



Report for October 1, 2024 through September 30, 2025

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)/ head of transportation-related services/ Title VI coordinator*: **Jack Ecklund, Director of Public Works**

Mailing Address: 3609 Market Place West

City: University Place WA Zip Code: 98466 County: Pierce

Phone #: (253) 460-5411 Email address: jecklund@cityofup.com

*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).

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.

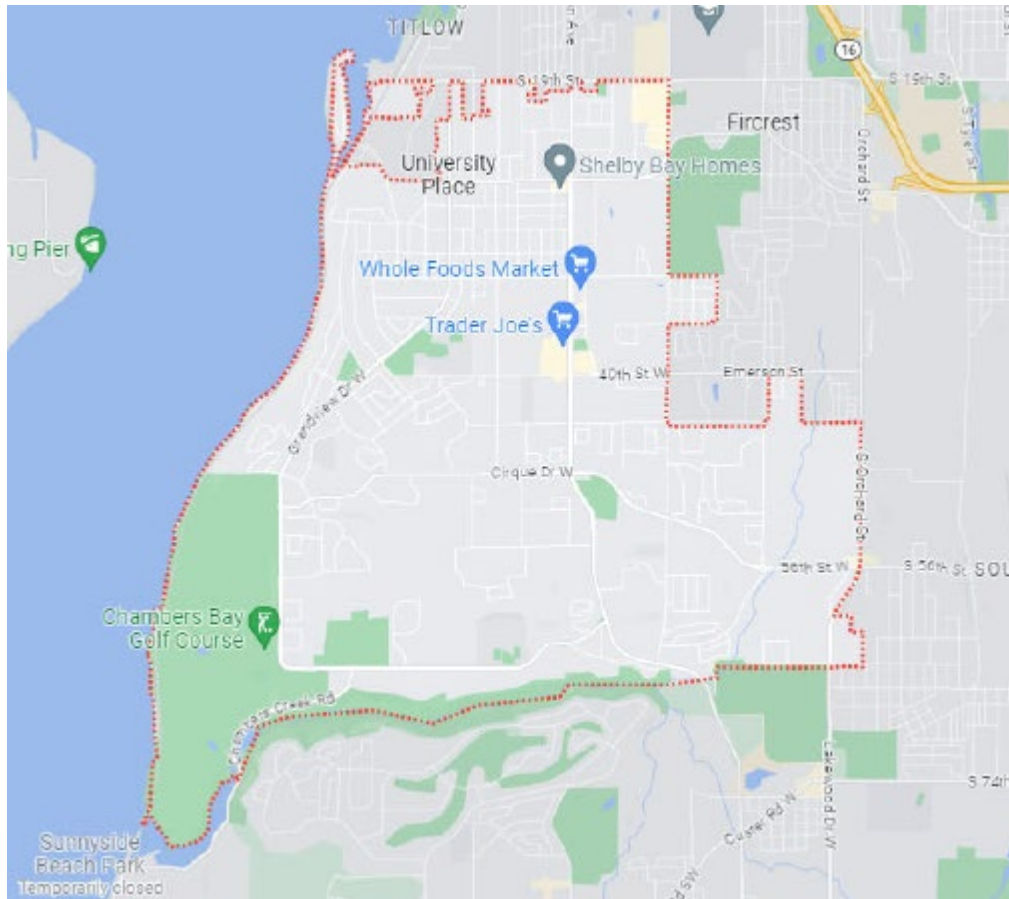
No changes this reporting period.

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.

Jack Ecklund, Director of Public Works, Title VI Coordinator, White
Bernadette Moreland, Human Resources Manager, Title VI Specialist, Asian
Brittney Noble, Office Manager, Title VI Specialist, White

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. 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 statements listed on the next page.

According to census.gov, University Place has the following demographics: White – 65.3%; Asian – 9.5%; Mixed Race – 9.3%; Hispanic – 7.7%; Black – 7.4%; and other .8%. These averages are above the Washington State averages for Black, Asian, and Mixed populations and below the State averages for White, Hispanic, and other race populations. The Median income in University Place is \$60.9K. The median income level by race is: Asian - \$91.2k; White - \$64.5k; Mixed - \$55.2k; Hispanic - \$47k; Other - \$46.2k; and Black \$41k.



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

For Language Access, the census.gov numbers revealed that no specific group met the USDOJ/FHWA benchmark for language services. According to census.gov, in the City, around 2,079 people speak Spanish and of those around 292 (~.7%) speak English less than very well; there are around 1,033 people speaking Korean and of those around 500 (.1%) speak English less than very well; other languages spoken are much lower percentages. Overall there is no single language group in University Place of which 1000/5% or more cannot speak English very well or better.

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).
Exact frequency of contact with LEP persons is not tracked, but each encounter is evaluated on an individual basis regarding whether and what resources are needed.
3. Briefly describe the importance of the program, activity, or service to the lives of LEP persons.

LEP populations in University Place are still well below the threshold for requiring language access materials automatically, though we communicate that language help is available if needed on an individual basis.

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

Currently, resources available to LEP persons at the City are limited, but there are a number of no-cost ways to translate speech and other communications if necessary. The City is continually considering interactions with LEP individuals and the LEP numbers in the community to ascertain whether/when greater resources are needed.

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 Title VI related complaints 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.

The City of University Place published its annual 6-year Transportation Improvement Plan (TIP) to coordinate future City projects and programs, and the plan was updated for the years 2026-2031. Prior to adoption each year, the plan is reviewed in Council study sessions and a public meeting, which are publicized on TV and the City website to invite comments from city residents.

Preliminary drafts of the TIP were posted on the City’s website and comments were invited from the public for this step as well. In addition, the Public Works Department receives many calls from concerned citizens requesting improvements to the City transportation. Factors determining funding and priority can and do change from year to year. In reaching out to the public, we include that accommodation is available on request.

The City’s Comprehensive Plan was updated and posted to the website. Prior to adoption, the City developed a Community Involvement Plan. A community survey was conducted online and available in English, Spanish, and Korean. To gather input from as broad a mix of residents as possible, four in-person community events included information on the Comprehensive Plan and an opportunity to gather feedback and assist residents in accessing the survey. The survey results helped the City to understand which populations were underserved in the community, which included minority populations as well as older residents. As is required by law, the City periodically updates its Comprehensive Plan to ensure the vision for the city remains relevant to and in service of the current University Place community.

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).

During the reporting period Right of Way consultants were actively negotiating with property owners on the 67th Phase 1 Improvements project. Data collected from Census.gov and EPA.gov indicated the population in the area to be 72% white, 5% Black, 8% Asian, 8% Hispanic, 2% American Indian, 1% Hawaiian/Pacific Islander, 3% other race, 10% two or more races. Our documentation on the affected properties does not specify the race or national origin of residents negotiated with but we collect demographic data from EPA.gov to inform our actions. According to our Environmental

Justice findings, the current projects will not negatively impact minority or low-income populations. No persons were displaced as a result of this project.

During the reporting period, the City also started work on the Chambers Creek Road Roundabout project. Data collected from Census.gov and EPA.gov indicated the population in the area to be 62.4% White, 10.9% Asian, 10.2% Hispanic, 9.2% two or more races, 5.1% Black, and 2.2% other. Right-of-Way analysis was begun for the project and current findings show no displacements will be necessary and the project will benefit many in the area by making the roadway safer for drivers as well as pedestrians and non-motorized vehicle users.

The City uses EPA.gov and Census.gov resources in analyzing demographics in the areas of our projects to ensure no project will unintentionally displace or negatively affect protected groups.

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

City of University Place does not have information on the race, color, or national origin information from individual members of consultant staff.

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 or environmental reviews conducted this reporting period. Reviews are conducted on a project-by-project basis for environmental factors through the EPA.gov resources and used to determine impacts that need to be taken into consideration when planning the project details.

The 2026-2031 Transportation Improvement Plan was published in August, and prior to that was reviewed by City Council and put to the public for comments, which could be given in person, online or via email to be discussed during a public City Council Meeting.

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 begun this reporting period are the following:

The **35th Street Phase 2 Improvements** added curbs, gutters, sidewalks, walls, bike lanes, storm drainage improvements, paving, landscaping, irrigation, traffic signal modifications and street lights on 35th Street West from Bridgeport Way West to Grandview Drive West. The new sidewalks and bikes lanes will improve traffic reliability for non-motorized transportation and therefore make driving, walking and non-motorized transportation safer for the area. The burdens of the project are related to the time during construction when demolition to some areas may result in unsightly areas for a time or construction work makes it slower to access the area during the active period.

The **36th St and Grandview Drive Roundabout** project created a roundabout at the intersection of 36th St W and Grandview Dr W which will improve traffic and pedestrian safety in the area.

Construction burdens slowed traffic in the area and sometimes required temporary closing of the roadway.

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.

Public meetings and hearings are held for the City Council, Planning Commission, Economic Development Advisory Commission, Parks Advisory Commission, Public Safety Advisory Commission, and Finance Committee. Outreach includes posting notices of upcoming meetings at the Library, City Hall (or the location of the meeting) and distributing meeting information through local television and news media as well as email newsletters and online notices. There is no record kept of attendance or of minorities or women present.

City Council meets every 1st and 3rd Monday at 6pm at City Hall for a hybrid in-person/virtual meeting. All City Council meetings are available for viewing on the City website where meeting information is also advertised as well as broadcast on the UPTV public access channel and distributed via email newsletters. Planning Commission meetings are held the 1st and 3rd Wednesdays at 7pm at City Hall with special meetings as necessary. The other commissions have no standing meetings but when they are set they follow the Open Public Meetings Act to notify the date, time and location of the meeting. All of the above meetings post Agendas/minutes on the City's website.

Public project meetings are held when needed to notify the public of upcoming construction projects. These are typically held on a weekday evening to encourage attendance and in addition to notifying via the City's Website, flyers or letters are sent directly to the households within the scope of the project that may be affected by the upcoming project.

Sign-in sheets and public involvement forms for tracking attendance are available at meetings when they are held/attended in person but are not required to be filled out by attendees.

1. Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin. **The City's Planning Commission has one minority member, one woman member, and five white members.**

2. 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.

Sign-in forms are available for meeting attendees but not required to be filled out or submitted. No forms were submitted during this reporting period.

3. 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.

No Language assistance services were requested during the reporting period.

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).

Construction contracts are advertised for bids in local newspapers for three weeks before a public bid opening to determine the lowest responsive, responsible bidder for the project.

On behalf of the City, MRSC Rosters advertises a solicitation for consultant firms to apply to be added to the City's Architectural and Engineering (A & E) roster yearly in the Tacoma News Tribune and the Daily Journal of Commerce. This advertisement specifically states that minority and women-owned businesses are encouraged to apply. The term for each roster is one calendar year.

In the applications, firms are asked to indicate if they are a MBE or WBE company. The City currently does not specifically maintain a list of minority and women consultants but the information on the A & E roster application is reviewed prior to hiring a consultant.

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?)

Title VI requirements are included in all contracts, legal notices, and consultant agreements executed by the City for all federally funded projects. The following language is included in all advertisements:

"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."

In addition, all federally funded projects are monitored in the Diversity Compliance Management System (DCMS) for adherence to the Disadvantaged Business Enterprise goal for the specific project. The City also collects copies of the subcontracts our prime contractors issue to subcontractors, and the necessity of the inclusion is reiterated at project pre-construction meetings.

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).

See table at end of report.

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.

One City staff member (Brittney Noble) attended Title VI Demographic Collection virtual training on June 10, 2025.

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.

Internal Dissemination Goal – Provide copies of the Title VI Plan, Assurances and Annual reports to personnel in all departments managing projects that utilize Federal Funding and fully post them on the City website.

External Dissemination Goal – Post copies of the City's Title VI Plan, Assurances and Annual reports on the city website.

Training Goal – Provide training to all University Place employees involved in the project management and the contracting practices of federally funded projects are knowledgeable on potential Title VI issues (ongoing).

Information Collection for Annual Updates Goal – Establish and implement processes and procedures for collection of information required for inclusion in annual update report.

Complaint Resolution Goal – Ensure that complaints are resolved in a professional and timely manner. The City of University Place will use procedures outlined in the Title VI Plan to investigate such complaints by taking care to send all complaints to WSDOT/FHWA immediately upon receipt for proper review.

Contracts executed during the reporting period **October 1, 2024 – September 30, 2025**

Project	Consultant/ Contractor	Type of Services	Contract Amount	MBE or WBE	Funding Source	Total By Project
35th St Phase 2	Reed Trucking & Excavating	Construction	\$3,457,017.50		Federal	
	Fenagh Engineering	Testing	\$8,032.00		Federal	\$3,465,049.50
36th & Grandview Roundabout	RW Scott Construction	Construction	\$1,155,348.03		TIB	
	BDG	Irrigation Design	\$18,440.00	Y	Local	\$1,173,788.03
Chambers Creek Rd Roundabout	Universal Field Services	Right Of Way Acquisition	\$20,019.00		Local	\$20,019.00
Signal Timing at 67th & Cirque Drive	PH Consulting	Design	\$9,000.00	Y	Local	\$9,000.00
Surveying Vista Pl & 27th ST	Apex Engineering	Survey	\$6,500.00	Y	Local	\$6,500.00
Chambers Creek Road Parking	Puget Paving & Construction	Construction	\$24,985.00		Local	\$24,985.00