



Report for January 1, 2023 through December 31, 2023

## 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

Joe Marine, Mayor, City of Mukilteo

Mailing Address: 11930 Cyrus Way

City: Mukilteo WA Zip Code: 98275 County: Snohomish

Phone #: 425.263.8000 email address: [jmarine@mukilteowa.gov](mailto:jmarine@mukilteowa.gov)

Name and title of head of transportation-related services: Matt Nienhuis, Public Works Director

Mailing Address: 11930 Cyrus Way

City: Mukilteo WA Zip Code: 98275 County: Snohomish

Phone #: 425-367-2670 email address: [mnienhuis@mukilteowa.gov](mailto:mnienhuis@mukilteowa.gov)

Name and title of designated Title VI coordinator\*: Matt Nienhuis, Public Works Director

Mailing Address: 11930 Cyrus Way

City: Mukilteo WA Zip Code: 98275 County: Snohomish

Phone #: 425-367-2670 email address: [mnienhuis@mukilteowa.gov](mailto:mnienhuis@mukilteowa.gov)

\*When the Title VI coordinator changes, notify 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.

***None***

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.

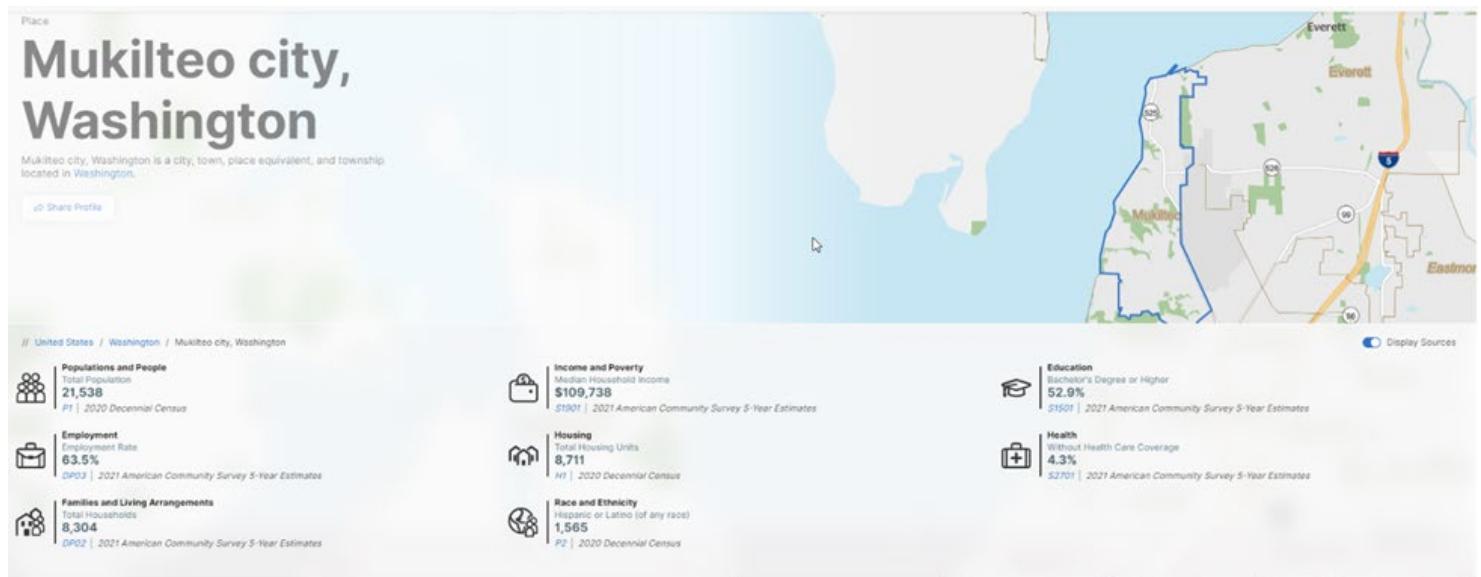
Mayor/Administrative Head – Joe Marine-White-USA

City Administrator – Steve Powers-White-USA

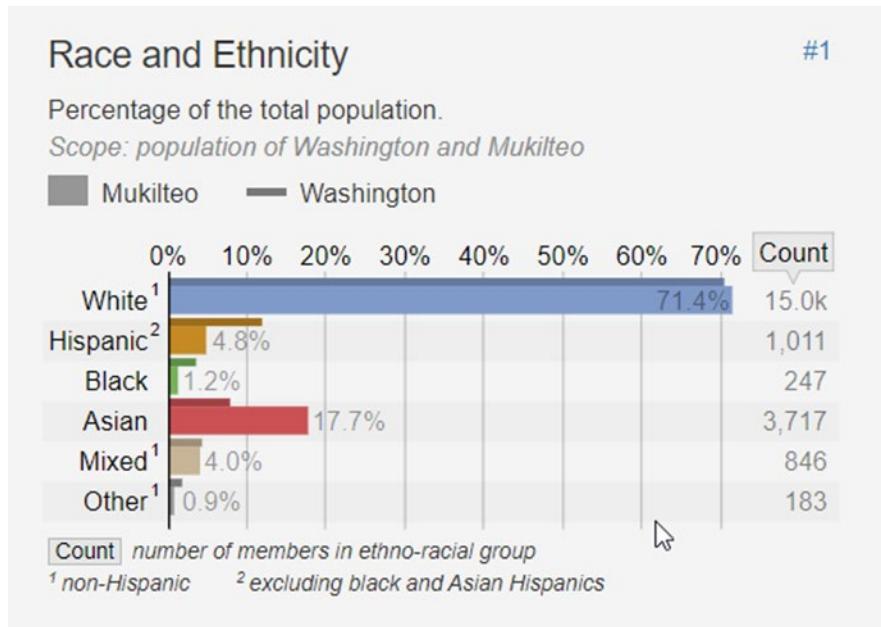
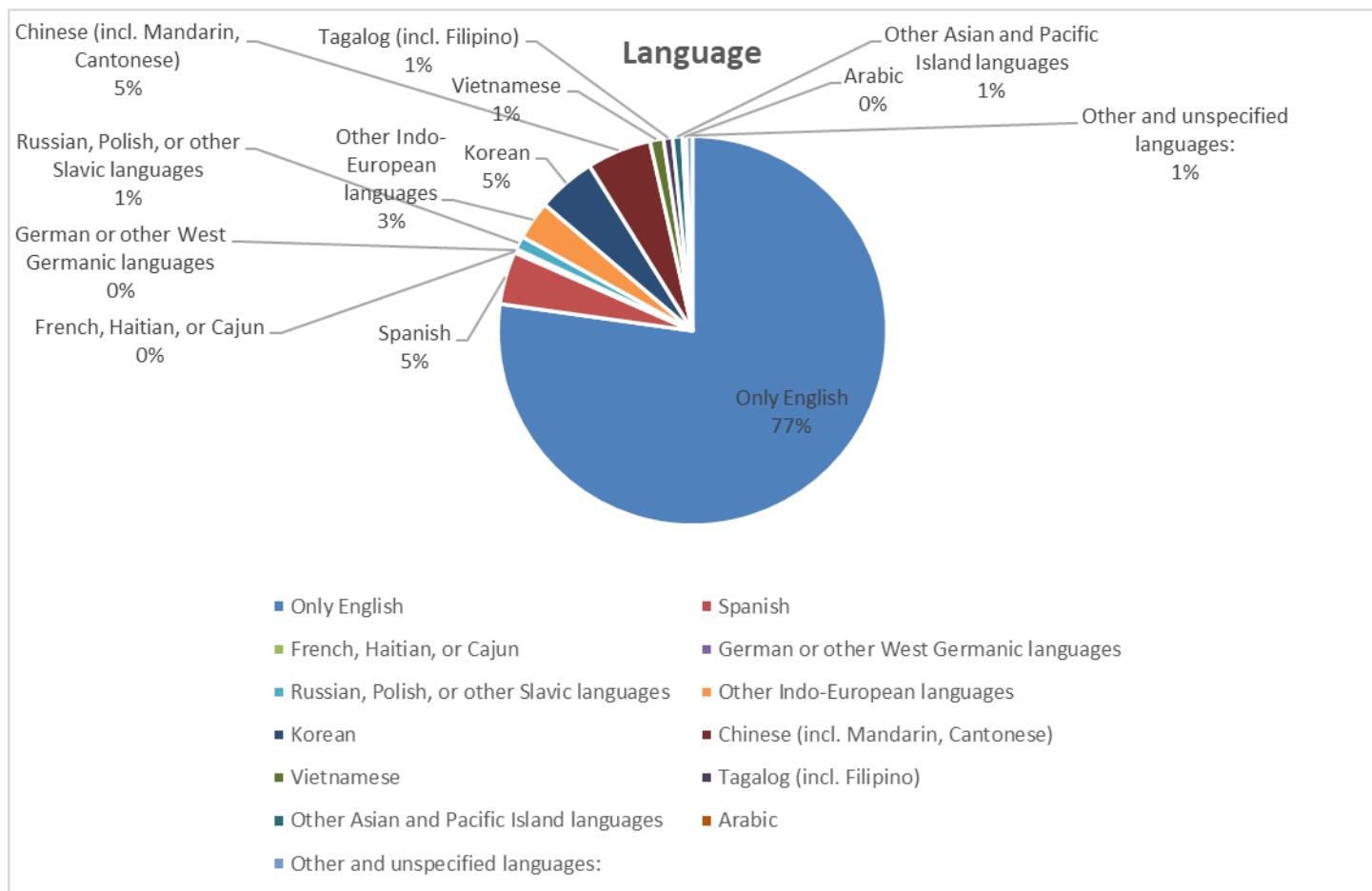
Public Works Director/Title VI Coordinator – Matt Nienhuis – White – USA

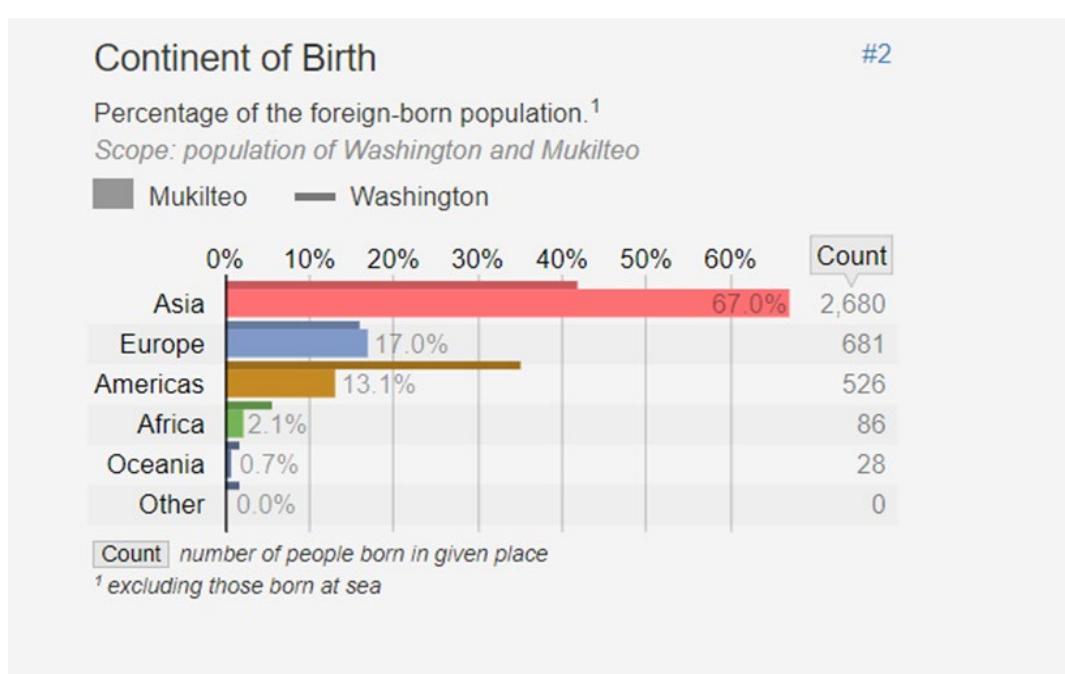
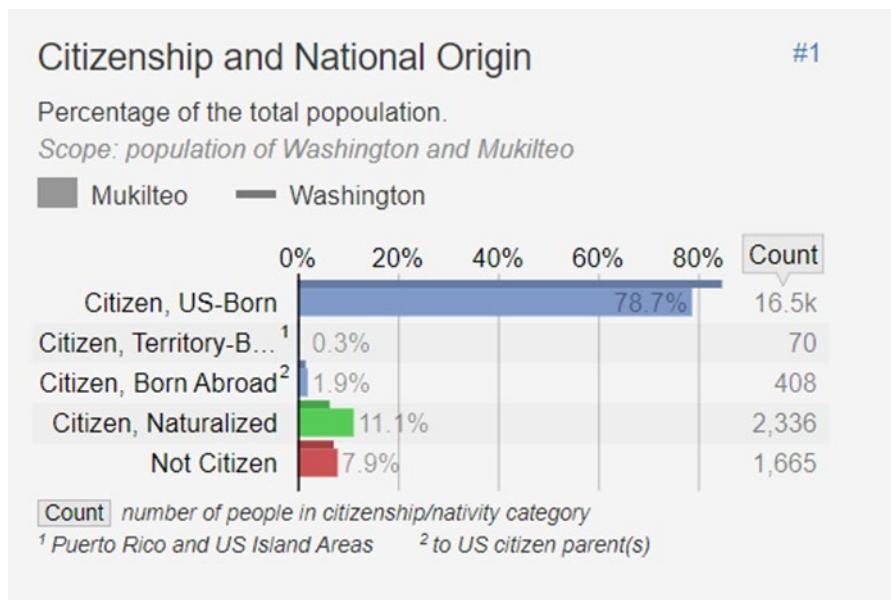
City Engineer – Gael Fisk – White - USA

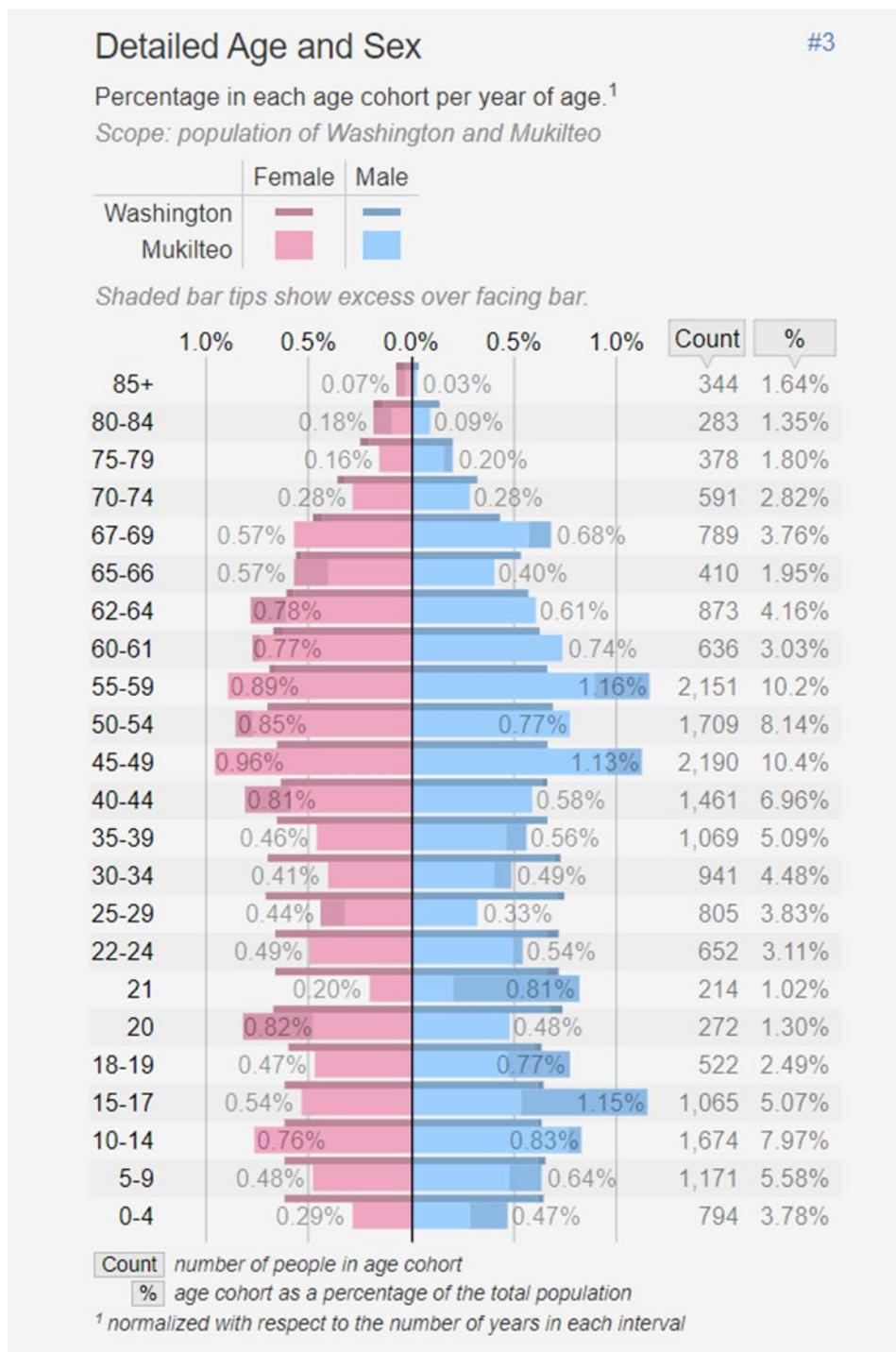
3. Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.



<b>City of Mukilteo</b>	<b>98275</b>	
<b>Language</b>	<b>Population Estimate - From Census.Gov</b>	<b>%</b>
<b>Total</b>	<b>20,223</b>	
Only English	15,615	77%
Spanish	886	4%
French, Haitian, or Cajun	34	0%
German or other West Germanic languages	31	0%
Russian, Polish, or other Slavic languages	225	1%
Other Indo-European languages	650	3%
Korean	985	5%
Chinese (incl. Mandarin, Cantonese)	1,085	5%
Vietnamese	228	1%
Tagalog (incl. Filipino)	152	1%
Other Asian and Pacific Island languages	164	1%
Arabic	65	0%
Other and unspecified languages:	103	1%







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 during the reporting period.***

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.

***No transportation planning activities were performed during the reporting period.***

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 ROW activities were performed during the reporting period.***

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

***None***

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.

***No transportation studies or plans were completed during this reporting period.***

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.

***We had no construction projects begin during this period. All projects where either started before and where in closeout or have begun design but not construction.***

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.

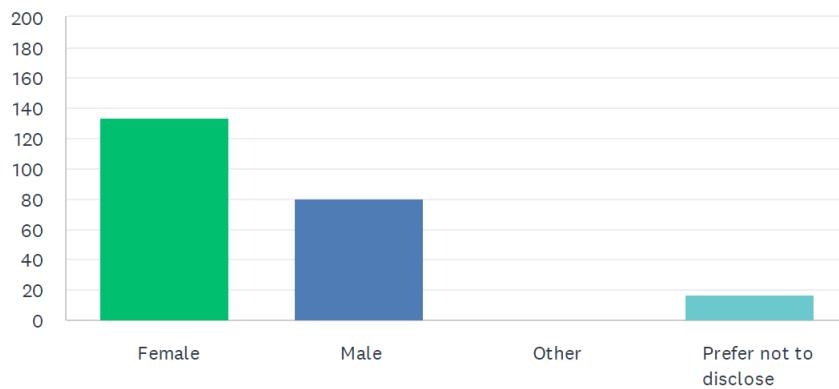
List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

***Public outreach was conducted for the South Mukilteo Park design survey.***

South Mukilteo Park

### Q10 What is your gender identity?

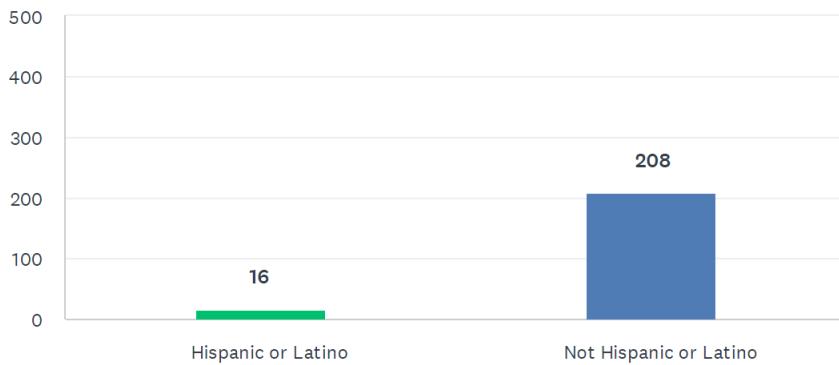
Answered: 231 Skipped: 14



South Mukilteo Park

### Q11 What is your ethnic identity?

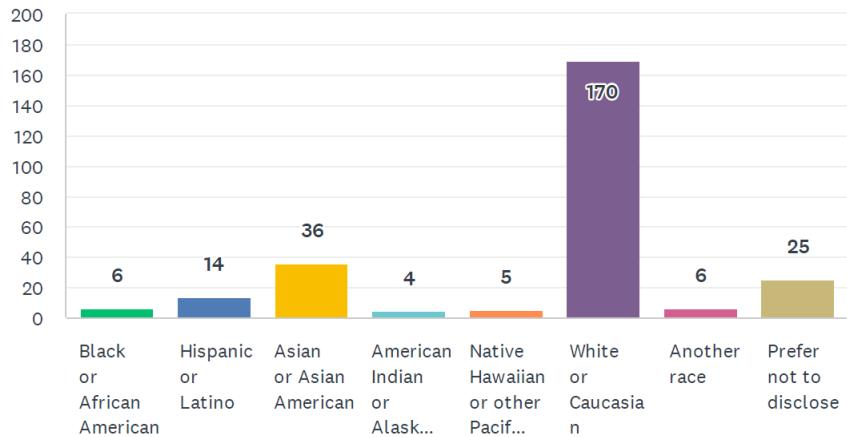
Answered: 224 Skipped: 21



## South Mukilteo Park

## Q12 How would you best describe your race and the race of those in your household? (Select all that apply)

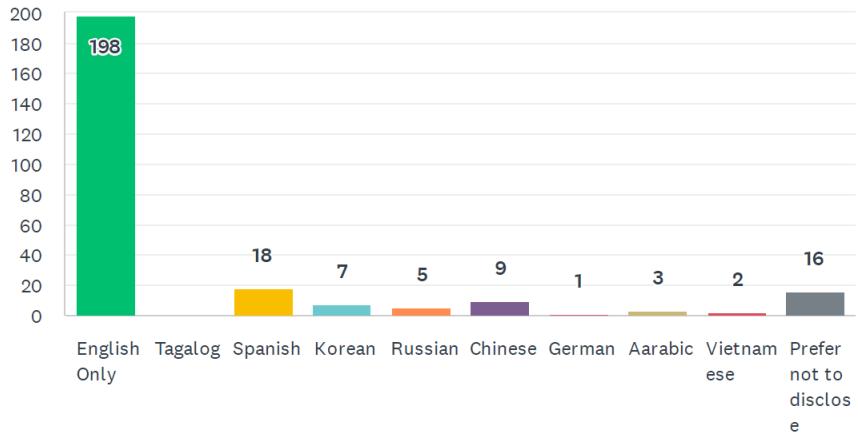
Answered: 228 Skipped: 17



## South Mukilteo Park

## Q13 Languages Spoken at Home (Check all that apply)

Answered: 228 Skipped: 17



***The City has a contract with Language Line which provides access to Interpreter services 24 hours/day in the event language assistance services are needed.***

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).

*All transportation-related Construction and Consultant Contracts are advertised through the Everett Herald and Daily Journal of Commerce (or if smaller scale local funded projects, competitively selected off the MRSC consultant or small-works roster) and posted to the OMWBE bidding site. Selection process follows the City of Mukilteo Purchasing and Procurement Policy and RCW 39.04 (for construction projects) or 39.80 (for architectural and engineering contracts). Once a consultant selection is made, the City requests a scope of work and fee estimate from the consultant based on initial project conversations. The scope and fee are then negotiated to fit within the existing project budget.*

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?)

*All Invitations to Bids, Request for Qualifications and contracts include standard Title VI non-discrimination statement. Title VI compliance is also discussed at the pre-construction meeting with the contractor. Below is the Information for Bidders that includes the City's Title VI language.*

CITY OF MUKILTEO2023 CITY FACILITIES EXTERIOR PAINTING**TITLE VI COMPLIANCE** ]

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance With Regulations** – The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination** – The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment** – In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
4. **Information and Reports** – The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to WSDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance** – In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:
  - Withholding of payments to the contractor under the contract until the contractor complies, and/or;
  - Cancellation, termination, or suspension of the contract, in whole or in part
6. **Incorporation of Provisions** – The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and

CITY OF MUKILTEO2023 CITY FACILITIES EXTERIOR PAINTING

leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request WSDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

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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).

Title	Consultant/Contractor	Amount	Funding Type	Small Business Enterprise
TO2021-04 – 1 <sup>st</sup> Street Data Collection	Fehr & Peers	\$11,875	Local	
TO2021-05 – Mukilteo Transportation Element	Fehr & Peers	\$117,000	Local	
TO2021-01 – Mukilteo Sign Design	HBB	75,822	Local	
TO-2021-17 - 9 <sup>th</sup> Street Drainage Analysis	Perteet	\$16,513.00	Local	
TO2021-18 – Plan Review Services	Perteet	\$25,680.00	Local	
TO2021-19 – Harbour Pointe Asphalt Path Repairs	Perteet	\$66,565.00	Local	
TO2021-20 - Big Gulch Erosion Repairs	Perteet	\$43,777.00	Local	
TO2021-22 – 80 <sup>th</sup> Street SW Outfall	Perteet	\$16,362.00	Local	
TO-2021-23 - 2023 TIB Grant Application	Perteet	\$14,977.00	Local	

TO2021-24 - Project Planning	Perteet	\$18,230.00	Local	
TO2021-05 – Eagle Bluff Tree Assessment	Urban Forestry	\$1,850.40	Local	
TO2021-06 – Eagles Nest	Urban Forestry	\$2,220.00	Local	
TO2021-07 – Finch Street	Urban Forestry	\$2,022.00	Local	
TO2021-08 – Clover Place	Urban Forestry	\$2,220.00	Local	
TO2021-06 – Annual Inspections	Zipper Geo	\$7,200.00	Local	
TO2021-07 – Marine View Drive Landslide	Zipper Geo	\$3,220.00	Local	
TO2021-08 – 80 <sup>th</sup> Street Outfall Evaluation	Zipper Geo	\$2,300.00	Local	
47 <sup>th</sup> Place Overlay Design	Tran Tech	\$243,160	Federal/ Local	

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.

*Title VI training was conducted virtually throughout the reporting period with one in person staff meeting to review the requirements and goals for the year. Staff trainings included Title IV Basics for LPA's and equity and environmental justice training. All trainings for staff are logged in an excel spreadsheet. Luke Thornton completed training in May 2023.*

*Improved access to Title VI policy on the City's website by placing the link in the Global links section of the home page so there is one click to access.*

#### 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.

1. *New staff training on Title VI requirements.*
2. *Continue to highlight requirements and importance to contractors during pre-construction meetings*
3. *Collect demographic data when conducting public meetings and outreach.*