

City of Monroe Non-Discrimination Agreement Annual Report For January to December 2018 August 2019

Section 1. Organizational Structure

There were no changes to the City of Monroe organizational structure during the reporting period.

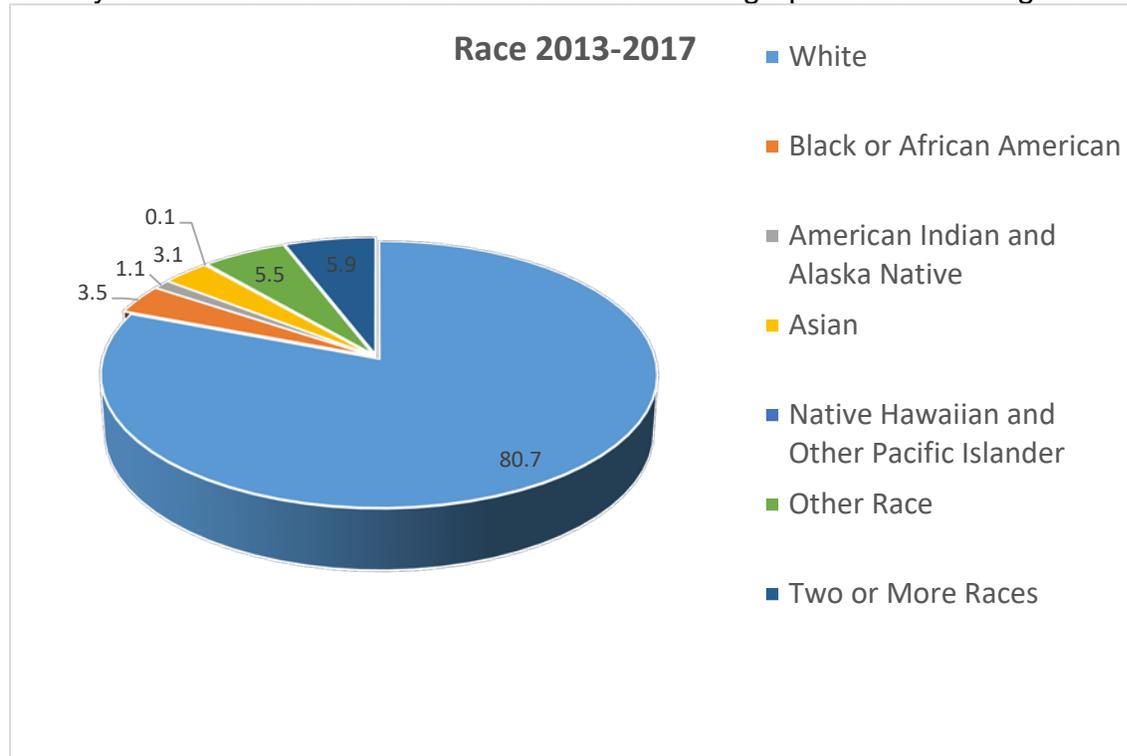
Section 2. Demographics

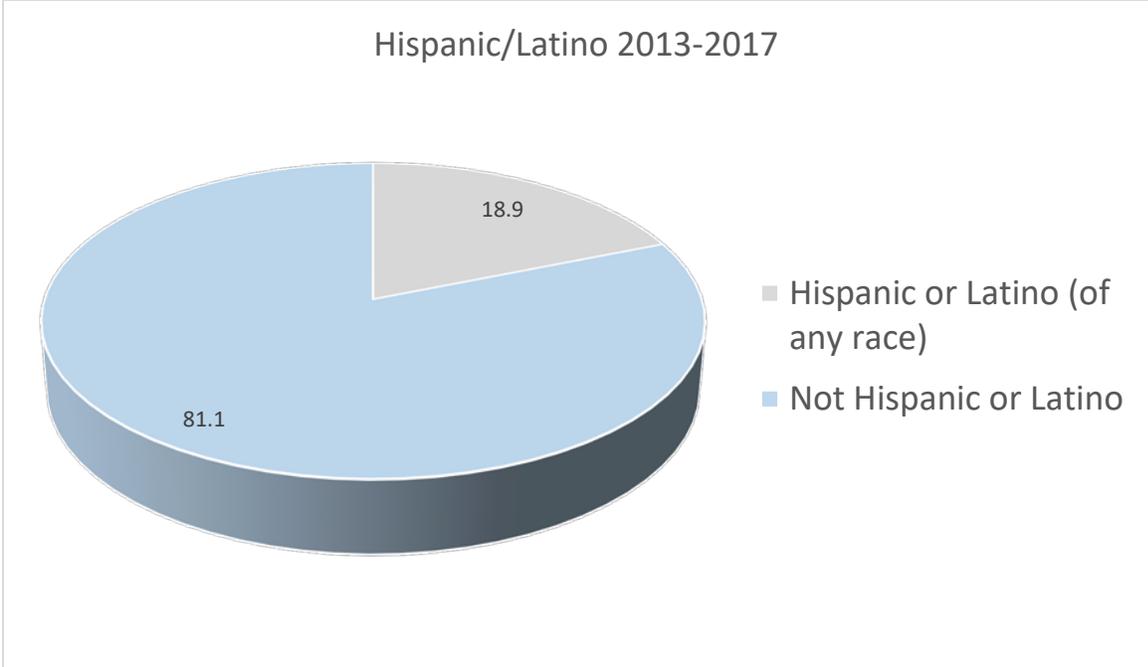
Population

The July 1, 2017 Washington State Office of Financial Management population estimate for the city was 19,250 up from 17,304 in the 2010 Census.

Race and Ethnicity

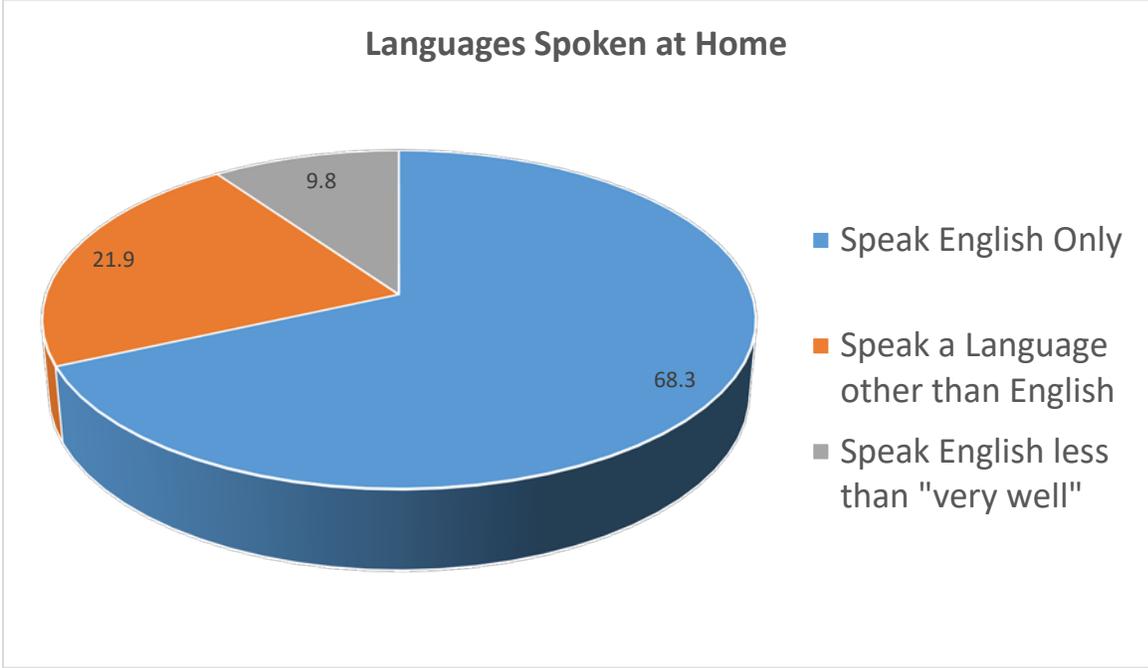
Race and ethnicity information was obtained from the United State Census Bureau's American Fact Finder (<https://factfinder.census.gov> – 2013-2017 American Community Survey 5-Year Estimates: Table DP05 – ACS Demographic and Housing Estimates)





Language

21.9% of the population (5 years and over) speaks a language other than English at home with 44.8% considered to speak English “less than very well”. (United States Census Bureau’s American Fact Finder <https://factfinder.census.gov> – 2013-2017 American Community Survey 5-Year Estimates: Table S1601 – Language Spoken At Home)



In addition to the Census data the Monroe School District reports that there are 516 English language learners speaking 20 different languages. The following information was provided by the Monroe School District:

	District Wide	Monroe High School	Park Place Middle School	Sky Valley Education	Fryelands Elementary	Frank Wagner Elementary	Leaders in Learning
Total Students	6240	1616	783	834	439	559	58
English at home	5326	1361	619	832	387	276	47
Free/Reduced Lunch	4285	1102	479	757	281	143	21
Not Free Lunch	1041	259	140	75	106	133	26
Spanish at home	819	222	154	2	50	269	11
Free/Reduced Lunch	154	60	22	2	7	29	3
Not Free Lunch	665	162	132	0	43	240	8
Russian at home	17	5	3	0	0	1	0
Free/Reduced Lunch	16	4	3	0	0	1	0
Not Free Lunch	1	1	0	0	0	0	0
Hmong at home	16	5	0	0	0	6	0
Free/Reduced Lunch	3	1	0	0	0	0	0
Not Free Lunch	13	4	0	0	0	6	0
Ukrainian at home	14	7	1	0	0	0	0
Free/Reduced Lunch	5	2	0	0	0	0	0
Not Free Lunch	9	5	1	0	0	0	0
Chinese at home	6	2	2	0	0	0	0
Finnish at home	6	1	1	0	0	0	0
Swahili at home	6	2	1	0	0	3	0
Punjabi at home	5	2	0	0	0	1	0
Cambodian at home	4	2	0	0	0	0	0
Urdu at home	4	0	0	0	1	3	0
Arabic at home	3	0	1	0	0	0	0
Hungarian at home	3	3	0	0	0	0	0
Thailand at home	3	0	0	0	0	0	0
Japanese at home	2	1	0	0	0	0	0
Romanian at home	2	0	1	0	0	0	0
French at home	1	1	0	0	0	0	0
Lithuanian at home	1	0	0	0	1	0	0
Portuguese at home	1	1	0	0	0	0	0
Vietnamese at home	1	1	0	0	0	0	0

Income and Poverty

The median household income is \$74,093 with 11.2% of the population below poverty level. (United State Census Bureau’s American Fact Finder <https://factfinder.census.gov> – 2012-2016 American Community Survey 5-Year Estimates: Table DP03 – Selected Economic Characteristics) 35% of the students in the Monroe School District are approved to receive free or reduced price lunch.

Transportation

Approximately 5.9 percent of household within the City of Monroe do not have a vehicle available for transportation. 22.5 % have 1 vehicle, 44.3% have two vehicles, and 27.4 percent have 3 or more vehicles available. (United State Census Bureau’s American Fact Finder <https://factfinder.census.gov> – 2013-2017 American Community Survey 5-Year Estimates: Table DP04 – Selected Housing Characteristics)

Section 3. Public Outreach Activities

City of Monroe staff assess 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.

Spanish language materials were produced for the following projects:

Project	Award Amount	Date of Award	Notification Date	English	Spanish	Phase
Graden Water Main Replacement	\$ 629,363.28	Antic. 2/26/19				
Design by: Harmsen & Associates						
Type of Communication w/Public						
<i>Neighborhood Flyer</i>			4/18/2018	x		DE
Open House			1/31/2019 5:30pm-7:30pm	x	x - Note	Pre CN
Open Hosue Flyer			handed out at Open House			Pre CN
<i>Postcard</i>				x	x - Note	Pre CN
<i>Annoncement on City's Website</i>						
132nd Water Main Replacement	\$ 644,510.41	Anticip. 2/12/19				
In House Design						
Type of Communication w/Public						
Tri-fold Mailer			4/16/2018	x	x - Note	DE
Letter - Upcoming Construction			1/28/2019	x		Pre CN
AirField Waterline Replacement	\$ 257,245.17	8/28/2018				
In House Design						
Type of Communication w/Public						
Notice for Survey	Harmsen & Associates		3/27/2017	x		DE
Notice for Environmental	The Watershed Company		3/27/2017	x		DE
<i>Project impacted only Sno. County Fairgrounds parking yard, a Sheriff substation and Quarter Midget Track Club</i>						

No Title VI activities and/or studies were required in the list of projects above as Public Works staff conducting background research on all projects to determine the community composition and appropriate outreach required.

However, as the City continues to expand its outreach into the broader community in collecting data it is a goal for 2019 is to plan father ahead, collect better data by concentrating efforts at posting outreach and/or project specific materials at local laundry mats, Hispanic markets and grocery stores in town.

Section 4. Transportation Related Contracts

Chain Lake Road Phase 2a	CM-2629(001)	Date of Award	Notification Date	English	Spanish	Phase
Project Design: WHPacific	\$ 250,053.52	Compl. 12/31/2020				DE
ROW: Universal Field Services	\$ 200,965.00	Compl. 12/31/2020				ROW
Type of Communication w/Public						
Notice for Geotechnical			1/12/2018	x		DE
191st Avenue Project						
Project Design: Perteet	\$ 270,877.00	Compl. 12/31/2020				
Type of Communication w/Public						
Business - Walmart Survey Notice	A1 Aliance	7/20/2018		x		DE
Walmart Geotechnical Notice	HWA Geoscience	7/20/2018		x		

Projects are advertised in the Daily Journal of Commerce and The Herald and are available at plan centers. Projects not requiring formal bids use the MRSC Small Works Roster and the A/E Roster to select contractors.

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.

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

No Right-of-way was acquired for City projects:

Section 7. Title VI Related Complaints

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

Section 8. Goals

- 1) Find/contact translators within our City or surrounding area who would be interested in attending City Open House for CIP projects.

- 2) Create a list of translators for all languages greater than 5% of the population for hire to attend Open House events.
- 3) Continue to find and attend Title VI training.