



City of Portland
ADA Transition Plan
FY 2027

Prepared by:



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I. Statement/Mission

In 1990, the Federal Government enacted the Americans with Disabilities Act ("ADA"). City of Portland recognizes its legal obligation to comply with Title II of the ADA and hereby establishes a transition plan to ensure compliance of this federal law, rules, and regulations. Therefore, City of Portland will identify barriers that exist and state how and when the barriers are to be removed by providing a means to address complaints of discrimination, by encouraging public input to assess, address and meet access needs, and by establishing periodic reviews of the plan to monitor progress and compliance. The purpose of the Plan is to ensure that the citizens of City of Portland are provided full access to the City programs, services, and activities in a timely manner. City of Portland elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, the quality-of-life City of Portland residents seek to enjoy, and to effective governance. Title II of the ADA requires that each of City of Portland services, programs, and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities.

II. Non-Discrimination Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), City of Portland will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities.

Employment: City of Portland does not discriminate based on disability in its hiring or employment practices and complies with all regulations promulgated by the US Equal Employment Opportunity Commission under Title I of the American Disabilities Act (ADA).

Effective Communication: City of Portland will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City programs, services, and activities to make information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: City of Portland will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all its programs, services, and activities. For example, individuals with service animals are welcome in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of City of Portland, should contact the following as soon as possible but no later than 2 business days before the scheduled event:

Matt Shauver

City of Portland ADA Coordinator
215 S. Wayne Street, Portland, IN 47371
260-726-4077
streetsuperintendent@thecityofportland.net

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of City of Portland is not accessible to persons with disabilities should be directed to the above contact person. The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs. I-Speak cards are available at the City Clerk-Treasurer's office and included in **Appendix E** to aid in removing language barriers.

III. Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination based on disability in the provision of services, activities, programs, or benefits by City of Portland.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem as shown in the Grievance Form in **Appendix C**. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Matt Shauver

City of Portland ADA Coordinator
215 S. Wayne Street, Portland, IN 47371
260-726-4077
streetsuperintendent@thecityofportland.net

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond in writing or, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of City of Portland and offer options for substantive resolution of the complaint.

If the response of the ADA Coordinator or designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to City of Portland City Council or their designee.

Within 15 calendar days after receipt of the appeal, City of Portland City Council or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City City Council President or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints or appeals received by the ADA Coordinator, or designee, will be retained by City of Portland for at least three years. (**Appendix C** contains the Grievance Form)

IV. Design Standards

Sidewalks: Sidewalks constructed as part of planned development, sidewalks replaced by or for City of Portland, or sidewalks replaced by or for a property owner shall be constructed in accordance with the PROWAG (Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way) regulations and standards.

Buildings: Any City-owned buildings that are constructed, remodeled, or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standards.

V. Public Involvement Opportunities

The public is encouraged to participate in identifying needs or barriers to accessibility. The City's ADA Transition Plan will be posted on the City website (<https://thecityofportland.net/>) and be available at the City Clerk-Treasurer's office. Please send suggestions and ideas to the ADA Coordinator at the following address:

Matt Shauver

City of Portland ADA Coordinator
215 S. Wayne Street, Portland, IN 47371
260-726-4077
streetsuperintendent@thecityofportland.net

The City posts a Public Volunteer Survey in **Appendix D** in City Council chambers, which is intended to be a local decision-makers tool to provide emphasis to a specific need based on a special concern, especially one of public safety, anticipated heavy pedestrian traffic, or special site conditions. It is encouraged for those who require accommodation to contact the ADA Coordinator at least 2 business days' notice prior to the request for accommodation that is needed.

VI. Building, Property, and Sidewalk Review

The scope of this Plan involved an assessment of all physical resources subject to the requirements of the Americans with Disabilities Act (ADA) within the jurisdiction of City of Portland. The City owns and operates buildings and sidewalks within its jurisdiction that require a field investigation. The City Council assigned USI Consultants to perform the self-evaluation of the following City facilities:

- Building and Zoning Department
- City Hall
- Fire Department and City Court
- Municipal Airport
- Police Department
- Portland Water Park
- Street Department
- Haynes Park
- Hudson Family Park
- Portland Memorial Park
- Milton-Miller Park
- Water Department – not accessible to the public
- Wastewater Plant – not accessible to the public

An assessment of all properties was completed in August 2026. The evaluations were reviewed and opinions of cost for each noted deficiency presented to City of Portland City Council. The finalized self-evaluations are included as part of this plan.

These facility evaluations also include public parking spaces and building approaches on City property only. Not all parking and sidewalk facilities are in City of Portland's jurisdiction and, therefore, were not evaluated. The deficiency lists from the self-evaluations are located in **Appendix A** and the self-evaluations are in **Appendix G**. Public right-of-way pedestrian facilities were reviewed using PROWAG criteria. Public facilities, including buildings, parks, playgrounds, parking areas, restrooms, service counters, and other site elements, were reviewed using the 2010 ADA Standards for Accessible Design as the baseline. Where adopted building code requirements or ICC A117.1 are more stringent, the more stringent requirement may apply for design and permitting. Programmatic access, public notices, grievance procedures, communications, and Title VI-related procedures were reviewed for consistency with applicable ADA Title II and Title VI requirements.

In accordance with Title II of the Americans with Disabilities Act (ADA) and guidance from the U.S. Department of Justice, Local Public Agencies (LPAs) shall ensure that digital content, including websites and mobile applications, is accessible to individuals with disabilities. LPAs shall take reasonable steps to ensure that all public-facing digital services, programs, and activities are accessible and usable by individuals with disabilities.

To support compliance, LPAs should:

- Ensure websites and mobile applications are designed and maintained to be accessible to individuals with visual, hearing, mobility, and cognitive disabilities
- Strive to conform to recognized accessibility standards such as the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA
- Provide alternative accessible formats or assistance upon request if digital content is not fully accessible
- Include accessibility considerations when procuring or developing digital platforms, software, and third-party tools
- Periodically evaluate digital content and remediate identified accessibility barriers

Failure to provide accessible digital content may result in individuals with disabilities being denied equal access to programs, services, or activities.

VII. Inventory for Sidewalks & Curb Ramps

To remove ADA barriers to streets and sidewalks, curbs and sidewalks within the City's jurisdiction, the inventory procedure is intended to identify a comprehensive list or inventory of all curbs and sidewalks in City of Portland jurisdiction that are not ADA compliant, also located in **Appendix A**.

The following attributes are typically observed for sidewalks and ramps.

- Measured width
- Cross slope observation (2% maximum)
- Heaving
- Continuity
- Joint condition
- Ramp width
- Ramp slope
- Ramp turning space
- Ramp clear space
- Detectable warnings

The above items were considered and a summary "Condition Rating" was given as follows:

- A ADA Compliant, no concerns (green)
- B Minor problem noted, but no immediate needs (orange)
- C One major problem or multiple minor problems, needs some attention (yellow)
- D Multiple major problems, possibly impassible for wheelchairs (purple)
- F Broken, impassable by wheelchairs, difficult for pedestrians (red)

Examples of sidewalk and ramp ratings are provided on the following pages.

Examples of Curb Ramp Grade Ratings

Grade A – Complies with all standards.



Grade B – Minor Deficiency: The ramp shown has no detectable warning.



Grade C – Major Deficiency: The ramp shown here is too narrow, doesn't have a detectable warning, and has a joint displacement.



Grade D – Multiple Major Deficiencies: The ramp shown here is too narrow, is too steep, has a bad cross slope, and no detectable warning.



Grade F – Not present, broke, and/or impassable.



Examples of Sidewalk Grade Ratings

Grade A – Complies with all standards.



Grade B – Minor Deficiency: For instance, the sidewalk shown here has a cross slope greater than 2%.



Grade C – Major Deficiency: For instance, the sidewalk shown here is too narrow and has joint displacements making it complicated to navigate by wheelchair, though still passable for someone walking.



Grade D – Multiple Major Deficiencies: For instance, the sidewalks shown here are too narrow, they have joint displacements, rough/cracked surfaces, and gaps making it likely impassable by wheelchair, though a fit walker could still navigate the sidewalk.



Grade F – Not present, broke, and/or impassable.



VIII. Training

All City of Portland department heads received ADA and Title VI training handouts on September 4th, 2026, to share with their staff. ADA and Title VI training will be part of the City's on-boarding procedure for new employees.

IX. Funding & Priorities

ADA upgrades in buildings will be paid for out of the annual building maintenance budget. Additional funds will be appropriated as needed for building compliance projects. Building access and entry ways will be the highest priorities.

X. Review and Evaluation

The City Council will meet annually with the ADA Coordinator to review steps from the previous year to comply with ADA requirements, review projects completed in the current Plan, and funding sources utilized for the projects. The County will update INDOT on ADA improvements by October 1st of each year.

The ADA Coordinator will submit a new plan for adoption by the City Council every 3 years. The updated plan will include any new, or improvements to, City-owned facilities, sidewalks and curb ramps with associated rating. Sidewalks and curb ramps brought into compliance will also be identified. The City Council and ADA Coordinator shall review the prioritization of repairs, modifications or replacement of sidewalks and curbs for the upcoming year and will determine funding sources for the projects.

XI. Appendices

Appendix A: ADA Self-Evaluations

City of Portland

ADA Self Evaluation & Compliance Barriers

Evaluation dates August 2026 for the following locations:

- I. Building and Zoning Department
- II. City Hall
- III. Fire Department and City Court
- IV. Municipal Airport
- V. Police Department
- VI. Portland Waterpark
- VII. Street Department
- VIII. Haynes Park - Playground
- IX. Haynes Park Facilities
- X. Hudson Family Park - South Facilities
- XI. Hudson Family Park - South Playground
- XII. Hudson Family Park Facilities
- XIII. Hudson Park Amphitheater
- XIV. Memorial Park - Playground
- XV. Memorial Park Facilities
- XVI. Milton Miller Park - Playground
- XVII. Milton Miller Park Facilities



Prepared by: USI Consultants

I. Building and Zoning Department

(Priority 1-High, 2-Med, 3-Low)



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OID54-P118-20260821.jpg



OID73-P321-20260821.jpg



OID73-P337-20260821.jpg



OID74-P321-20260821.jpg

#	BUILDING AND ZONING DEPARTMENT DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	There is no van accessible space provided.	Reconfigure by repainting lines	— See #4	1	2028
2	Accessible spaces are not at least 8 ft wide with an access aisle at least 5 ft wide.	Reconfigure by repainting lines	— See #4	1	2028
3	Access aisles aren't marked to discourage parking in them.	Mark access aisles	— See #4	1	2028

4	The slope of the accessible parking spaces and access aisles are more than 2% in all directions (Measured: 2.5%)	Mill and pave at correct slope	\$10,000	1	2028
5	Accessible spaces aren't identified with a sign displaying the International Symbol of Accessibility.	Install signs	\$800	1	2027
6	The accessible route has a trip edge from parking to sidewalk.	Pave flush with sidewalk	— See #4	1	2028
7	The cross slope of the accessible route is more than 2%.	Regrade to 2% max.	\$10,000	1	2029
8	The main entrance is not accessible.	Add automatic door opener	\$2,500	1	2028
9	Inaccessible entrances don't have signs directing users to the nearest accessible entrance.	Install signs	\$800	1	2027
10	The accessible entrances are not identified with the International Symbol of Accessibility.	Install sign	\$800	1	2027
11	Edges of the mats aren't securely attached.	Secure carpeting or mats at edges	\$600	1	2027
12	The baseline of the lowest character is more than 48 inches above the floor and/or the highest character is more than 60 inches above the floor. (Bathroom 1)	Relocate sign	\$200	3	2027
13	The mirror over the sink or counter top is higher than 40 inches above the floor (Measured: 41") (Bathroom 1)	Lower the mirror	\$800	3	2027
14	Coat hook is more than 48 inches above the floor (Measured: 70") (Bathroom 1)	Adjust hook	\$200	3	2027
15	The sink does not have at least 30 x 48 inches of forward approach clear space. (Bathroom 1)	Move garbage can	—	3	2027
16	The hand dryer/towel dispenser can't be operable with one hand without tight grasping, pinching, or twisting. (Bathroom 1)	Replace with or provide additional accessible dispensers	\$1,200	3	2031
17	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 37") (Bathroom 1)	Relocate grab bar	\$800	3	2027
18	The rear grab bar doesn't extend at least 24 inches on the open side of the toilet (Measured: 20") (Bathroom 1)	Relocate grab bar	\$800	3	2027
19	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 37") (Bathroom 1)	Relocate grab bar	— See #18	3	2027

20	Flush control is not provided on the open side of the toilet (Bathroom 1)	Move control	\$800	3	2027
21	The baseline of the lowest character is more than 48 inches above the floor and/or the highest character is more than 60 inches above the floor. (Bathroom 2)	Relocate sign	\$200	3	2027
22	The mirror over the sink or counter top is higher than 40 inches above the floor (Measured: 42.5") (Bathroom 2)	Lower the mirror	\$800	3	2027
23	The sink does not have at least 30 x 48 inches of forward approach clear space. (Measured: Garbage in way) (Bathroom 2)	Move garbage can	—	3	2027
24	The hand dryer/towel dispenser can't be operable with one hand without tight grasping, pinching, or twisting. (Bathroom 2)	Replace with or provide additional accessible dispensers	\$1,200	3	2031
25	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 37") (Bathroom 2)	Relocate grab bar	\$800	3	2027
26	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 37") (Bathroom 2)	Relocate grab bar	\$800	3	2027
		TOTAL	\$34,100		

II. City Hall



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#	CITY HALL DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	No accessible route from all site arrival points.	Provide accessible entrance	\$20,000	1	2029
2	The required number of accessible parking spaces aren't provided.	Provide accessible parking	\$10,000	1	2028
3	The main entrance is not accessible.	Redesign to make it accessible	— See #1	1	2029
4	No alternative accessible entrance provided.	Designate an entrance and make it accessible	— See #1	1	2029
5	The door closes faster than 5 seconds (Measured: 4 seconds)	Adjust closer	—	1	2027
6	Edges of the mats aren't securely attached.	Secure carpeting or mats at edges	\$200	1	2027
7	The accessible entrance doesn't provide direct access to the main floor, lobby, or elevator.	Create accessible route	— See #1	2	2029
8	All public spaces aren't served by at least one accessible route.	Create accessible route	— See #1	2	2029
9	There is no wheelchair space at least 36x48 inches.	Move furniture and equipment to provide space	—	2	2027
10	The accessible counter portion doesn't extend the full depth of the counter top because of a window.	Alter counter or remove window	\$2,000	2	2030

11	There is less than 17-25 inches of clear floor space under the counter (Measured: 7.5")	Reconfigure to provide knee clearance	— See #10	2	2030
		TOTAL	\$35,600		

III. Fire Department and City Court



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#	FIRE DEPARTMENT AND CITY COURT DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	The bottom of the ISA sign is less than 60 inches from the ground (Measured: 56")	Change sign height	\$200	1	2027
2	A van accessible spot is marked as van accessible.	Replace 'van accessible' sign with a standard accessible space sign	\$400	1	2027
3	The door closes faster than 5 seconds (Measured: 4 seconds)	Adjust closer	—	1	2027
4	Edges of the mats aren't securely attached.	Secure carpeting or mats at edges	\$600	1	2027
5	There is no portion of counter for each type that is 36 inches or lower (Measured: 43")	Lower section of counter	\$5,000	2	2030
6	There is not an accessible route to the restroom (43" depth at door)	Alter route	\$5,000	3	2031
7	There are not enough wheelchair spaces provided. (Seating: Meeting room)	Reconfigure to add wheelchair spaces	\$8,000	2	2031
8	The baseline of the lowest character is more than 48 inches above the floor and/or the highest character is more than 60 inches above the floor. (Bathroom 1)	Relocate sign	\$200	3	2027

9	The mirror over the sink or counter top is higher than 40 inches above the floor (Measured: 46") (Bathroom 1)	Lower the mirror	\$800	3	2027
10	There is not at least 27 inches of clearance from the floor to bottom of the sink, extending at least 8 inches under. (Measured: 25.5") (Bathroom 1)	Alter sink height and knee clearance	\$6,000	3	2032
11	The operable parts of the hand dryer/towel dispenser are more than 48 inches from the floor (Measured: 53") (Bathroom 1)	Replace with or provide additional accessible dispensers	\$1,200	3	2031
12	The side grab bar doesn't extend at least 54 inches from the rear wall (Measured: 49") (Bathroom 1)	Replace grab bar with one that meets ADA requirements	\$800	3	2027
13	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 36.5") (Bathroom 1)	Relocate grab bar	\$800	3	2027
14	The baseline of the lowest character is more than 48 inches above the floor and/or the highest character is more than 60 inches above the floor. (Bathroom 2)	Relocate sign	\$200	3	2027
15	The mirror over the sink or counter top is higher than 40 inches above the floor (Measured: 46") (Bathroom 2)	Lower the mirror	\$800	3	2027
16	There is not at least 27 inches of clearance from the floor to bottom of the sink, extending at least 8 inches under. (Measured: 25.5") (Bathroom 2)	Alter sink height and knee clearance	\$6,000	3	2032
17	The operable parts of the hand dryer/towel dispenser are more than 48 inches from the floor (Measured: 54") (Bathroom 2)	Replace with or provide additional accessible dispensers	\$1,200	3	2031
18	The side grab bar doesn't extend at least 54 inches from the rear wall (Measured: 47") (Bathroom 2)	Relocate grab bar	\$800	3	2027
19	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 37") (Bathroom 2)	Relocate grab bar	— See #17	3	2031
20	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 37.5") (Bathroom 2)	Relocate grab bar	\$800	3	2027
		TOTAL	\$38,800		

IV. Municipal Airport



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#	MUNICIPAL AIRPORT DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	The bottom of the ISA sign is less than 60 inches from the ground	Change sign height	\$200	1	2027

2	Van accessible spaces aren't marked with a 'Van Accessible' sign.	Install signs	\$400	1	2027
3	The door closes faster than 5 seconds (Measured: 3 seconds)	Adjust closer	—	1	2027
4	Edges of the mats aren't securely attached.	Secure carpeting or mats at edges	\$600	1	2027
5	There is no portion of counter for each type that is 36 inches or lower (Measured: 48")	Lower section of counter	\$5,000	2	2030
6	There is not at least one restroom that is accessible.	Create one unisex accessible toilet room	\$30,000	3	2039
7	Tactile sign is not located on the latch side. (Bathroom 1)	Relocate sign	\$800	3	2027
8	The restroom door opening width is less than 32 inches clear (Measured: 27.5") (Bathroom 1)	Alter toilet room	— See #6	3	2039
9	The clear path is less than 36 inches wide to at least one type of each fixture (Bathroom 1)	Reconfigure space	— See #6	3	2039
10	There is less than a 60 inch circle of clear floor space for a wheelchair turn around (Measured: 38"x30") (Bathroom 1)	Reconfigure space	— See #6	3	2039
11	There is less than 40 x 48 inches of clear floor space beyond the door swing in a single-user restroom with an inward door swing (Measured: 28"x 38") (Bathroom 1)	Alter toilet room	— See #6	3	2039
12	Coat hook is more than 48 inches above the floor (Measured: 66") (Bathroom 1)	Adjust hook	\$200	3	2027
13	The sink does not have at least 30 x 48 inches of forward approach clear space. (Bathroom 1)	Alter sink height and knee clearance	— See #6	3	2039
14	There is no clear floor space that extends under the sink. (Bathroom 1)	Alter lavatory	— See #6	3	2039
15	There is not at least 27 inches of clearance from the floor to bottom of the sink, extending at least 8 inches under. (Bathroom 1)	Alter sink height and knee clearance	— See #6	3	2039
16	There is not at least 9 inches of toe clearance height under the sink. (Bathroom 1)	Alter sink height and knee clearance	— See #6	3	2039
17	The hand dryer/towel dispenser can't be operable with one hand without tight grasping, pinching, or twisting. (Bathroom 1)	Replace with or provide additional accessible dispensers	\$1,200	3	2031
18	There is less than 60 inches of clearance around the toilet from the side and rear wall (Bathroom 1)	Alter space	— See #6	3	2039

19	The toilet seat height is less than 17-19 inches above the floor (Measured: 15") (Bathroom 1)	Adjust toilet height	— See #6	3	2039
20	A side wall grab bar is not provided at the toilet. (Bathroom 1)	Install grab bars at toilet and in stall	— See #6	3	2039
21	There is no provided rear grab bar provided. (Bathroom 1)	Install grab bars at toilet and in stall	— See #6	3	2039
		TOTAL	\$38,400		

V. Police Department



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OID72-P342-20260821.jpg

#	POLICE DEPARTMENT DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	The required number of accessible parking spaces aren't provided.	Provide accessible parking spaces	\$10,000	1	2028
2	Edges of the mats aren't securely attached.	Secure carpeting or mats at edges	\$600	1	2027
3	There is no portion of counter for each type that is 36 inches or lower (Measured: 40")	Lower section of counter	\$5,000	2	2030
4	There is no wheelchair space at least 36x48 inches. (Seating: Reception)	Move furniture and equipment to provide space	—	2	2027
5	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 1)	Install tactile sign	\$400	3	2027

6	The lock is not operable with one hand without tight grasping, pinching, or twisting. (Bathroom 1)	Replace hardware	\$1,000	3	2028
7	The mirror over the sink or counter top is higher than 40 inches above the floor (Measured: 42.5") (Bathroom 1)	Lower the mirror	\$400	3	2027
8	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 1)	Install cover panel	\$1,000	3	2028
9	The operable parts of the soap dispenser are more than 48 inches above the floor (Measured: 50") (Bathroom 1)	Adjust dispensers	\$200	3	2027
10	The rear grab bar doesn't extend at least 12 inches from the toilet centerline toward the side wall (Measured: 5") (Bathroom 1)	Replace grab bar	\$800	3	2027
11	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 2)	Install tactile sign	\$400	3	2027
12	The lock is not operable with one hand without tight grasping, pinching, or twisting. (Bathroom 2)	Replace hardware	\$1,000	3	2028
13	The clear path is less than 36 inches wide to at least one type of each fixture (Measured: 29" stall door) (Bathroom 2)	Alter door width	— See #20	3	2036
14	The mirror over the sink or counter top is higher than 40 inches above the floor (Measured: 51") (Bathroom 2)	Lower the mirror	\$800	3	2027
15	Coat hook is more than 48 inches above the floor (Measured: 65") (Bathroom 2)	Adjust hook	\$200	3	2027
16	There is no clear floor space that extends under the sink. (Bathroom 2)	Provide accessible sink	\$6,000	3	2032
17	The front of sink or counter surface is no more than 34 inches above the floor (Measured: 34.5") (Bathroom 2)	Provide accessible sink	— See #16	3	2032
18	There is not at least 27 inches of clearance from the floor to bottom of the sink, extending at least 8 inches under. (Bathroom 2)	Provide accessible sink	— See #16	3	2032
19	There is not at least 9 inches of toe clearance height under the sink. (Bathroom 2)	Provide accessible sink	— See #16	3	2032

20	There is less than 60 inches of clearance around the toilet from the side and rear wall (Measured: 36") (Bathroom 2)	Reconfigure space to provide accessible stall	\$25,000	3	2036
21	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 36.5") (Bathroom 2)	Relocate grab bar	— See #20	3	2036
22	There is no provided rear grab bar provided. (Bathroom 2)	Install grab bars at toilet	— See #20	3	2036
23	Flush control is not provided on the open side of the toilet (No open side provided) (Bathroom 2)	Move control once sufficient stall space is provided	— See #20	3	2036
24	The stall door opening is less than 32 inches clear (Measured: 29") (Bathroom 2)	Widen door width	— See #20	3	2036
25	There is less than 18 inches of clear space on the pull side of the compartment door beyond the latch side (Measured: 11") (Bathroom 2)	Remove obstructions	— See #20	3	2036
26	No inside pull hardware available inside the stall on the stall door. (Bathroom 2)	Replace hardware	— See #20	3	2036
27	The accessible stall is less than 60 inches wide (Measured: 36") (Bathroom 2)	Widen compartment	— See #20	3	2036
		TOTAL	\$52,800		

VI. Portland Waterpark



OID57-P110-20260821.jpg



OID57-P135-20260821.jpg



OID57-P277-20260821.jpg



OID77-P305-20260821.jpg



OID77-P326-20260821.jpg



OID79-P305-20260821.jpg

#	PORTLAND WATERPARK DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	Accessible spaces are not at least 8 ft wide with an access aisle at least 5 ft wide. (Measured: 10' with 4' aisle)	Reconfigure by repainting lines	\$1,000	1	2027
2	The van accessible space is not at least 11 ft. wide with an access aisle at least 5 ft. wide (Measured: 10' x 6.5')	Reconfigure to provide van-accessible space(s)	— See #1	1	2027
3	Accessible spaces aren't identified with a sign displaying the International Symbol of Accessibility.	Install signs	\$800	1	2027
4	Van accessible spaces aren't marked with a 'Van Accessible' sign.	Install signs	— See #3	1	2027

5	The handrail doesn't extend at least 12 inches horizontally beyond the top and bottom of the ramp.	Alter handrails	\$4,000	1	2028
6	The accessible counter portion doesn't extend the full depth of the counter top because of a window. (Measured: 8")	Alter accessible portion	\$5,000	2	2030
7	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 1)	Install tactile sign at the compliant location	\$800	3	2027
8	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 1)	Install cover panel	\$1,000	3	2028
9	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 36.5") (Bathroom 1)	Relocate grab bar	\$800	3	2027
10	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 36.5") (Bathroom 1)	Relocate grab bar	\$800	3	2027
11	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 3)	Install tactile sign	\$800	3	2027
12	The centerline of the toilet is more than 16-18 inches from the side wall (Measured: 20") (Bathroom 3)	Move toilet	\$2,000	3	2031
13	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 37") (Bathroom 3)	Relocate grab bar	\$800	3	2027
14	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 36.25") (Bathroom 3)	Relocate grab bar	\$800	3	2027
15	Tactile sign is not located on the latch side. (Bathroom 2) Q3.5b Is the sign on the latch side with clear floor space for reading? [703.2, 703.3, 703.4, 703.5]: No; Q3.5b Is the sign on the latch side with clear floor space for reading? [703.2, 703.3, 703.4, 703.5]: No	Relocate sign	\$800	3	2027
16	The door closure takes more than 5 seconds to close (Measured: 4 seconds) (Bathroom 2)	Adjust closer	—	3	2027
17	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 36.25") (Bathroom 2)	Relocate grab bar	\$800	3	2027

18	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 36.25") (Bathroom 2)	Relocate grab bar	\$800	3	2027
		TOTAL	\$21,000		

VII. Street Department



OID56-P102-20260821.jpg

#	STREET DEPARTMENT DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	The required number of accessible parking spaces aren't provided.	Reconfigure by repainting lines	\$1,000	1	2027
2	The door closes faster than 5 seconds (Measured: 4 seconds)	Adjust closer	—	1	2027
3	Edges of the mats aren't securely attached.	Secure carpeting or mats at edges	\$600	1	2027
		TOTAL	\$1,600		

VIII. Haynes Park - Playground



OID11-P31-20260821.jpg



OID11-P36-20260821.jpg



OID11-P37-20260821.jpg

#	HAYNES PARK - PLAYGROUND DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	There is not an accessible route to separate play areas within the site for specific age groups.	Create accessible route	\$15,000	3	2035
2	There is not an accessible route within the play area connecting ground level and elevated play components on an accessible route, including their entry and exit points.	Create accessible route	\$10,000	3	2033
3	There is not an accessible route to at least one of each type of ground level play component.	Create accessible route	— See #2	3	2033
4	There is not an accessible route to at least the required number and type of ground level play components.	Create accessible route to an equal number of ground level play components	\$5,000	3	2032
5	The route is less than 60 inches wide (Measured: 52")	Widen the play area route	\$5,000	3	2032
6	There is not an accessible route to entry and exit points of at least 50 percent of elevated play components.	Create accessible play routes to at least 50 percent of elevated play components	\$12,000	3	2034
7	At least 50 percent of elevated play components aren't connected by either a ramp or transfer system.	Install a ramp or transfer system to at least 50 percent of elevated play components	\$15,000	3	2035
8	The accessible route connecting elevated play components is less than 36 inches wide.	Create accessible route	— See #6	3	2034
9	There is no wheelchair turning space immediately adjacent to at least one swing.	Create a wheelchair turning space	\$5,000	3	2032
10	Ground surfaces inside the play area do not comply with ASTM F 1951-99.	Replace existing surface with ASTM F 1951-99 compliant surface material	\$25,000	3	2037

11	The ground surfaces within use zones don't comply with ASTM F 1292-04.	Replace existing surface material with ASTM F 1292-04 compliant surface materials	— See #10	3	2037
		TOTAL	\$92,000		

IX. Haynes Park Facilities



OID60-P104-20260821.jpg



OID60-P108-20260821.jpg



OID60-P113-20260821.jpg



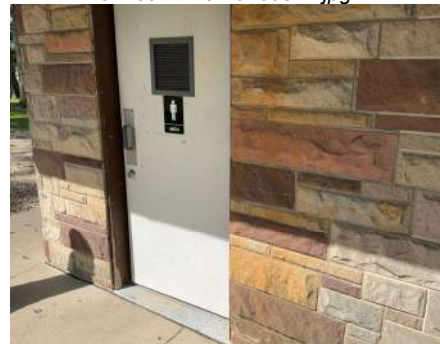
OID60-P304-20260821.jpg



OID82-P305-20260821.jpg



OID82-P326-20260821.jpg



OID83-P305-20260821.jpg



OID83-P326-20260821.jpg

#	HAYNES PARK FACILITIES DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	There is no van accessible space provided.	Reconfigure by repainting lines	— See #6	1	2029
2	Accessible spaces are not at least 8 ft wide with an access aisle at least 5 ft wide.	Reconfigure by repainting lines	— See #6	1	2029
3	Access aisles aren't marked to discourage parking in them.	Mark access aisles	— See #6	1	2029
4	The slope of the accessible parking spaces and access aisles are more than 2% in all directions (Curb on back side of space)	Regrade surface	— See #6	1	2029
5	The access aisle doesn't adjoin an accessible route.	Create accessible route	— See #6	1	2029

6	There is a lip at the transition between the parking lot and sidewalk	Mill and repave accessible parking spaces/aisles in poor condition or with trip edges	\$10,000	1	2029
7	There is not an accessible route to the restroom (39" depth at door)	Move trash can or similar loose object out of the clear floor space	—	3	2027
8	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 1)	Install tactile sign	\$800	3	2027
9	The door closure takes more than 5 seconds to close (Measured: 3 seconds) (Bathroom 1)	Adjust closer	—	3	2027
10	Coat hook is more than 48 inches above the floor (Measured: 60") (Bathroom 1)	Adjust hook	\$200	3	2027
11	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 1)	Install cover panel	\$1,000	3	2028
12	There is less than 60 inches of clearance around the toilet from the side and rear wall (Measured: 52" wide) (Bathroom 1)	Provide accessible stall	\$15,000	3	2034
13	A side wall grab bar is not provided at the toilet. (Bathroom 1)	Install grab bars at toilet and in stall	— See #12	3	2034
14	There is no provided rear grab bar provided. (Bathroom 1)	Install grab bars at toilet and in stall	— See #12	3	2034
15	The toilet paper dispenser is not at least 7-9 inches from the front of the toilet to the centerline (Measured: 12") (Bathroom 1)	Relocate dispenser	\$800	3	2027
16	The accessible stall is less than 60 inches wide (Measured: 52") (Bathroom 1)	Widen compartment	— See #12	3	2034
17	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 2)	Install tactile sign	\$800	3	2027
18	The door closure takes more than 5 seconds to close (Measured: 4 seconds) (Bathroom 2)	Adjust closer	—	3	2027
19	Coat hook is more than 48 inches above the floor (Measured: 55") (Bathroom 2)	Adjust hook	\$200	3	2027
20	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 2)	Install cover panel	\$1,000	3	2028
21	The centerline of the toilet is more than 16-18 inches from the side wall (Measured: 15") (Bathroom 2)	Move toilet	\$6,000	3	2033

22	A side wall grab bar is not provided at the toilet. (Bathroom 2)	Install grab bars at toilet and in stall	\$800	3	2027
23	There is no provided rear grab bar provided. (Bathroom 2)	Install grab bars at toilet and in stall	\$800	3	2027
24	The toilet paper dispenser is not at least 7-9 inches from the front of the toilet to the centerline (Measured: 12") (Bathroom 2)	Relocate dispenser	\$800	3	2027
		TOTAL	\$38,200		

X. Hudson Family Park - South Facilities



OID63-P108-20260821.jpg



OID63-P111-20260821.jpg



OID63-P113-20260821.jpg



OID63-P116-20260821.jpg



OID63-P118-20260821.jpg



OID63-P401-20260821.jpg



OID87-P305-20260821.jpg



OID87-P326-20260821.jpg

#	HUDSON FAMILY PARK - SOUTH FACILITIES DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	The slope of the accessible parking spaces and access aisles are more than 2% in all directions (Curb on back side of space) (Measured: 2.5%)	Regrade surface	\$10,000	1	2029
2	Van accessible spaces aren't marked with a 'Van Accessible' sign.	Install signs	\$800	1	2027
3	There is a cracked ramp along the accessible route.	Replace curb ramp	\$5,000	1	2028
4	There is a gap that's wide than 1/2 inch (Measured: 1")	Fill gaps and cracks greater than 1/2 in.	— See #3	1	2028
5	The cross slope of the accessible route is more than 2% (Measured: Areas throughout park over 2%)	Replace route to 1:48 max.	\$10,000	1	2029
6	The drinking fountain does not have at least 30 x 48 inches of clear space centered in front for a forward	Replace drinking fountain	\$6,000	3	2033

	approach. (Measured: Wall and post blocking clear space)				
7	There is less than 17 inches of knee space under the drinking fountain (Measured: 14")	Alter space	— See #6	3	2033
8	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 1)	Install tactile sign	\$800	3	2028
9	The door closure takes more than 5 seconds to close (Measured: 4 seconds) (Bathroom 1)	Adjust closer	—	3	2027
10	The mirror over the sink or counter top is higher than 40 inches above the floor (Measured: 42") (Bathroom 1)	Lower the mirror	\$800	3	2028
11	Coat hook is more than 48 inches above the floor (Measured: 65") (Bathroom 1)	Adjust hook	\$200	3	2027
12	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 1)	Install cover panel	\$1,000	3	2028
13	The faucet can't be operated without tight grasping, pinching, or twisting. (Bathroom 1)	Replace hardware	\$1,000	3	2028
14	The hand dryer/towel dispenser can't be operable with one hand without tight grasping, pinching, or twisting. (Bathroom 1)	Replace with or provide additional accessible dispensers	\$1,200	3	2031
15	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 36.5") (Bathroom 1)	Relocate grab bar	\$800	3	2028
16	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 36.5") (Bathroom 1)	Relocate grab bar	\$800	3	2028
17	The stall door is not self closing. (Bathroom 1)	Add closer	\$800	3	2028
18	No inside pull hardware available inside the stall on the stall door. (Bathroom 1)	Replace hardware	\$400	3	2027
19	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 2)	Install tactile sign	\$800	3	2028
20	The door closure takes more than 5 seconds to close (Measured: 4 seconds) (Bathroom 2)	Adjust closer	—	3	2027

21	The mirror over the sink or counter top is higher than 40 inches above the floor (Measured: 43.5") (Bathroom 2)	Lower the mirror	\$800	3	2028
22	Coat hook is more than 48 inches above the floor (Measured: 66") (Bathroom 2)	Adjust hook	\$200	3	2027
23	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 2)	Install cover panel	\$1,000	3	2028
24	The hand dryer/towel dispenser can't be operable with one hand without tight grasping, pinching, or twisting. (Bathroom 2)	Replace with or provide additional accessible dispensers	\$1,200	3	2031
25	There is less than 12 inches of clearance between the grab bar and projecting objects above (Measured: 4") (Bathroom 2)	Relocate grab bar or object above	\$800	3	2028
26	The rear grab bar doesn't extend at least 12 inches from the toilet centerline toward the side wall (Measured: 7") (Bathroom 2)	Relocate grab bar	\$800	3	2028
27	The stall door is not self closing. (Bathroom 2)	Add closer	\$800	3	2028
28	No inside pull hardware available inside the stall on the stall door. (Bathroom 2)	Replace hardware	\$400	3	2027
		TOTAL	\$46,400		

XI. Hudson Family Park - South Playground

#	HUDSON FAMILY PARK - SOUTH PLAYGROUND DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	The top of the handrail gripping surface is greater than 28 inches above the ramp surface (Measured: 30.5")	Adjust handrail height	\$4,000	3	2031
		TOTAL	\$4,000		

XII. Hudson Family Park Facilities



OID62-P102-20260821.jpg



OID62-P110-20260821.jpg



OID85-P326-20260821.jpg



OID85-P338-20260821.jpg



OID86-P326-20260821.jpg

#	HUDSON FAMILY PARK FACILITIES DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	The required number of accessible parking spaces aren't provided.	Reconfigure by repainting lines	\$1,000	1	2027
2	Accessible spaces aren't identified with a sign displaying the International Symbol of Accessibility.	Install signs	\$800	1	2027
3	Van accessible spaces aren't marked with a 'Van Accessible' sign.	Install signs	— See #2	1	2027
4	There is no portion of counter for each type that is 36 inches or lower (Measured: 37.5" at concession stand)	Lower section of counter	\$5,000	2	2030
5	Tactile sign is not located on the latch side. (Bathroom 1)	Install tactile sign	\$800	3	2027

6	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 1)	Install cover panel	\$1,000	3	2028
7	There is less than 60 inches of clearance around the toilet from the side and rear wall (Measured: 59") (Bathroom 1)	Provide accessible stall	\$15,000	3	2034
8	The toilet seat height is less than 17-19 inches above the floor (Measured: 15.5") (Bathroom 1)	Adjust toilet height	\$2,400	3	2031
9	The side grab bar doesn't extend at least 54 inches from the rear wall (Measured: 52") (Bathroom 1)	Relocate grab bar	\$800	3	2027
10	The rear grab bar doesn't extend at least 12 inches from the toilet centerline toward the side wall (Measured: 7") (Bathroom 1)	Relocate grab bar	\$800	3	2027
11	The toilet paper dispenser is not at least 7-9 inches from the front of the toilet to the centerline (Measured: Beside) (Bathroom 1)	Relocate dispenser	\$800	3	2027
12	The stall door opening is less than 32 inches clear (Measured: 30.5") (Bathroom 1)	Widen door width	— See #7	3	2034
13	The stall door is not self closing. (Bathroom 1)	Add closer	— See #7	3	2034
14	No inside pull hardware available inside the stall on the stall door. (Bathroom 1)	Replace hardware	— See #7	3	2034
15	The accessible stall is less than 60 inches wide (Measured: 59") (Bathroom 1)	Widen compartment	— See #7	3	2034
16	There is less than 60 x 59 inches of area beyond the inward door swing in the stall (Measured: 57.5") (Bathroom 1)	Alter compartment	— See #7	3	2034
17	Tactile sign is not located on the latch side. (Bathroom 2)	Install tactile sign	\$800	3	2027
18	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 2)	Install cover panel	\$1,000	3	2028
19	The operable parts of the soap dispenser are more than 48 inches above the floor (Measured: 49") (Bathroom 2)	Adjust dispensers	\$800	3	2027
20	There is less than 60 inches of clearance around the toilet from the side and rear wall (Measured: 59"x58") (Bathroom 2)	Provide accessible stall	\$15,000	3	2035
21	The side grab bar doesn't extend at least 54 inches from the rear wall (Measured: 52") (Bathroom 2)	Relocate grab bar	\$800	3	2027

22	There is less than 12 inches of clearance between the grab bar and projecting objects above (Measured: 6") (Bathroom 2)	Relocate objects above	\$800	3	2027
23	The rear grab bar doesn't extend at least 12 inches from the toilet centerline toward the side wall (Measured: 7") (Bathroom 2)	Relocate grab bar	\$800	3	2028
24	Flush control is not provided on the open side of the toilet (Bathroom 2)	Move control	\$800	3	2028
25	The stall door opening is less than 32 inches clear (Measured: 30.5") (Bathroom 2)	Widen door width	— See #20	3	2035
26	The stall door is not self closing. (Bathroom 2)	Add closer	— See #20	3	2035
27	No inside pull hardware available inside the stall on the stall door. (Bathroom 2)	Replace hardware	— See #20	3	2035
28	The accessible stall is less than 60 inches wide (Measured: 59") (Bathroom 2)	Widen compartment	— See #20	3	2035
29	The stall is not at least 59 inches deep (Measured: 58") (Bathroom 2)	Alter compartment	— See #20	3	2035
30	There is less than 60 x 59 inches of area beyond the inward door swing in the stall (Measured: 58") (Bathroom 2)	Alter compartment	— See #20	3	2035
		TOTAL	\$49,200		

XIII. Hudson Park Amphitheater

OID64-P109-20260821.jpg



OID64-P110-20260821.jpg



OID64-P112-20260821.jpg



OID64-P276-20260821.jpg



OID89-P305-20260821.jpg



OID89-P326-20260821.jpg



OID89-P337-20260821.jpg



OID89-P344-20260821.jpg

#	HUDSON PARK AMPHITHEATER DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	The access aisle doesn't adjoin an accessible route.	Stripe/mark the access aisle connection to the accessible route	\$2,000	1	2028
2	Accessible spaces aren't identified with a sign displaying the International Symbol of Accessibility.	Install signs	\$800	1	2027
3	Van accessible spaces aren't marked with a 'Van Accessible' sign.	Install signs	— See #2	1	2027
4	Accessible spaces are not located on the shortest accessible route to the accessible entrance(s).	Relocate accessible spaces nearer to entrance	\$10,000	1	2029
5	There is no portion of counter for each type that is 36 inches or lower (Measured: 37")	Lower section of counter	\$5,000	2	2031

6	Wheelchair spaces are not dispersed to provide equivalent location choices and viewing angles (2 front row and 2 back row) (Seating: Amphitheater)	Reconfigure to disperse wheelchair spaces	\$10,000	2	2031
7	Where people stand, wheelchair space users don't have a clear line of sight over standing spectators. (Seating: Amphitheater)	Alter for line of sight	— See #6	2	2031
8	Wheelchair spaces don't adjoin the accessible route. (Seating: Amphitheater)	Alter spaces	— See #6	2	2031
9	There is not at least one companion seat for each wheelchair space. (Seating: Amphitheater)	Add companion seats	— See #6	2	2031
10	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 1)	Install tactile sign	\$800	3	2028
11	The mirror over the sink or counter top is higher than 40 inches above the floor (Measured: 43.5") (Bathroom 1)	Lower the mirror	\$800	3	2028
12	Coat hook is more than 48 inches above the floor (Measured: 60") (Bathroom 1)	Adjust hook	\$200	3	2027
13	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 1)	Install cover panel	\$1,000	3	2028
14	The hand dryer/towel dispenser can't be operable with one hand without tight grasping, pinching, or twisting. (Bathroom 1)	Replace with or provide additional accessible dispensers	\$1,200	3	2031
15	The side grab bar doesn't extend at least 54 inches from the rear wall (Measured: 51") (Bathroom 1)	Relocate grab bar	\$800	3	2028
16	There is less than 12 inches of clearance between the grab bar and projecting objects above (Measured: 9") (Bathroom 1)	Relocate objects above	\$800	3	2028
17	The rear grab bar doesn't extend at least 24 inches on the open side of the toilet (Measured: 22") (Bathroom 1)	Relocate grab bar	\$800	3	2028
18	Flush control is not provided on the open side of the toilet (Bathroom 1)	Move control	\$800	3	2028
19	No inside pull hardware available inside the stall on the stall door. (Bathroom 1)	Replace hardware	\$400	3	2027

20	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 2)	Install tactile sign	\$800	3	2028
21	The mirror over the sink or counter top is higher than 40 inches above the floor (Measured: 43") (Bathroom 2)	Lower the mirror	\$800	3	2028
22	Coat hook is more than 48 inches above the floor (Measured: 64") (Bathroom 2)	Adjust hook	\$200	3	2027
23	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 2)	Install cover panel	\$1,000	3	2028
24	The hand dryer/towel dispenser can't be operable with one hand without tight grasping, pinching, or twisting. (Bathroom 2)	Replace with or provide additional accessible dispensers	\$1,200	3	2031
25	The centerline of the toilet is more than 16-18 inches from the side wall (Measured: 19") (Bathroom 2)	Move toilet	\$4,000	3	2031
26	The side grab bar doesn't extend at least 54 inches from the rear wall (Measured: 50") (Bathroom 2)	Relocate grab bar	\$800	3	2028
27	There is less than 12 inches of clearance between the grab bar and projecting objects above (Measured: 8") (Bathroom 2)	Relocate objects above	\$800	3	2028
28	The rear grab bar doesn't extend at least 24 inches on the open side of the toilet (Measured: 21") (Bathroom 2)	Relocate grab bar	\$800	3	2028
29	The stall door is not self closing. (Bathroom 2)	Add closer	\$800	3	2028
30	No inside pull hardware available inside the stall on the stall door. (Bathroom 2)	Replace hardware	\$400	3	2027
		TOTAL	\$47,000		

XIV. Memorial Park - Playground



OID12-P16-20260821.jpg



OID12-P31-20260821.jpg



OID12-P36-20260821.jpg



OID12-P37-20260821.jpg

#	MEMORIAL PARK - PLAYGROUND DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	There is not an accessible route to separate play areas within the site for specific age groups.	Create accessible route	\$15,000	3	2036
2	There is not an accessible route within the play area connecting ground level and elevated play components on an accessible route, including their entry and exit points.	Create accessible route	\$10,000	3	2033
3	There is not an accessible route to at least one of each type of ground level play component.	Create accessible route	— See #2	3	2033
4	There is not an accessible route to at least the required number and type of ground level play components.	Create accessible route to equal number of ground level play components	\$5,000	3	2032
5	There is not an accessible route to at least one entry point for a soft contained play structure with three or fewer points.	Create accessible route	\$5,000	3	2032
6	There is not an accessible route to entry and exit points of at least 50 percent of elevated play components.	Create accessible play routes to at least 50 percent of elevated play components	\$12,000	3	2034
7	At least 50 percent of elevated play components aren't connected by either a ramp or transfer system.	Install a ramp or transfer system to at least 50 percent of elevated play components	\$15,000	3	2036
8	There is no wheelchair turning space immediately adjacent to at least one swing.	Create a wheelchair turning space	\$5,000	3	2032
9	Ground surfaces inside the play area do not comply with ASTM F 1951-99.	Replace existing surface with ASTM F 1951-99 compliant surface material	\$25,000	3	2038

10	The ground surfaces within use zones don't comply with ASTM F 1292-04.	Replace existing surface material with ASTM F 1292-04 compliant surface materials	— See #9	3	2038
		TOTAL	\$92,000		

XV. Memorial Park Facilities

OID61-P276-20260821.jpg



OID84-P326-20260821.jpg

#	MEMORIAL PARK FACILITIES DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	The required number of accessible parking spaces aren't provided.	Reconfigure by repainting lines	\$1,000	1	2027
2	There is no portion of counter for each type that is 36 inches or lower (Measured: 41")	Lower section of counter	\$5,000	2	2030
3	Tactile sign is not located on the latch side. (Bathroom 1)	Install tactile sign	\$800	3	2027
4	The restroom door cannot be opened with less than 5 pounds of force. (Bathroom 1)	Adjust or replace closers	\$800	3	2027
5	The door closure takes more than 5 seconds to close (Measured: 4 seconds) (Bathroom 1)	Adjust closer	— See #4	3	2027
6	Coat hook is more than 48 inches above the floor (Measured: 65") (Bathroom 1)	Adjust hook	\$200	3	2027
7	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 1)	Install cover panel	\$1,000	3	2028
8	The side grab bar doesn't extend at least 54 inches from the rear wall (Measured: 48") (Bathroom 1)	Relocate grab bar	\$800	3	2027

9	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 37") (Bathroom 1)	Relocate grab bar	— See #8	3	2027
10	Grab bar is mounted more than 36 inches above the floor to the top of the gripping surface (Measured: 37") (Bathroom 1)	Relocate grab bar	\$800	3	2027
11	The stall door is not self closing. (Bathroom 1)	Add closer	\$800	3	2027
12	The accessible stall is less than 60 inches wide (Measured: 59.5") (Bathroom 1)	Widen compartment	\$2,000	3	2031
		TOTAL	\$13,200		

XVI. Milton Miller Park - Playground

OID10-P1-20260821.jpg



OID10-P5-20260821.jpg



OID10-P31-20260821.jpg



OID10-P36-20260821.jpg



OID10-P37-20260821.jpg

#	MILTON MILLER PARK - PLAYGROUND DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	There is not an accessible route to the entrance of the play area.	Create accessible route	\$8,000	3	2033
2	There is not an accessible route to separate play areas within the site for specific age groups.	Create accessible route	\$10,000	3	2033
3	There is not an accessible route within the play area connecting ground level and elevated play components on an accessible route, including their entry and exit points.	Create accessible route	— See #2	3	2033
4	There is not an accessible route to at least one of each type of ground level play component.	Create accessible route	— See #2	3	2033
5	There is not an accessible route to at least the required number and type of ground level play components.	Create accessible route to equal number of ground level play components	— See #8	3	2035
6	There is not an accessible route to at least one entry point for a soft contained play structure with three or fewer points.	Create accessible route	\$5,000	3	2032

7	There is not an accessible route to entry and exit points of at least 50 percent of elevated play components.	Create accessible play routes to at least 50 percent of elevated play components	\$12,000	3	2034
8	At least 50 percent of elevated play components aren't connected by either a ramp or transfer system.	Install a ramp or transfer system to at least 50 percent of elevated play components	\$15,000	3	2035
9	There is no wheelchair turning space immediately adjacent to at least one swing.	Create a wheelchair turning space	\$5,000	3	2032
10	Ground surfaces inside the play area do not comply with ASTM F 1951-99.	Replace existing surface with ASTM F 1951-99 compliant surface material	\$25,000	3	2037
11	The ground surfaces within use zones don't comply with ASTM F 1292-04.	Replace existing surface material with ASTM F 1292-04 compliant surface materials	— See #10	3	2037
		TOTAL	\$80,000		

XVII. Milton Miller Park Facilities

OID59-P102-20260821.jpg



OID59-P113-20260821.jpg



OID59-P304-20260821.jpg



OID59-P401-20260821.jpg



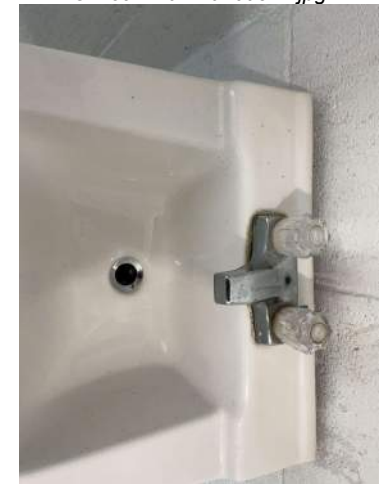
OID81-P305-20260821.jpg



OID81-P317-20260821.jpg



OID81-P326-20260821.jpg



OID81-P327-20260821.jpg

#	MILTON MILLER PARK FACILITIES DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY	PROJECTED COMPLETION YEAR
1	The required number of accessible parking spaces aren't provided.	Reconfigure by repainting lines	— See #4	1	2030
2	Accessible spaces are not at least 8 ft wide with an access aisle at least 5 ft wide.	Reconfigure by repainting lines	— See #4	1	2030
3	Access aisles aren't marked to discourage parking in them.	Mark access aisles	— See #4	1	2030

4	The accessible route has a gravel surface from the parking lot to sidewalk.	Pave accessible parking spaces (gravel or unimproved surface)	\$25,000	1	2030
5	There is not an accessible route to the restroom (39" depth at door)	Alter route	\$5,000	3	2032
6	The drinking fountain does not have at least 30 x 48 inches of clear space centered in front for a forward approach.	Relocate drinking fountain	\$3,000	3	2031
7	The restrooms don't have signs with contrasting text, raised characters, and Braille located on the latch side with clear space for reading. (Bathroom 1)	Install tactile sign	\$800	3	2027
8	The restroom door opening width is less than 32 inches clear (Measured: 29.5") (Bathroom 1)	Alter the doorway	\$10,000	3	2033
9	The lock is not operable with one hand without tight grasping, pinching, or twisting. (Bathroom 1)	Replace hardware	\$1,000	3	2028
10	The operable parts of the door are more than 48 inches above the floor (Measured: 50") (Bathroom 1)	Change hardware height	— See #9	3	2028
11	There is less than a 60 inch circle of clear floor space for a wheelchair turn around (Measured: 56") (Bathroom 1)	Move trash can or similar loose object out of the clear floor space	—	3	2027
12	Pipes below the sink aren't insulated or covered to protect against contact. (Bathroom 1)	Install cover panel	\$1,000	3	2028
13	The faucet can't be operated without tight grasping, pinching, or twisting. (Bathroom 1)	Replace hardware	\$500	3	2027
14	The hand dryer/towel dispenser can't be operable with one hand without tight grasping, pinching, or twisting. (Bathroom 1)	Replace with or provide additional accessible dispensers	\$1,200	3	2031
15	The centerline of the toilet is more than 16-18 inches from the side wall (Measured: 25") (Bathroom 1)	Move toilet	\$6,000	3	2033
16	The toilet seat height is less than 17-19 inches above the floor (Measured: 15.5") (Bathroom 1)	Adjust toilet height	\$2,400	3	2031
17	A side wall grab bar is not provided at the toilet. (Bathroom 1)	Install grab bars at toilet and in stall	\$800	3	2027
18	There is no provided rear grab bar provided. (Bathroom 1)	Install grab bars at toilet and in stall	\$800	3	2027
19	Flush control is not provided on the open side of the toilet (Bathroom 1)	Move control	\$800	3	2027

20	The toilet paper dispenser is not at least 7-9 inches from the front of the toilet to the centerline (Measured: Beside) (Bathroom 1)	Relocate dispenser	\$800	3	2027
		TOTAL	\$59,100		

Total Estimated Cost

Estimated Cost 2027 = \$59,900

Estimated Cost 2028 = \$78,700 + 5% inflation = \$82,635

Estimated Cost 2029 = \$70,000 + 10% inflation = \$77,175

Estimated Cost 2030 = \$60,000 + 16% inflation = \$69,458

Estimated Cost 2031 = \$59,800 + 22% inflation = \$72,687

Estimated Cost 2032 = \$63,000 + 28% inflation = \$80,406

Estimated Cost 2033 = \$66,000 + 34% inflation = \$88,446

Estimated Cost 2034 = \$66,000 + 41% inflation = \$92,869

Estimated Cost 2035 = \$60,000 + 48% inflation = \$88,647

Estimated Cost 2036 = \$55,000 + 55% inflation = \$85,323

Estimated Cost 2037 = \$50,000 + 63% inflation = \$81,445

Estimated Cost 2038 = \$25,000 + 71% inflation = \$42,758

Estimated Cost 2039 = \$30,000 + 80% inflation = \$54,000

Total Estimated Cost over 13 Years = \$975,749

Appendix B: Grievance Policy

Any person who believes that he or she, as a member of a protected class, has been discriminated against based on race, religion, color, age, sex, disability, national origin, income status or limited English proficiency in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, ADA Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, and any other Federal nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of the City to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any City supervisor or to the ADA Coordinator. The complaint should be submitted within 60 days of the alleged discrimination. Complaint forms may be accessed at the City Manager's office. Individuals are not required to use the City's complaint form. If necessary, the City will help an individual reduce his or her complaint to writing for his or her signature.

Generally, a complaint should include the name, address, and telephone number of the individual complaining (complainant) and a brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation. **Complaints should be directed to:**

Matt Shauver

City of Portland ADA Coordinator
215 S. Wayne Street, Portland, IN 47371
260-726-4077
streetsuperintendent@thecityofportland.net

Within 30 days of receipt of the complaint the City shall conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The City will try to obtain an informal voluntary resolution to all complaints at the lowest level possible. The City will notify INDOT of the complaint within **ten (10) days**, if required.

A complainant's identity shall be kept confidential except to the extent necessary to investigate. All complaints shall be kept confidential.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Appendix C: Grievance Form

COMPLAINANT INFORMATION:	
Name:	
Address:	
Daytime Phone:	
Email:	
LOCATION INFORMATION	
Address (If known):	
Location Description:	
NATURE OF GRIEVANCE	
Sidewalk, Ramp:	
Crosswalk, Pedestrian Signal:	
Building Access:	
Programming:	
Other:	
Describe the Grievance/Complaint/Problem:	
Date of Incident, If Applicable:	
FOR LOCAL/ADA COORDINATOR USE ONLY	
City Representative Preparing the Form if not by Complainant and Date Complaint Received:	
Date Received by ADA Coordinator:	
Date of Initial Contact:	
Date of Meeting or Site Visit:	
Date ADA Coordinator's Decision Mailed:	
Date Appeal Received by City Council:	
Date First on City Council Agenda:	
Date City Council Decision:	
Date City Council Decision Mailed:	

Please return this form to and for any questions contact: *Matt Shauver, City of Portland ADA, 215 S. Wayne Street, Portland, IN 47371, streetsuperintendent@thecityofportland.net and 260-726-4077.*

Complaints may also be filed with the following government agencies:

Indiana Department of Transportation (INDOT)

Economic Opportunity Division

100 N. Senate, Room N750

Indianapolis, IN 46204

Phone: (317) 233-6511

Fax: (317) 233-0891

Indianapolis District EEOC Office

101 West Ohio Street, Ste 1900

Indianapolis, IN 46204

Phone: (800) 669-4000

Fax: (317) 226-7953

TTY: 1 (800) 669-6820

Indiana Civil Rights Commission

100 N. Senate Ave., Room N103

Indianapolis, IN 46204

Toll Free: 1 (800) 628-2909

Phone: (317) 232-2600

Fax: (317) 232-6560

Hearing Impaired: 1 (800) 743-3336

Appendix D: Voluntary Public Involvement Survey

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CRF §200.9(b)(4)). City of Portland is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that City of Portland will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended and its related statutes and regulations.

If you have any questions regarding City of Portland's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact **Lori Phillips, City of Portland Title VI Coordinator, 321 N. Meridian Street, Portland, IN 47371. EMAIL: cityclerktreas@thecityofportland.net, and PHONE: 260-726-9395 ext. 224.**

You may return the survey by mailing or e-mailing it to the address below.

Date:		
Project Name:		
Proposed Project Location:		
Gender: Female ☐ Male ☐ Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino		
Race: (Check one or more)		
☐	American Indian or Alaska Native	☐ Asian
☐	Native Hawaiian or Other Pacific Islander	☐ White
☐	Black or African American	☐ Multiracial
Age:		Disability:
☐ 1-21	☐ 22-40	☐ Yes
☐ 41-65	☐ 65+	☐ No
Household Income:		
☐ \$0-\$12,000	☐ \$12,001-\$24,000	☐ \$24,001-\$36,000
☐ \$36,001-\$48,000	☐ \$48,001-\$60,000	☐ \$60,001+
Lori Phillips City of Portland Title VI Coordinator 321 N. Meridian Street, Portland, IN 47371 cityclerktreas@thecityofportland.net 260-726-9395 ext. 224		

Appendix E: I-Speak Cards

Language Identification Cards

Side 1 of 2

Instructions: Place a check by the language spoken. ☒

☐ Mark this box if you read or speak English.	<i>English</i>
☐ ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	<i>Arabic</i>
☐ Մարդկանք ենք նշում՝ կատարե՞ք այս քանակությունը՝ կթե՞սությունը կամ՝ կարդա՞նք հայերեն:	<i>Armenian</i>
☐ যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	<i>Bengali</i>
☐ ល្អប្រសើរណាស់ប្រសិនបើ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	<i>Cambodian</i>
☐ Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	<i>Chamorro</i>
☐ 如果你能读中文或讲中文，请选择此框。	<i>Simplified Chinese</i>
☐ 如果你能讀中文或講中文，請選擇此框。	<i>Traditional Chinese</i>
☐ Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	<i>Croatian</i>
☐ Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	<i>Czech</i>
☐ Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	<i>Dutch</i>
☐ اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.	<i>Farsi</i>
☐ Cocher ici si vous lisez ou parlez le français.	<i>French</i>
☐ Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	<i>German</i>
☐ Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	<i>Greek</i>
☐ Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	<i>Haitian Creole</i>
☐ अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	<i>Hindi</i>
☐ Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	<i>Hmong</i>
☐ Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	<i>Hungarian</i>

Source: *Language Identification Flashcard - 2004 Census Test*
U.S. Census Bureau, Economics and Statistics Administration, U.S. Department of Commerce
www.lep.gov/ISpeakCards2004.pdf

AOC
2012

Language Identification Cards

Side 2 of 2

Instructions: Place a check by the language spoken. ☒

☐ Marchi questa casella se legge o parla italiano.	<i>Italian</i>
☐ 日本語を読んだり、話せる場合はここに印を付けてください。	<i>Japanese</i>
☐ 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	<i>Korean</i>
☐ ໃຫ້ຕາມໃສ່ຄູ່ຊີ້ ຖ້າທ່ານອ່ານຫຼືປາກົດພາສາລາວ.	<i>Laotian</i>
☐ Kakölleiki bọk (box) in elaññe kwōjela kajin im waakin (read) majōl.	<i>Marshallese</i>
☐ Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	<i>Polish</i>
☐ Assinale este quadrado se você lê ou fala português.	<i>Portuguese</i>
☐ Însemnați această căsuță dacă citiți sau vorbiți românește.	<i>Romanian</i>
☐ Пометьте этот квадратик, если вы читаете или говорите по-русски.	<i>Russian</i>
☐ Обележите овај квадратик уколико читате или говорите српски језик.	<i>Serbian</i>
☐ Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	<i>Slovak</i>
☐ Marque esta casilla si lee o habla español.	<i>Spanish</i>
☐ Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	<i>Tagalog</i>
☐ ให้กากะทึงหมากลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	<i>Thai</i>
☐ Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	<i>Tongan</i>
☐ Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	<i>Ukrainian</i>
☐ اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	<i>Urdu</i>
☐ Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	<i>Vietnamese</i>
☐ באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	<i>Yiddish</i>

Source: *Language Identification Flashcard - 2004 Census Test*U.S. Census Bureau, Economics and Statistics Administration, U.S. Department of Commerce
www.lep.gov/ISpeakCards2004.pdfAOC
2012

Appendix F: Resolutions

RESOLUTION 2026-__

A RESOLUTION By City of Portland, Indiana APPOINTING THE AMERICANS WITH DISABILITIES ACT (ADA) & TITLE VI COORDINATOR AND ADOPTING PROCEDURES

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities.

WHEREAS, in compliance with Title II of the ADA, City of Portland, Indiana shall name an ADA & Title VI Coordinator;

WHEREAS, in compliance with Title II of the ADA, City of Portland, Indiana shall adopt grievance and complaint procedures for resolving complaints alleging violation of Title II of the ADA; and complaints for Title VI; and

WHEREAS, in compliance with Title II of the ADA, City of Portland Indiana shall publish notice to the public regarding the ADA and Title VI plan; and

WHEREAS, in compliance with Title II of the ADA, City of Portland, Indiana shall post the ADA & Title VI coordinator's name, office address, and telephone number along with the ADA & Title VI Notices and grievance procedures on its website.

NOW, THEREFORE, BE IT RESOLVED by City of Portland, Indiana:

1. Street and Parks Superintendent, Matt Shauver is designated as the ADA Coordinator for City of Portland.
2. Clerk Treasurer, Lori Phillips is designated as the Title VI Coordinator for City of Portland.
3. The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the Notice under the Americans with Disabilities Act.
4. The ADA Transition Plan Public Input, a copy of which is attached hereto, is adopted as the Public Input notice to the ADA/Title VI Coordinator.
5. City of Portland Grievance Procedure under the ADA, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination based on a disability in the provision of services, activities, programs, or benefits by the government agencies of City of Portland.
6. City of Portland Complaint Procedure under the Title VI Implementation Plan, a copy of which is attached hereto.
7. In compliance with Federal and State laws as set forth above, City of Portland resolves to post the required information regarding the ADA coordinator, notice under the Americans with Disabilities Act, and City of Portland Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.
8. City of Portland, hereby, adopts the updated ADA Transition Plan and Title VI Implementation Plan.

RESOLVED AND ADOPTED this _____ day of _____, 2026.

City of Portland Board of Works

Jeff Westlake, Mayor

Jerry Leonhard, BOW Member

Steve McIntosh, BOW Member

Attest: _____

Lori Philips, Clerk-Treasurer

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA") City of Portland will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

Employment: City of Portland does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: City of Portland will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City of Portland's programs, services, activities, including qualified sign language interpreters, documents in Braille and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

Modifications to Policies and Procedures: City of Portland will make all responsible modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcomed in City of Portland offices, where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service or activity of City of Portland should contact the office of the ADA Coordinator as soon as possible, but no later than 2 business days before the scheduled event to:

Matt Shauver
City of Portland ADA Coordinator
215 S. Wayne Street, Portland, IN 47371
260-726-4077
streetsuperintendent@thecityofportland.net

The ADA does not require City of Portland to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Voluntary Public Involvement Survey

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CFR §200.9(b)(4)). City of Portland is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that City of Portland will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended and its related statutes and regulations.

If you have any questions regarding City of Portland's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact **Lori Phillips, City of Portland Title VI Coordinator, 321 N. Meridian Street, Portland, IN 47371. EMAIL: cityclerktreas@thecityofportland.net, and PHONE: 260-726-9395 ext. 224.**

You may return the survey by mailing or e-mailing it to the address below.

Date:		
Project Name:		
Proposed Project Location:		
Gender: Female ☐ Male ☐ Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino		
Race: (Check one or more)		
☐	American Indian or Alaska Native	☐ Asian
☐	Native Hawaiian or Other Pacific Islander	☐ White
☐	Black or African American	☐ Multiracial
Age:		Disability:
☐ 1-21	☐ 22-40	☐ Yes
☐ 41-65	☐ 65+	☐ No
Household Income:		
☐ \$0-\$12,000	☐ \$12,001-\$24,000	☐ \$24,001-\$36,000
☐ \$36,001-\$48,000	☐ \$48,001-\$60,000	☐ \$60,001+
Lori Phillips City of Portland Title VI Coordinator 321 N. Meridian Street, Portland, IN 47371 cityclerktreas@thecityofportland.net 260-726-9395 ext. 224		

ADA Grievance Policy

Any person who believes that he or she, as a member of a protected class, has been discriminated against based on race, religion, color, age, sex, disability, national origin, income status or limited English proficiency in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, ADA Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, and any other Federal nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of the City to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any City supervisor or to the ADA Coordinator. The complaint should be submitted within 60 days of the alleged discrimination. Complaint forms may be accessed at the City Manager's office. Individuals are not required to use the City's complaint form. If necessary, the City will help an individual reduce his or her complaint to writing for his or her signature.

Generally, a complaint should include the name, address, and telephone number of the individual complaining (complainant) and a brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation. **Complaints should be directed to:**

Matt Shauver

City of Portland ADA Coordinator
215 S. Wayne Street, Portland, IN 47371
260-726-4077
streetsuperintendent@thecityofportland.net

Within 30 days of receipt of the complaint the City shall conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The City will try to obtain an informal voluntary resolution to all complaints at the lowest level possible. The City will notify INDOT of the complaint within **ten (10) days**, if required.

A complainant's identity shall be kept confidential except to the extent necessary to investigate. All complaints shall be kept confidential.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

ADA Grievance Form

COMPLAINANT INFORMATION:	
Name:	
Address:	
Daytime Phone:	
Email:	
LOCATION INFORMATION	
Address (If known):	
Location Description:	
NATURE OF GRIEVANCE	
Sidewalk, Ramp:	
Crosswalk, Pedestrian Signal:	
Building Access:	
Programming:	
Other:	
Describe the Grievance/Complaint/Problem:	
Date of Incident, If Applicable:	
FOR LOCAL/ADA COORDINATOR USE ONLY	
City Representative Preparing the Form if not by Complainant and Date Complaint Received:	
Date Received by ADA Coordinator:	
Date of Initial Contact:	
Date of Meeting or Site Visit:	
Date ADA Coordinator's Decision Mailed:	
Date Appeal Received by City Council:	
Date First on City Council Agenda:	
Date City Council Decision:	
Date City Council Decision Mailed:	

Please return this form to and for any questions contact: *Matt Shauver, City of Portland ADA, 215 S. Wayne Street, Portland, IN 47371, streetsuperintendent@thecityofportland.net and 260-726-4077.*

Complaints may also be filed with the following government agencies:

Indiana Department of Transportation (INDOT)

Economic Opportunity Division

100 N. Senate, Room N750

Indianapolis, IN 46204

Phone: (317) 233-6511

Fax: (317) 233-0891

Indianapolis District EEOC Office

101 West Ohio Street, Ste 1900

Indianapolis, IN 46204

Phone: (800) 669-4000

Fax: (317) 226-7953

TTY: 1 (800) 669-6820

Indiana Civil Rights Commission

100 N. Senate Ave., Room N103

Indianapolis, IN 46204

Toll Free: 1 (800) 628-2909

Phone: (317) 232-2600

Fax: (317) 232-6560

Hearing Impaired: 1 (800) 743-3336

Title VI Complaint Procedure

Any person who believes that he or she, as a member of a protected class, has been discriminated against based on race, religion, color, age, sex, disability, national origin, income status or limited English proficiency in violation of Title VI of the Civil Rights Act of 1964, as amended, and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, and any other Federal nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative of such a person. It is the policy of City of Portland to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because they have acted or participated in an action to secure rights protected by civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure provided below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint shall be communicated to the City's Title VI Coordinator. The complaint must be submitted within 180 days of the alleged discrimination. Complaint forms may be found in **Appendix D**, on the City's website at: <https://thecityofportland.net/> or by contacting the Title VI Coordinator. Individuals are not required to use the City's complaint form. If necessary, the City will help an individual reduce his or her complaint to writing for his or her signature. Additionally, the City will notify INDOT of complaints within ten (10) days.

Generally, a complaint must include the name, address, and telephone number of the complainant and a brief description of the alleged discriminatory conduct, including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation. Complaints shall be directed to the Title VI Coordinator:

Lori Phillips

Title VI Coordinator

321 N. Meridian Street, Portland, IN 47371

260-726-9395 ext. 224

cityclerktreas@thecityofportland.net

The City will investigate the allegation based on the information provided and will strive to issue a written report of its findings to the complainant within 60 days of receipt of the complaint. The City will attempt to obtain an informal voluntary resolution to all complaints at the lowest level possible.

A complainant's identity shall be kept confidential except to the extent necessary to investigate. These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination. The complaint investigation procedure is part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Title VI External Complaint of Discrimination Form

The purpose of this form is to help any person interested in filing a discrimination complaint with City of Portland. You are not required to use this form. You may write a letter with the same information, sign it, and return it to the address below. All bold items must be completed for your complaint to be investigated. Failure to provide complete information may impair the investigation of your complaint.

Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations ("Title VI") prohibit discrimination on the basis of race, color, national origin, sex, age, disability, or income status in connection with programs or activities receiving Federal financial assistance from the U.S. Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to City of Portland as a sub-recipient of Federal financial assistance.

Upon request, assistance will be provided if you are an individual with a disability or have limited English proficiency. Complaints may also be filed using alternative formats such as computer disk, audiotape, or braille. City of Portland is prohibited from retaliating against any individual because he or she opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

You also have the right to file a complaint with other state or Federal agencies that provide Federal financial assistance to City of Portland. Additionally, you have the right to seek private counsel.

Please make a copy of your complaint form for your personal records. Do not send your original documents as they will not be returned. Mail the original complaint form along with any copies of documents or records relevant to your complaint to the address below.

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint. Complaints should be filed with City of Portland Title VI Coordinator:

Lori Phillips

Title VI Coordinator

321 N. Meridian Street, Portland, IN 47371

260-726-9395 ext. 224

cityclerktreas@thecityofportland.net

Please submit this form to: **Lori Phillips**, 321 N. Meridian Street, Portland, IN 47371, Phone: 260-726-9395 ext. 224, E-mail: cityclerktreas@thecityofportland.net, or your complaint cannot be processed without your signature.

Name of complainant		Date
Signature of complainant		
Complainant Information		
Name (first, middle, last)		
Address (number and street, town , state, ZIP code)		
Home phone number () -	Work phone number () -	Cellular phone number () -
Person/Department you believe Discriminated Against You		
Name (first, middle, last)		
Name of Department		
Address		
Home Phone Number () -	Cell Phone Number () -	Work Phone Number () -
When was the last alleged discriminatory act? (month, day, year)		
Complaints of discrimination must be filed within 180 days of the alleged discriminatory act. If the alleged acts of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.		
The alleged discrimination was based on:		
☐ Race ☐ Color ☐ Age ☐ Gender ☐ National Origin ☐ Disability ☐ Ancestry ☐ Retaliation		
Name of complainant		Date

Describe the alleged act(s) of discrimination. Use additional pages, if necessary.		
Provide the names of any individuals with additional information regarding your complaint:		
Name of witness 1 (first, middle, last)		
Address		
Home Phone Number () -	Cell Phone Number () -	Work Phone Number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		
Name of witness 2 (first, middle, last)		
Address		
Home Phone Number () -	Cell Phone Number () -	Work Phone Number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		
Name of witness 3 (first, middle, last)		
Address		
Home Phone Number () -	Cell Phone Number () -	Work Phone Number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		

Appendix G: ADA Self-Evaluation Checklist Forms