



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

Table with 2 columns: Field Name and Value. Fields include DATE (May 29, 2026), AGENDA ITEM (Title VI & ADA Annual Accomplishments and Goals Report (FY 2025-2026) – To be filed), and ACTION (None).

The City of Tiffin is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA). As part of ongoing compliance efforts, staff annually reviews accomplishments, evaluates current practices, and identifies future goals to strengthen accessibility, equity, and nondiscrimination throughout City operations.

The attached Title VI & ADA Annual Accomplishments and Goals Report summarize compliance activities completed during the reporting period of July 1, 2025, through June 30, 2026.

Major accomplishments included:

- Successful completion of the Iowa DOT Title VI Program Review.
• Formal designation of the City's Title VI/ADA Coordinator.
• Creation of a dedicated ADA and Civil Rights webpage.
• Implementation of Title VI and ADA complaint procedures and forms.
• Increased public access to compliance resources and information.
• Review and organization of compliance policies and documentation.

The report also outlines goals for FY 2026-2027, including staff training, language accessibility planning, contract language verification, annual compliance reviews, public outreach efforts, and evaluation of a comprehensive ADA website accessibility assessment.

Recommendation

Staff recommend that the City Council receive and file the FY 2025-2026 Title VI & ADA Annual Accomplishments and Goals Report.

ATTACHMENTS: Annual Report



## **Title VI & ADA Annual Accomplishments & Goals Report**

**Reporting Period: July 1, 2025 – June 30, 2026**

### **Introduction**

The City of Tiffin remains committed to ensuring equal access to programs, services, and activities in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA). This report summarizes the City's accomplishments during the reporting period and identifies goals for continued compliance and program improvement.

## **2026 Accomplishments**

### **Iowa DOT Title VI Program Review**

The City of Tiffin successfully completed a Title VI Program Review conducted by the Iowa Department of Transportation. The Iowa DOT concluded that the City meets Iowa DOT and Federal Highway Administration (FHWA) minimum requirements for Title VI transportation programs and activities.

The review provided several recommendations that served as the foundation for the City's compliance efforts throughout 2026.

### **Designation of Title VI/ADA Coordinator**

The City Council adopted Resolution No. 2025-093 formally designating the City Administrator as the City's Title VI/ADA Coordinator and establishing responsibilities, procedures, reporting requirements, complaint investigation timelines, public communication requirements, and staff training expectations.

The resolution further designated the Assistant City Administrator as Interim Coordinator when necessary to ensure continuity of services and compliance efforts.

This action established clear accountability and oversight for Title VI and ADA compliance throughout all City operations.

### **ADA & Civil Rights Resource Webpage**

The City created and launched a dedicated ADA and Civil Rights webpage to improve transparency and public access to compliance resources.

The webpage includes:

- Title VI and ADA information

- Notice of Nondiscrimination
- Coordinator contact information
- Complaint procedures
- Complaint forms
- Accommodation request information
- Accessibility resources

The webpage serves as the primary public-facing resource for civil rights and accessibility information.

### **Public Complaint Process Implementation**

The City developed and implemented formal Title VI and ADA complaint procedures to provide residents and visitors with a clear process for reporting concerns.

Accomplishments include:

- Creation of online complaint submission forms.
- Availability of printed complaint forms in the City Hall lobby.
- Establishment of procedures for complaint intake, investigation, documentation, response, and record retention.
- Public posting of complaint procedures and coordinator contact information.

As of the date of this report, the City has received no Title VI or ADA complaints.

### **Public Notification Improvements**

The City implemented multiple public notification improvements to increase awareness of civil rights protections and accessibility services, including:

- Publication of Title VI and ADA information on the City website.
- Posting of complaint procedures and forms.
- Public identification of the City's Title VI/ADA Coordinator.
- Availability of compliance materials at City Hall.

### **Policy and Documentation Updates**

The City completed and updated several compliance documents, including:

- Title VI Policy Statement
- Notice of Nondiscrimination
- ADA Complaint Procedures
- Title VI Complaint Procedures
- ADA Complaint Form
- Title VI Complaint Form
- ADA Transition Plan resources

These documents were developed and organized to ensure long-term compliance and public accessibility.

## **Compliance Monitoring**

The City reviewed recommendations from the Iowa DOT review and evaluated existing procedures to ensure compliance with federal nondiscrimination requirements.

A review of contracting practices was initiated to verify that required Title VI and ADA nondiscrimination language is consistently included in contracts, agreements, and procurement documents.

## **Goals for 2027**

### **Contract Language Verification**

Conduct a comprehensive review of City contracts, professional service agreements, bid documents, permits, leases, and procurement templates to ensure required Title VI and ADA nondiscrimination language is included and consistently applied.

### **Staff Training Program**

Develop and implement annual Title VI and ADA training for City staff and maintain documentation of attendance and training materials.

### **Language Accessibility Planning**

Evaluate current language accessibility resources and develop procedures to provide meaningful access to City services for individuals with Limited English Proficiency (LEP).

### **Public Outreach and Awareness**

Continue increasing public awareness of:

- ADA accommodations
- Title VI protections
- Complaint procedures
- Accessibility resources
- Language assistance services

through the City website, public notices, and community outreach efforts.

### **Annual Compliance Review**

Conduct annual reviews of policies, procedures, public notices, website content, and compliance documentation to ensure continued compliance with federal and state requirements.

### **Website ADA Compliance Assessment**

Conduct a comprehensive accessibility assessment of the City's website to evaluate compliance with the Americans with Disabilities Act (ADA) and current Web Content Accessibility Guidelines (WCAG). As municipal services and public information continue to be delivered online, ensuring website accessibility is essential to providing equitable access for all residents, including individuals with disabilities.

The assessment would review website content, documents, forms, navigation, images, videos, and overall user experience to identify potential accessibility barriers. Following the review, staff would receive a report outlining findings, areas of non-compliance, and prioritized recommendations for corrective action.

**Key outcomes of the assessment may include:**

- Identification of accessibility issues and compliance risks.
- Recommendations for improving website usability and accessibility.
- Guidance on accessible document creation and content management practices.
- Development of a long-term strategy for maintaining ADA compliance as website content evolves.
- Reduction of potential legal exposure related to accessibility requirements.

Evaluate assessment options, associated costs, and implementation timelines and will return with recommendations for consideration as part of ongoing efforts to improve transparency, accessibility, and customer service for all residents.

**Summary**

During 2026, the City of Tiffin made substantial progress in strengthening its Title VI and ADA compliance program. Key accomplishments included formal designation of a Title VI/ADA Coordinator, creation of a dedicated ADA and Civil Rights webpage, implementation of complaint procedures and complaint forms, increased public access to compliance information, and continued efforts to address recommendations identified during the Iowa DOT Title VI Program Review.

The City remains committed to providing equitable access to programs, services, and activities for all residents and visitors and will continue advancing compliance initiatives in the coming year.