



## 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](mailto: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): Dave Olson, Mayor

Mailing Address: 10440 Dom Calata Way E

City: Edgewood

WA

Zip Code: 98372

County: Pierce

Phone #: 253-952-3299

email address: dave.olson@cityofedgewood.org

Name and title of head of transportation-related services: Chuck Hendricksen, Public Works Director

Mailing Address: 10440 Dom Calata Way E

City: Edgewood

WA

Zip Code: 98372

County: Pierce

Phone #: 253-952-3299

email address: chuck@cityofedgewood.org

Name and title of designated Title VI coordinator\*: Jeremy Metzler, Community Development Director

Mailing Address: 10440 Dom Calata Way E

City: Edgewood

WA

Zip Code: 98372

County: Pierce

Phone #: 253-952-3299

email address: jeremy@cityofedgewood.org

\*When the Title VI coordinator changes, notify [TitleVI@WSDOT.wa.gov](mailto: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 OECR?

No changes to report.

**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.**

The City's Title VI reporting structure is very simple: City Engineering staff receive any reports and address any complaints that may arise, consulting the Mayor and City Council when appropriate.

Name	Title	Race	Color	National Origin
Jeremy Metzler	Title VI Coordinator	Caucasian	White	United States
Chuck Hendricksen	Public Works Director	Caucasian	White	United States
Jeremy Privett	Superintendent	Caucasian	White	United States
Jamie Ward	Senior Engineer	Caucasian	White	United States

**3. Community Demographics – Using a map of the LPA's boundaries, describe the demographics of the LPA's service area (e.g., race, ethnicity, and national origin). List, by individual languages, the percentage of the population who is Limited English proficient.**

See Attachment 1 for a map of Edgewood showing racial demographics by census tract. The following citywide data was provided by the United States Census Bureau's American Community Survey (ACS) 2023 5-Year Estimates Data Profiles (<https://data.census.gov/table>):

- Total Population: 12,683
- Median Age: 38.8
- Race:
  - White: 76.6%
  - Asian: 6.0% - Broken down further:
    - Korean: 3.4%
    - Chinese: 0.7%
    - Asian Indian: 0.5%
    - Filipino: 0.6%
    - Vietnamese: 0.2%
    - Other Asian: 0.7%
  - American Indian and Alaska Native: 0.7%
  - Black or African American: 2.7%
  - Native Hawaiian and Other Pacific Islander: 1.7%
  - Some other race: 2.0%
  - Two or more races: 10.2%
- Foreign born population: 18.0%
- Median household income: \$114,342
- Individuals below poverty level: 4.7%
- Individuals with a disability: 7.3%

Limited English-speaking households make up only 2.56% of the Edgewood population (119 of 4,639 households). 25 of those households primarily speak Spanish, 13 speak Asian and Pacific Island languages, and the remaining speak other Indo-European languages.

If the LPA's Limited English proficient population is 5% of the total population or 1,000 individuals, whichever is less, explain the Four-Factor Analysis by answering the following:

**1. Briefly describe the number of LEP persons served and languages spoken in the service area.**

With a total estimated population of 12,023, the following language groups have been identified by the Census data as speaking English less than "very well", in order of most to fewest:

Language Group	Estimated Population	
	Number	Percentage
Russian, Polish, or other Slavic languages	655	5.45%
Korean	227	1.89%
Other Asian and Pacific Island languages	57	0.47%
Spanish	48	0.40%
Other and unspecified languages	25	0.21%
Chinese (incl. Mandarin, Cantonese)	21	0.17%
Other Indo-European languages	8	0.07%
Arabic	5	0.04%
<b>Totals</b>	<b>1,046</b>	<b>8.70%</b>

**2. Briefly describe the frequency of contact with LEP persons for services or projects (e.g., customer service interactions, public meetings, and contracts bidding and awarding).**

There have been no documented interactions with LEP persons for services or projects during the reporting period.

**3. Briefly describe the importance of the program, activity, or service to the lives of LEP persons.**

Unknown as there have been no documented interactions with the LEP population during the reporting period.

**4. Briefly describe current resources available for LEP persons and overall cost.**

The city has access to language translation services through consultant contracts administered by the State of Washington on an as-needed basis. To date there have not been any costs associated with LEP persons.

**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.**

Transportation Planning Activities during FY 2025:

- Annual Transportation Improvement Plan (TIP) Update – *SEPA Environmental Review (including notice and comment period), City Council review, Public Hearing*

- Annual Capital Improvement Plan (CIP) Update, Transportation Element – *SEPA Environmental Review (including notice and comment period), City Council review, Public Hearing*

Actions taken to promote Title VI compliance during FY 2025:

- Updated City website to include FY 2024 report and attachments:  
<https://www.cityofedgewood.org/438/Title-VI-Civil-Rights-Act>

Examples of additional Community Outreach for transportation planning activities during FY 2025:

- Nothing to report

**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 owner(s)/tenant(s).**

No right-of-way actions were taken in FY 2025.

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

Not applicable.

**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 completed in 2025. Given Edgewood's small footprint and limited availability of detailed data, a Title VI / Environmental Justice Analysis was not completed for the TIP or CIP Updates.

**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.**

Please see Attachment 1 for a map showing project location(s).

- **48<sup>th</sup> Street East Preservation**
  - **Location:** 48<sup>th</sup> Street East, between 122<sup>nd</sup> Avenue East and the intersection of Edgewood Drive and Sumner Heights Drive
  - **Description:** Repair or replace existing concrete and asphalt surfaces
  - **Result:** Roadway replaced and/or maintained to modern standards

**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.**

The City Council meets almost every Tuesday at 7:00pm and the public is regularly encouraged to participate by councilmembers and staff.

**a. Identify members of the LPA’s transportation planning and/or advisory groups by race, color, and national origin.**

The City of Edgewood’s Council consists of seven (7) members, however the City does not require this demographic information to be provided by the members.

**b. 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.**

There were no transportation-related public meetings held in 2025. When one is held, it is the City’s policy to provide a localized copy of WSDOT’s [Title VI Public Involvement Form](#) to participants.

**c. 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.**

Not applicable – language assistance services have not been 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 negotiating contracts (e.g., consultants).**

Staff follows the internal policies and procedures maintained by the City’s Finance Department, which were developed in accordance with Edgewood Municipal Code (EMC), RCW 39.80, other applicable State and Federal laws, and GFOA best practices. Advertisements are published in the Tacoma News Tribune, on the City of Edgewood website, and in other publications if deemed appropriate for the proposed scope of work. Following the procedure in the Local Agency Guidelines (LAG) Manual, these advertisements are published at least one day per week for two consecutive weeks (14 day minimum) and allow for at least three-week (21-day) minimum response time from the initial publication date. All contracts over \$100,000 in value go through the City Council for authorization.

When DBE Goals are assigned to a consultant phase of work, the advertisement will also be published on the Washington State Office of Minority & Women’s Business Enterprises (OMWBE) – Bids & Contracting Opportunities webpage: <https://omwbe.wa.gov/small-business-assistance/bids-contracting-opportunities>.

**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?)**

In addition to the language contained in Appendices A through E of the USDOT Standard Title VI/Non-Discrimination Assurances, as applicable, all consultant and construction advertisements that involve federal funds include the following Title VI Statement:

The City of Edgewood, 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 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.

**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).**

The following is a list of contracts executed during this report period, and while DBE Goals were assigned to some of these contracts, none were awarded to certified disadvantaged contractors as a prime contractor/consultant:

**Construction:**

- **48<sup>th</sup> Street East Preservation**
  - Miles Resources, LLC
  - Contract Award - \$672,168.43
  - *Contract awarded October 14, 2025, Notice to Proceed December 18, 2025*
  - **82.2% Federal funds** – PSRC Countywide, Preservation Funds

**Consultant:**

- **48<sup>th</sup> Street East Preservation – Construction Management**
  - Gray & Osborne, Inc.
  - Contract Award – \$95,500
  - **86.5% Federal funds** – PSRC Countywide, Preservation Funds

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

Quarterly meetings held with Title VI compliance staff to ensure proper tracking and review of action(s) taken during the year, if any.

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

Q&A Sessions (WSDOT) – May 8, 2025 and September 11, 2025

**b. 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.**

None completed.

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

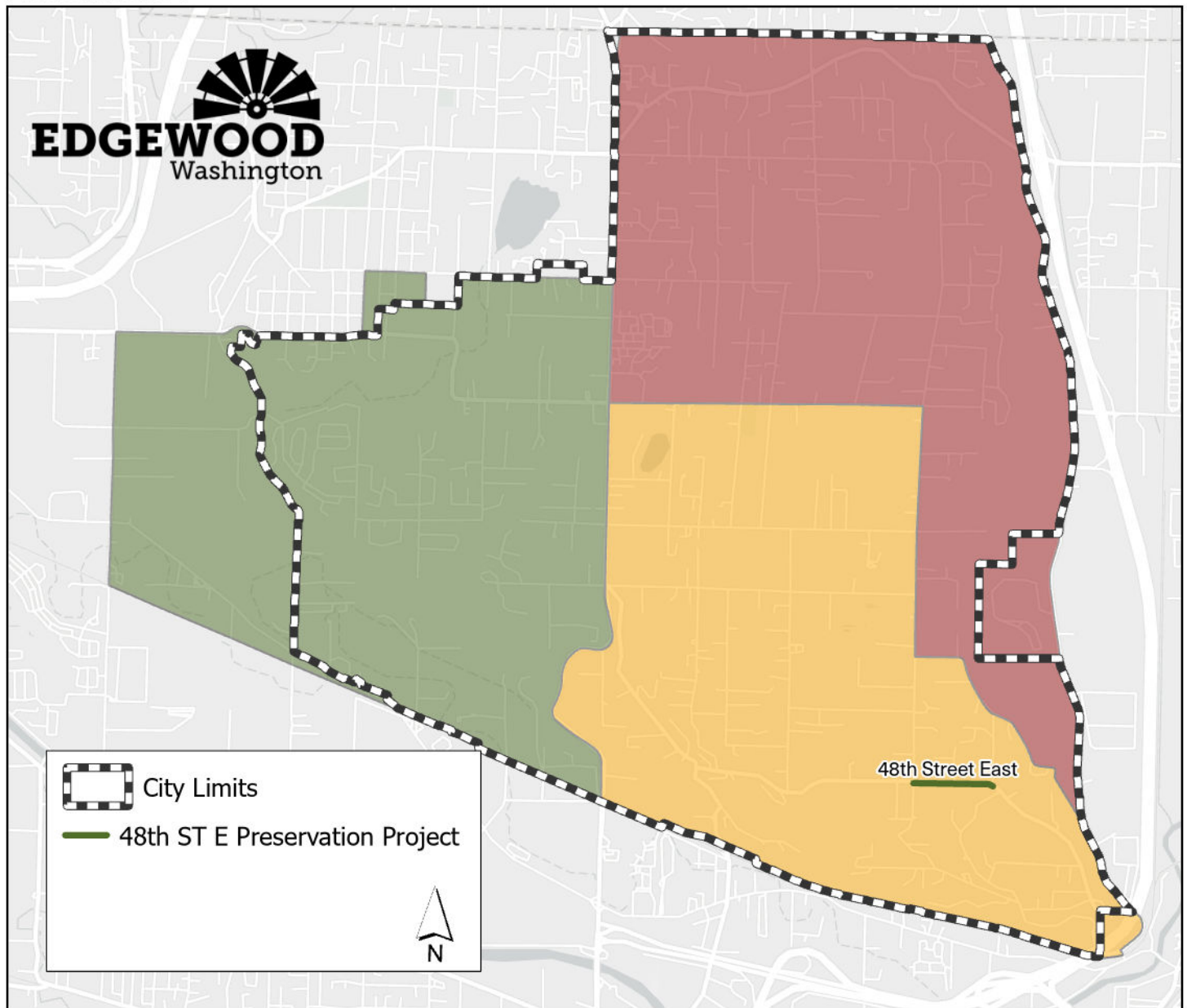
Other training and professional development opportunities completed by city staff throughout the year are as follows:

- Bi-Annual Anti-Harassment

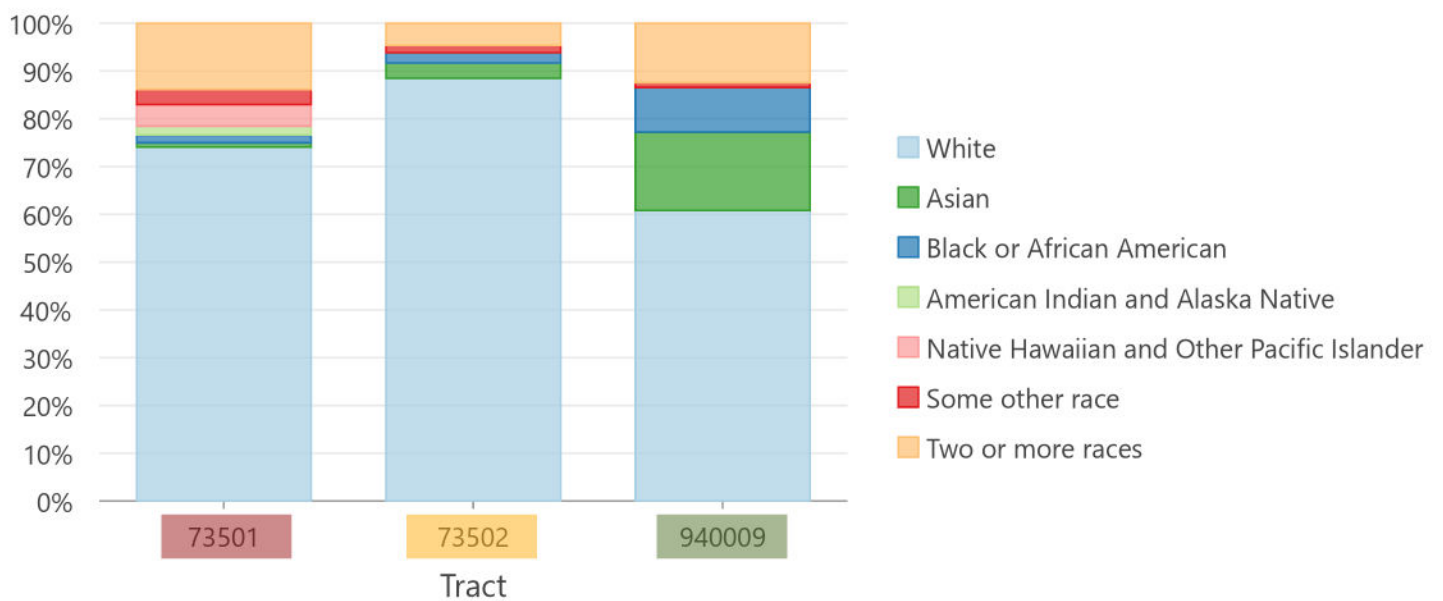
#### **15. Title VI Goals for Upcoming Year**

**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.**

- Ensure Title VI-compliant procedures and forms are posted and updated on the City's website
- Identify appropriate city staff to complete WSDOT Title VI Training, if any
- Share educational resources with all staff (see Attachment 2)



Racial Demographics by Census Tract



## **Attachment 2 – Educational Resources**

### **Federal Highway Administration Title VI Information**

1. <https://highways.dot.gov/civil-rights/title-vi-civil-rights-act-1964-and-additional-nondiscrimination-requirements>

### **Brief History on Harmful Land Use and Housing Practices**

1. [Zoning Matters](#) (2.5 minute intro on discriminatory/ exclusionary zoning)
2. Housing Segregation and Redlining in America: A Short History | Code Switch | NPR  
<https://www.youtube.com/watch?v=O5FBjyqfoLM>
3. [Tacoma Redlining Map](#)
4. A Black Woman Says She Had To Hide Her Race To Get A Fair Home Appraisal (3 minute listen) <https://www.npr.org/2021/05/21/998536881/a-black-woman-says-she-had-to-hide-her-race-to-get-a-fair-home-appraisal>
5. Historian Says Don't 'Sanitize' How Our Government Created Ghettos (35 min listen)  
<https://www.npr.org/2015/05/14/406699264/historian-says-dont-sanitize-how-our-government-created-the-ghettos>

### **Harmful Transportation Practices**

1. A Brief History Of How Racism Shaped Interstate Highways (7 minute listen)  
<https://www.npr.org/2021/04/07/984784455/a-brief-history-of-how-racism-shaped-interstate-highways>
2. 'The Wrong Complexion For Protection.' How Race Shaped America's Roadways And Cities (4 minute listen) <https://www.npr.org/2020/07/05/887386869/how-transportation-racism-shaped-america>

### **How to be a better human** (Spotify Links)

1. How to create a more just future with your community  
<https://open.spotify.com/episode/2wwr61mC1ONKBF3rR2dfc1?si=c073895cbc6f4e67>
2. How to become a better ally  
<https://open.spotify.com/episode/3J8oLB6q5c9nQwa4HoMLKA?si=977b2406d26a4e33>
3. How to make language fun- and create a more inclusive world  
<https://open.spotify.com/episode/0y57E451YQqC7ARzVsAGfE?si=5f752aa8f07b4402>

## **TED Talks (Spotify Links)**

1. A case for color blindness, Coleman Hughes  
<https://open.spotify.com/episode/04wm43o0aLFep9xHZHodVh?si=bb69a39f091e4401>
2. How to take the BS out of business speak  
<https://open.spotify.com/episode/5x6A8wZwwwZWEZasB328X4?si=268d645df1fe4166>
3. How to be a leader for climate justice  
<https://open.spotify.com/episode/6mOOXutlWiQg9ZtLug0S7f?si=adbe09f9748847ce>

## **Life Kit (Spotify Links)**

1. Understanding – And Coping With – Racial Trauma  
<https://open.spotify.com/episode/7fkXVSHw154T99EYisFwSL?si=a50f138d8f714107>
2. Talking with Kids about Anti-Asian Racism  
<https://open.spotify.com/episode/3X3m3vFZ53NkvFy5EiSgz5?si=0869f6df9a604d09>
3. Talking Race with Young Children  
<https://open.spotify.com/episode/7AuysZIsHVzYGwStfG0rqz?si=cf4d84ad2b29442a>
4. How Race and Racism Affect Our Friendships  
<https://open.spotify.com/episode/60ISHokRJcgArREuG3sNVi?si=b6beedc3ef724d7a>
5. Steps You can Take To be an Anti-Racist  
<https://open.spotify.com/episode/2PbqmbY8TtzMuJQYH7w1Da?si=76b50c28aa554588>
6. Workplace Diversity: Steps for Leaders and Managers  
<https://open.spotify.com/episode/4KzoF3pxEQuzV7B4cm8qgl?si=6b2bf17f3a2f4586>
7. Ibram Kendi Reflects on Anti-Racism – And Wants You To Do It Too  
<https://open.spotify.com/episode/5FQFOvRZJlwP0ZLsg6iYxg?si=4251d9203ff6404c>
8. A Personal Antiracism Tool for People Who Think They're Allies  
<https://open.spotify.com/episode/5GFDWotDlwERHnuDfMdxze?si=3cba2b57ad7948af>