



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE:	December 12, 2025
AGENDA ITEM:	Resolution 2025-093 – A Resolution Designating the Title VI/ADA Coordinator and Establishing Responsibilities and Procedures
ACTION:	Approval

Background

The City of Tiffin receives federal financial assistance and is required to comply with:

- **Title VI of the Civil Rights Act of 1964**, prohibiting discrimination based on race, color, or national origin in programs or activities receiving federal assistance.
- **Title II of the Americans with Disabilities Act (ADA)**, prohibiting disability discrimination by state and local governments and requiring designation of an ADA Coordinator for entities of sufficient size and scope.

To meet these obligations, the City must have a designated coordinator and clear processes for handling complaints, accommodation requests, and public communication.

Summary of Resolution

- **Designation:** The City Administrator is appointed as the Title VI/ADA Coordinator; the Assistant City Administrator will serve as interim if needed.
- **Responsibilities:**
 - Oversee compliance with Title VI and ADA Title II requirements.
 - Serve as point of contact for accommodation and language access requests.
 - Receive and investigate complaints; issue findings and corrective actions.
 - Provide annual staff training and guidance.
 - Publish notices and maintain records of compliance activities.
- **Procedures & Timelines:**
 - Acknowledge complaints within 5 business days.
 - Complete investigations and issue responses within 30 calendar days.
 - Allow appeals within 15 calendar days.
- **Implementation:** Within 30 days, publish notices and forms, schedule staff training, and update meeting notices with accessibility instructions.

Recommendation

Staff recommends approval of **Resolution No. 2025-093**, which formally designates the Tiffin City Administrator as the Title VI/ADA Coordinator and establishes responsibilities, procedures, and timelines to ensure compliance with federal and state nondiscrimination requirements.

ATTACHMENTS: Resolution

RESOLUTION NO. 2025-093

A RESOLUTION DESIGNATING THE TITLE VI/ADA COORDINATOR AND ESTABLISHING RESPONSIBILITIES AND PROCEDURES

WHEREAS, the City of Tiffin (“City”) receives federal financial assistance and must comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving federal assistance; and,

WHEREAS, as a public entity, the City must also comply with Title II of the Americans with Disabilities Act (ADA), which prohibits disability discrimination by state and local governments, and requires the designation of an ADA Coordinator for entities of sufficient size and scope to ensure compliance and assist the public; and,

WHEREAS, the City desires to formally designate a Title VI/ADA Coordinator and to establish clear duties, procedures, and timelines for receiving, investigating, and resolving complaints and requests, as well as for public communication and staff training;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tiffin, Iowa:

Section 1. Designation

The City hereby designates the Tiffin City Administrator as the **Title VI/ADA Coordinator** (“Coordinator”). The Coordinator’s business address shall be Tiffin City Hall, 300 Railroad Street, Tiffin, IA, 52340, telephone 319-545,2572, and email cityadministrator@tiffin-iowa.org.

Section 2. Scope of Responsibilities

The Coordinator shall have the following responsibilities on behalf of the City:

1. **Compliance Management**
 - Oversee City-wide compliance with Title VI and ADA Title II requirements, including policies, procedures, and documentation.
 - Advise departments on nondiscrimination obligations tied to federal/state funding and public services.
2. **Public Access & Requests**
 - Serve as the point of contact for **reasonable accommodation requests** (ADA) and **language access/LEP** assistance (Title VI).
 - Coordinate auxiliary aids/services (e.g., interpreters, accessible formats) and arrange translation/interpretation for LEP individuals when needed.
3. **Complaint Intake & Investigation**
 - Receive, log, and investigate complaints of discrimination or denial of access under Title VI/ADA.
 - Maintain confidentiality to the extent permitted by law; issue findings and recommended corrective actions; and provide written responses within established timelines (see Section 4).
4. **Training & Staff Guidance**
 - Develop and deliver annual training to employees and volunteers on nondiscrimination, accessibility, reasonable accommodation, and language access.
 - Provide department-specific guidance, checklists, and templates.

5. Community Engagement & Posting

- Publish notice of nondiscrimination, Coordinator contact information, complaint procedures, and accommodation process on the City website, at City Hall, and at staffed public facilities.
- Ensure meeting agendas/notices include instructions for requesting accommodations or language assistance.

6. Monitoring & Reporting

- Maintain records of requests, complaints, resolutions, and training sessions.
- Prepare periodic compliance reports for the City Administrator and City Council, and complete required reports to external agencies when applicable.

Section 3. Department Cooperation

All departments shall cooperate with the Coordinator, promptly provide records and information necessary to carry out responsibilities, and implement corrective actions identified through investigations or audits.

Section 4. Procedures & Timelines

- A. **Intake:** The City will accept complaints or requests **in person, by phone, email, mail, or through the City website.**
- B. **Acknowledgement:** The Coordinator will acknowledge receipt **within five (5) business days.**
- C. **Investigation/Response:** The Coordinator will complete an initial investigation and issue a written response **within thirty (30) calendar days**, or notify the complainant if additional time is needed.
- D. **Appeal:** Complainants may request Council or City Administrator review **within fifteen (15) calendar days** of the determination.
- E. **Recordkeeping:** Records will be retained consistent with City policy and applicable law.

Section 5. Interim & Alternate Coordinator

If the designated Coordinator is unavailable, the Tiffin Assistant City Administrator shall serve as Interim Coordinator to ensure continuity.

Section 6. Effective Date & Implementation

- A. This Resolution shall take effect **immediately** upon passage.
- B. Within **30 days**, the Coordinator shall:
 - 1. Publish the City's **Notice of Nondiscrimination**, complaint forms, and accommodation request forms on the City website and at public counters.
 - 2. Provide a **staff training schedule** and distribute a **quick-reference guide** for departments.
 - 3. Ensure meeting notices include accessibility and language access instructions.

Section 7. Severability

If any provision of this Resolution is held invalid, such invalidity shall not affect other provisions which can be given effect without the invalid provision.

On the 16th day of December, 2025, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2025-093, A RESOLUTION DESIGNATING THE TITLE VI/ADA COORDINATOR AND ESTABLISHING**

RESPONSIBILITIES AND PROCEDURES, and made a motion for approval. Motion seconded by Councilperson _____.

Ayes:.

Nays:

Absent:

Whereupon _____ Council members were present and voted approval and Mayor Kasparek declared that the **RESOLUTION NO. 2025-093, A RESOLUTION DESIGNATING THE TITLE VI/ADA COORDINATOR AND ESTABLISHING RESPONSIBILITIES AND PROCEDURES** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 16th day of December, 2025.

City of Tiffin

Tim Kasparek, Mayor

ATTEST: _____
Abigail Hora, City Clerk