



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): **Mike Rosen, Mayor**

Mailing Address: **121 5th Ave N**

City: **Edmonds** WA Zip Code: **98020** County: **Snohomish**

Phone #: **(425) 771-0247** email address: Mike.Rosen@edmondswa.gov

Name and title of head of transportation-related services: **Oscar Antillon, Public Works & Utilities Director**

Mailing Address: **7110 210th St SW**

City: **Edmonds** WA Zip Code: **98026** County: **Snohomish**

Phone #: **(425) 771-0235** email address: Oscar.Antillon@edmondswa.gov

Name and title of designated Title VI coordinator*: **Rob English, City Engineer**

Mailing Address: **121 5th Ave N**

City: **Edmonds** WA Zip Code: **98020** County: **Snohomish**

Phone #: **(425) 771-0220** email address: Robert.English@edmondswa.gov

*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). **Refer to Exhibit D.**

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 changes have been made to the Title VI Plan during this reporting period.

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.

Rob English, City Engineer, is the Title VI Coordinator and he reports to Oscar Antillon, Director of Public Works & Utilities. Mr. Antillon is currently responsible for delivering and managing all

transportation related services for the City. Mr. Antillon reports to Mike Rosen, Mayor of the City of Edmonds.

City staff who participate in transportation services for the City are outlined in the table below. Refer to Exhibit A for the Organization Chart.

Table 1

Title VI - Transportation Related Services			
Name	Title	Gender	Ethnicity
Mike Rosen	Mayor	Male	Caucasian
Oscar Antillon	PW Director	Male	Hispanic
Rob English	City Engineer	Male	Caucasian
Bertrand Hauss	Transportation Engineer	Male	Caucasian
Tod Moles	Street/Storm Operations Manager	Male	Caucasian
Jeanie McConnell	Engineering Manager	Female	Caucasian
JoAnne Zulauf	Engineering Tech III	Female	Caucasian
Jennifer Lambert	Engineering Tech III	Female	Caucasian
Natalie Griggs	Engineering Tech II	Female	Caucasian
Jeff Whatmore	Engineering Tech II	Male	Caucasian
Jen Machuga	Engineering Permits Coord.	Female	Caucasian
Emiko Rodarte	Administrative Assistant	Female	Caucasian/Asian
Jaime Hawkins	Capital Projects Manager	Male	Hispanic/Latino
Ryan Hague	Capital Projects Manager	Male	Hispanic
Russell Lynch	Capital Projects Manager	Male	Caucasian
Greg Malowicki	Capital Projects Manager	Male	Caucasian
Jack Carlock	Senior Inspector	Male	Caucasian
Jenelle Ho	Associate Engineer	Female	Asian
Patrick Johnson	Stormwater Engr Tech	Male	Caucasian
Jack Carlock	Senior Inspector	Male	Caucasian

The update to the City's Transportation Comprehensive Plan began in late 2023 and will be completed in 2024. The City formed a citizen advisory transportation committee in fall of 2023 to provide guidance during the development of the plan. Table 2 identifies the citizens who are participating on the Transportation Committee.

Table 2

Citizen Transportation Committee for Transportation Comprehensive Plan Update		
Name	Gender	Ethnicity
Yosef Goodman	Male	Caucasian
Michael Snyder	Male	
David Marlow	Male	Caucasian
Mary Kimball	Male	Caucasian
Larry Fuell	Male	Caucasian
Peter Moon	Female	Caucasian
Luke Distelhorst	Female	Caucasian
Susanna Martini	Female	Caucasian
Susan Paine	Female	Caucasian

Transportation Consultants:

- **Patrick Lynch, Principle, Director of Planning Transpo Group**
- **Chris Comeau, Senior Transportation Planner, Transpo Group**

City Staff:

- **Navyusha Pentakota, Urban Design Planner, Planning Division**
- **Jeff Levy, Senior Planner, Planning Division**
- **Bertrand Hauss, Transportation Engineer, Engineering Division**

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 April 2023, the Washington State Office of Financial Management (OFM) estimated the City of Edmonds population at 43,370.

Exhibit B from the U.S. Census Bureau provides a demographics summary for the City of Edmonds.

On page 4 of Exhibit C, an estimate on the types of languages spoken at homes in Edmonds. The report shows that 15.3% of homes within Edmonds speak a language other than English. Spanish is the second highest language spoken after English at 3.8%. Other languages include Indo-European languages at 3.2% and Asian and Pacific Islander languages at 6.9%.

The City evaluated 2023 information provided by the Edmonds School District for students who speak languages other than English at home. Table 3 illustrates the top five languages spoken other than English.

Table 3

Home Languages of Students Attending High Schools in Edmonds (Edmonds School District) - 2023				
Language	Woodway	Meadowdale	Total	%
Total Population	1576	1524	3100	
English	1071	977	2048	66.1%
Spanish	273	227	500	16.1%
Vietnamese	31	42	73	2.4%
Russian	17	27	44	1.4%
Korean	20	22	42	1.4%
Arabic	19	20	39	1.3%

The Safe Harbor Provision requires an agency to evaluate if 5% or 1,000 (whichever is less) of the City's population is LEP by language. Exhibit C specifies that 3.8% of the population speaks Spanish at home. While 3.8% doesn't meet the 5% threshold, it does result in approximately 1,628 (3.8% of 43,370) individuals speaking Spanish at home. Therefore, language assistance services should be provided in Spanish when appropriate. The US Census data in Exhibit C does not breakdown other languages individually, therefore the remaining top four languages (Vietnamese, Russian, Korean, and Arabic) listed in Table 3 do not exceed the 5% threshold.

As a second check of the 1,000-population threshold for the Safe Harbor Provision, the City used the percentages in Table 3 and multiplied them by the City's population of 43,370 to estimate the population of non-English speaking languages. Table 4, below, provides the limited English-speaking population estimates. In this circumstance, Spanish and Vietnamese are the non-English languages that exceed the 1,000-population threshold. Therefore, language assistance services should be provided in both Spanish and Vietnamese when appropriate.

Table 4

Edmonds Population (OFM)		43,370
Language	% from Table 2	Estimated Population
English	66.1%	28,652
Spanish	16.1%	6,995
Vietnamese	2.4%	1,021
Russian	1.4%	616
Korean	1.4%	588
Arabic	1.3%	546

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).

The City of Edmonds is not aware of any Title VI related complaints, as a result of transportation activities and projects, filed against the City. The 2023 complaint log is included in Exhibit J.

The Complaint Procedures are available on the City's Title VI website.

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 following transportation planning activities were conducted during this reporting period:

- **6-Year Transportation Improvement Program**
 - **Public Hearing was held during a City Council meeting**
- **Capital Improvement Program and Capital Facilities Plan**
 - **Public Hearings were held during a Planning Board and City Council meetings.**
 - **Draft plans were available on the City's website for review and comment.**

The following outreach activities are available on the City's website:

Title VI Webpage: The City of Edmonds has a dedicated Title VI webpage that provides access to the City's non-discrimination policy, Title VI Annual Report, Nondiscrimination Agreement, link to the City's Diversity Commission, contact for requesting an interpreter and complaint procedures.

Title VI Email: The City provides the e-mail addresses for the Title VI Coordinator and City Clerk (Interpreter Requests) on the Title VI webpage.

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).

No right-of-way acquisitions were made in 2023 related to highway transportation/public right of way use.

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

No right-of-way acquisitions were made in 2023 related to highway transportation/public right of way use.

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.

There were no transportation studies conducted or transportation plans completed during this reporting period.

An environmental review was completed on the Main St Overlay Project (6th Ave to 8th Ave). A Categorical Exclusion was approved on December 20, 2023 since the project was a pavement

preservation project. The Environmental Justice section included Appendix M from WSDOT NEPA Categorical Exclusions Guidebook for Local Agencies. No protected populations were present within the proposed limits of the project's impacts. Two demographic sources (EPA EJscreen community report and Edmonds School District demographics report for Sherwood Elementary) were provided to support this determination.

Progress was made on the environmental review for the 76th Ave/220th St Intersection Improvement Project. Work completed in 2023 included: (1) Cultural Resources report; (2) Draft EJ report; and (3) Hazardous Material Assessment draft report. Final environmental approval is not expected until 2025 or 2026 due to the timeline for review and approval of the Biological Assessment report.

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.

Construction projects started in 2023

- **2023 Utility Replacement Project (M)**
- **2023 Pavement Preservation Project (M)**
- **Citywide Bicycle Improvements (M)**
- **Elm Way Walkway Project**

The projects listed above with a (M) following the project title had multiple sites throughout the City. Refer to the project maps in Exhibit F. Exhibit B provides the best estimate for racial composition affected by these projects, since there are many construction sites spread across the City.

The 2023 Utility Replacement Project replaced watermain, sewer and storm drainage pipe at various locations around the City that were near the end of their useful service life, undersized and/or unable to meet current requirements. Pipe rehabilitation using cured-in-place pipe technology was included in the scope of work. Replacement work required pavement trench patches and pavement striping. This capital maintenance project provides the necessary investment to upgrade and maintain the City's infrastructure to provide adequate and reliable utility services for the City of Edmonds.

The 2023 Pavement Preservation Project paved streets in poor condition and provided new pavement striping.

The Citywide Bicycle Improvements restriped existing streets to provide new bike lanes on several streets in Edmonds. Other improvements included new ADA pedestrian ramps, Rectangular Rapid Flashing Beacons (RRFB's), signal modifications, catch basin grate replacements (bike safety) and minor pavement widening.

Elm Way Walkway Project will build approximately 700 linear feet of curb, gutter and sidewalk, drainage facilities, ADA pedestrian curb ramps, driveways, pavement striping, signing and traffic

signal modifications. The project will improve pedestrian safety and provide sidewalk for students to use who attend Westgate Elementary school.

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 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.

Public Meeting #1 and #2

Project Name: Perrinville Creek - Stormwater Management Action Plan Workshop

Date: February 22, 2023

Meeting Time: 12-1pm and 6-7pm

Location: On-Line Zoom Meeting

Target Audience: Property & Business owners

Notification: Online newspaper, Website, Facebook, Email Blast

Attendance: 39

Spanish / Title VI: Notices included Spanish and Title VI information.

Notification Area: City of Edmonds

LEP Publications Used: La Raza

Survey Forms: Yes.

Language Service Used During Meeting: Language services for the meeting were available by request. No requests for these services were made.

Public Involvement Survey Responses: Refer to Exhibit H

Public Meeting #3

Project Name: Citywide Bicycle Improvements and Elm Way Walkway – Construction meeting

Date: August 10, 2023

Meeting Time: 6:00pm - 7:00pm

Location: On-Line Zoom Meeting

Target Audience: Property & Business owners

Notification: Media release, Website, Facebook, door hangers

Attendance: 28

Spanish / Title VI: Notices included Spanish Title VI information.

Notification Area: City of Edmonds

LEP Publications Used: La Raza, Wow Seattle

Survey Forms: Yes.

Language Service Used During Meeting: Language services for the meeting were available by request. No requests for these services were made.

Public Involvement Survey Responses: Refer to Exhibit H

Public Meeting #4

Project Name: Storm and Surface Water Comprehensive Plan – Update meeting

Date: October 18, 2023

Meeting Time: 12:00pm – 1:00pm & 6:00pm – 7:00pm

Location: On-Line Zoom Meeting

Target Audience: Property & Business owners

Notification: Online Newspaper, Website, Facebook, Email Blast

Attendance: 6

Spanish / Title VI: Notices included Spanish, Korean and Title VI information.

Notification Area: City of Edmonds

LEP Publications Used: La Raza, Wow Seattle

Survey Forms: Yes.

Language Service Used During Meeting: Language services for the meeting were available by request. No requests for these services were made.

Public Involvement Survey Responses: Refer to Exhibit H

The following outreach activities are available on the City's website:

Title VI Webpage: The City of Edmonds has a dedicated Title VI webpage that provides access to the City's non-discrimination policy, Title VI Annual Report, Nondiscrimination Agreement, link to the City's Diversity Commission, contact for requesting an interpreter and complaint procedures.

Title VI Email: The City provides the e-mail addresses for the Title VI Coordinator and City Clerk (Interpreter Requests) on the Title VI webpage.

The City formed a citizen advisory group in Q4 of 2023 to provide guidance during the development of the plan. The update to the City's Transportation Plan began in late 2023 and will be completed in 2024.

The City has established an on-call contract with Language Line Solutions to provide language assistance and translation services. The City used Spanish translation services provided by Eduardo Zaldibar Translation & Interpretation Services. The City also used Korean translation and publication services provided by KCR Media. In 2023, the City spent approximately \$1,080.00 on translation services.

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).
Bidding and Consultant Request for Qualifications (RFQ) opportunities are advertised in the Daily Journal of Commerce and the Everett Herald newspaper. The announcements are posted on the City's website under the Public Works Department webpage. The advertisements include the following nondiscrimination statement:

The City of Edmonds, 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 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.

The City now includes a paragraph in the RFQ notice in Spanish that provides information on how to request a translation of the RFQ information.

City staff review bid documents prior to recommending an award to verify Contractors have submitted the required paperwork in the City's construction contract specifications. The forms include Proposal, Bond, Non-Collusion Declaration, Certificate of Equal Employment Opportunity Report and Bidder Responsibility statement. On a Federal-aid contract, additional forms may be required such as the Certification of Federal-aid contract, Underutilized Disadvantaged Business Enterprise (UDBE) Utilization Certification, UDBE Written Confirmation Document, Good Faith Effort Documentation, UDBE Bid Item Breakdown and UDBE Trucking Credit form. The City also coordinates the review of bid documents with WSDOT Local Programs when a project is being reimbursed by a federal or state grant. Local Programs typically provides concurrence to award a construction contract, before a recommendation is provided to the City Council.

Consultant selection is based on qualifications. City staff will evaluate qualifications of firms when they provide a statement of qualifications (SOQ) in response to the City's RFQ announcement. Typically, the SOQ's are scored by criteria such as project manager and firm experience and the highest scoring firm is selected for the project. The City will conduct reference checks and then will negotiate a scope of work and fee with the consultant to perform the services identified in the RFQ announcement.

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 a Title VI statement on federal-aid contracts with consultants and contractors. The following contract sections include Title VI provisions in the City's construction contracts:

- FHWA 1273 (Required Contract Provisions Federal-Aid Construction Contracts)
- GSP 1-07.11 (Requirements for Nondiscrimination)

The construction contracts funded with local funding use the WSDOT Standard Specifications. Section 1-07.11, "Requirements for Nondiscrimination" are incorporated into the City's contract provisions.

Title VI Assurances (Exhibit F of the LAG Consultant Agreement) are included in federal-aid consultant contracts.

The City's Professional Services agreement boilerplate for local funded projects includes Title VI provisions.

On public notices for requests for qualifications and bid solicitations, the City continues to include a Title VI Statement in the notice.

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).

Refer to Exhibit E.

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, 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 reviewed the WSDOT Title VI, Environmental Justice, & Limited English Proficiency training video in December 2023. A power point training program was prepared using portions of the WSDOT video plus the Title VI resources the City has assembled to comply with Title VI requirements. The training presentation was made to staff on December 14, 2023. A copy of the training presentation is included in Exhibit K.

Other training provided by the Title VI Coordinator has been provided during project manager staff meetings and in-advance of public meetings regarding adding Title VI language and Spanish translation opportunities on meeting notices. The Coordinator also provided guidance and instructions on how to introduce and request public survey forms during public meetings.

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.

- Provide Title VI reminders during project manager staff meetings during each quarter in 2024
- Finalize Title VI checklist for staff to use when preparing for public meetings