

**RESOLUTION NO. 399**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING A PROGRAM FOR COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND RELATED NON-DISCRIMINATION STATUTES AS A RECIPIENT OF FEDERAL FUNDS FOR TRANSIT FACILITIES.**

WHEREAS, Title VI of the Civil Rights Act of 1964 and related statutes prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

WHEREAS, any entity received federal financial assistance, either directly from the Federal Transit Administration or through a public transit agency, must not discriminate based on race, color, or national origin; and

WHEREAS, since the City is receiving federal grant sub-recipient funding from the King County Department of Transportation Metro Transit Division, it is required to have a Title VI Program to implement Federal Title VI non-discrimination requirements;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

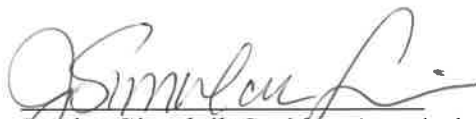
**Section 1. Title VI Program.** The City of Shoreline Title VI Program, dated February 2017, and attached hereto as Exhibit A, is adopted by the Shoreline City Council.

**Section 2. Corrections by City Clerk.** Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this resolution, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or resolution numbering and section/subsection numbering and references.

**ADOPTED BY THE CITY COUNCIL ON FEBRUARY 13, 2017.**

  
Mayor Christopher Roberts

**ATTEST:**

  
Jessica Simulcik Smith, City Clerk

# City of Shoreline Title VI Program

## Introduction

The City of Shoreline (“City”) is a Federal Transit Administration (FTA) grant sub-recipient to the King County Department of Transportation’s Metro Transit Division (King County Metro). King County Metro contracts with the City to fund design and construction of items such as Business Access Transit (BAT) lanes, sidewalks, bike lanes, and station platforms in the City. The City does not directly provide any transit service.

To meet its Title VI program requirements, the City has its own procedures to satisfy certain requirements such as a complaint process and public participation. The City will rely upon the analysis and overall program efforts conducted by King County Metro to meet requirements, e.g. Limited English Proficiency

Since the City does not operate any transit service, this plan only addresses the General Reporting Requirements.

## General Reporting Requirements

### **A. Title VI Notice to the Public**

The City notifies the public that it complies with the requirements of Title VI and related statutes and regulations. Notices are posted in City Hall and on the City’s web site. The wording of the notice follows:

The City of Shoreline hereby gives public notice that it is the policy of the City to assure full compliance with Title VI of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987, Executive Order 12898, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United State of America shall, on the ground of race, color or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the City receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Shoreline. Any such complaint must be in writing and filed with the Office of the City Clerk within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

### **B. Title VI Complaint Procedures and Form**

A Title VI complaint form and Instructions for filling out a Title VI complaint can be obtained from City Clerk’s Office. A copy of the complaint form is in Appendix 1 to this document, along with the instructions for completing the form.

### **C. Title VI Investigations, Complaints, and Lawsuits**

The City of Shoreline has had no Title VI complaints related to transit during the past three years.

### **D. Public Participation Plan**

The City fully encourages public involvement and participation in decision-making processes. To comply with the statutory requirement for a public participation plan, the City hereby adopts and incorporates by reference the current version of the public participation plan of the King County Metro Title VI Program Report and will coordinate with King County Metro in public participation efforts related to transit projects being managed by the City of Shoreline.

### **E. Language Assistance Plan**

The City relies upon the current Limited English Proficiency (LEP) analysis conducted by King County. This analysis identified that the City had more than 10 percent of its population with LEP. However, no specific language had more than five percent of the population. As such, the City does not have any special efforts related to a LEP population. The City does work to ensure all residents are informed of public activities and of actions related to FTA funded projects.

### **F. Monitoring Sub-recipients**

The City has no sub-recipients. The City will cooperate with King County Metro in providing information and attending meetings as required by King County Metro as the County's monitoring procedures of the City's efforts.

### **G. Review of Facilities Constructed**

The City did not build any storage facilities, maintenance facilities or operations centers and did not modify any facilities that require a Title VI equity analysis. The City will update King County Metro annually as to whether the City has funded any storage, maintenance facilities or operations centers with FTA funds.

### **H. Transit related, non-elected Committees and Boards**

The City does not currently have any transit-related, non-elected planning boards, advisory councils, or committees. Therefore, this requirement is currently not applicable and the City does not have a process to encourage the participation of minorities on such committees. However, if the City creates any such transit-related, non-elected committees, the City will adopt and implement a process which is fully compliant with Title VI.

### **I. Documentation of Governing Body Review and Approval of the Title VI Program.**

On February 6, 2017, the Shoreline City Council adopted this Title VI program through Resolution 399. The documentation of approval is found in Appendix 2.

## **Appendix 1**

# **Title VI Complaint Process and Form**

**COMPLAINT OF DISCRIMINATION ON THE BASIS OF TITLE VI  
AGAINST THE CITY OF SHORELINE, WASHINGTON**

**Who can file a Title VI complaint?**

- A person who believes he or she has been discriminated against, on the basis of race, color, national origin, may file a Title VI complaint.
- Someone may file on behalf of classes of individuals.

**How do I file a complaint?**

- Fill out the City's Title VI Complaint Form completely to help us process your complaint. Submit the completed form to the City Clerk within 180 calendar days of the alleged discriminatory act.

**What happens when I file a complaint?**

- The City will send you a written receipt of your complaint and will forward a copy of your completed complaint form to the City department named as Respondent. The City will designate a person to facilitate and coordinate responses to your Title VI complaint, and this person will contact you.

The duties of this individual include but are not limited to:

- technical assistance to the department on requirements and regulations
  - coordination of meetings between the parties, if needed
  - monitoring completion of any future activities included in a complaint response
  - other services as requested or deemed appropriate.
- Following an investigation of the complaint, the City will send you a letter of resolution.

**What if I don't agree with the department's letter of resolution?**

A complainant who does not agree with the letter of resolution may submit a written request for a different resolution to the City Clerk within 30 days of the date the complainant receives the City's response.

**Do I need an attorney to file or handle complaint?**

No. However, you may wish to seek legal advice regarding your rights under the law.

**Return this form to:**

City of Shoreline  
City Clerk's Office  
17500 Midvale Avenue N  
Shoreline, WA 98133  
Telephone: 206-801-2230  
Email: [clk@shorelinewa.gov](mailto:clk@shorelinewa.gov)

This form is available in alternate formats upon request. Contact the City Clerk with questions on completing this form or about the grievance procedure.

**COMPLAINT OF DISCRIMINATION ON THE BASIS OF TITLE VI  
AGAINST THE CITY OF SHORELINE, WASHINGTON**

**Complainant Contact Information**

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Name

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Street address/City/State/ Zip code

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Work phone #/ Home phone # Message phone #

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Email address

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Additional mailing address

**Aggrieved party contact information (if different from complainant):**

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Name

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Street address/City/State/ Zip code

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Work phone #/ Home phone # Message phone #

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Email address

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Relationship to aggrieved party

**Name of respondent** – City of Shoreline, Washington

**Department or agency (if known):** \_\_\_\_\_

**Address/location (if known)**

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**Date of Incident**

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**I believe the above actions were taken because of my:**

- Race
- Color
- National Origin
- Religion

**Statement of Complaint** – Include all facts upon which the complaint is based. Attach Additional sheets if needed.

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**Res. No. 399 - Exhibit A**

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**Name, position, and department of City employees you have contacted regarding the incident(s).**

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**Witnesses or other involved – provide name, address, telephone number(s) and e-mail (if available).  
Attach additional sheets if needed.**

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**If you have filed a grievance, complaint or lawsuit regarding this matter anywhere else, give name  
and address of each place where you have filed. Attach additional sheets if needed.**

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**In the complainant's view, what would be the best way to resolve the grievance?**



***Res. No. 399 - Exhibit A***

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**I affirm that the foregoing information is true to the best of my knowledge and belief. I understand that all information becomes a matter of public record after the filing of this complaint.**

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**Complainant**

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**Date**

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**Aggrieved Party**

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**Date**

## **Appendix 2**

# **City Approval of Title VI Program**