials hereunder and that the bidder shall not refuse to hire any person therefore because of such person's race, creed, color or national origin, unless based on a bona fide occupational qualification. Also, the bidder will in no matter discriminate against any person because of such person's race, creed, color, or national origin. Any such discrimination shall be deemed a violation of this bid and shall render this bid subject to forfeiture."

Signed Certification of Nonsegregated Facilities must also be submitted by the contractor that states: "The bidder certifies that s/he does not maintain or provide for her/his employees any segregated facilities at any of her/his establishments, and that s/he does not permit her/his employees to perform their services at any locations, under her/his control, where segregated facilities are maintained. The bidder certifies further that s/he will not maintain or provide for her/his employees any segregated facilities at any of her/his establishments, and that s/he will not permit her/his employees to perform their services at any location under her/his control where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause on any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants, or other eating areas, time clocks, locker rooms or other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact because of habit, local custom or otherwise. The bidder agrees that except where s/he has obtained identical certification from proposed subcontractor prior to the award of subcontracts exceeding \$10,000, which are not exempt from the provisions of the Equal Opportunity clause, that s/he will retain such certifications in her/his files."

City Public Works Contract, Section 9. Non-Discrimination states: "During the performance of this Contract, the Contractor shall comply with all applicable equal opportunity laws and/or regulations and shall not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national origin, creed, veteran status, marital status, political affiliation, or the presence of any sensory, mental, or physical handicap. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of work and services under this Contract. The Contractor further agrees to maintain notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Contractor understands that violation of this provision shall be cause for immediate termination of this Contract and the Contractor may be barred from performing any services or work for the City in the future unless the Contractor demonstrates to the satisfaction of the City that discriminatory practices have been eliminated and that recurrence of such discriminatory practices is unlikely.

A. The parties will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of the above-stated minorities.

B. The parties will comply strictly with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of nondiscriminatory requirements in hiring and employment practices and assuring the service of all patrons and customers without discrimination with respect to the above-stated minority status.”

City Professional Services Agreement, Section III.8 states: “DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.”

City Professional Services Agreement, Section III.9 states: “UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.”

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).

- Pine Avenue Sidewalk Repair - Accord Contractors, LLC. Local funds: \$68,719.00. Contract executed in June 2023.
- Rainier Street Utility Improvements – SCI. Local funds: \$1,592,293.34. Contract executed in December 2022.
- Avenue D Utility Improvements – Northern Contractors LLC. Local funds: \$493,452.47. Contract executed in December 2022.
- First Street/Avenue B Investigation - Terraphase Engineering, Inc. State funds: \$107,655.00. Contract executed in August 2023.
- Veteran’s Memorial - Accord Contractors, LLC. Local funds: \$28,000. Contract executed in April 2023.
- Pilchuck Park Road Relocation Project – Langsholt Contracting, Inc. Local funds: \$68,719.00. Contract executed in April 2023.
- Contracts awarded to certified disadvantaged contractors (as a prime contractor/consultant) for this report period: 0.

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

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

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.

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

The Title VI Coordinator, Rebekah Park completed the training and certification on 10/26/2022.

- *EEOC Respectful Workplace Training on November 16, 2021. All City staff attended.*
- *Siobhan Waltman completed the training in August 2023.*
- *Linda Redmon completed the training October 2023.*
- *Provided all city training in July and August 2023 through WCIA on:*
 - *Promoting a Workplace Free of Harassment, Discrimination, and Retaliation*
 - *Diversity in the Workplace*
 - *Data not collected on job titles and race/color/national origin*

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 program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

The city has not been notified or identified significant problem areas related to Title VI. The City did not receive any complaints regarding Title VI during this report period.

- *Improve current training levels of Title VI staff from 83% (up from 75% in 2022) to 100% training completed.*
- *Develop Title VI information for dissemination and posting in public areas and website (with CESI teams help)*
- *Provide All City Staff, managers, supervisors with Title VI training by April 2024 and every two years, conducted by an outside agency through WCIA training programs. (Collect Title VI data)*
 - *Samples of Title VI training:*
 - *<https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?category=civilrig>*
 - *https://www.fhwa.dot.gov/civilrights/programs/title_vi/toolkit.cfm*