

A BILL TO CREATE A RESOLUTION ENTITLED:

“A RESOLUTION OF THE CITY OF CENTRALIA MISSOURI, ADOPTING AN AMENDED FORMAL ADA GRIEVANCE PROCEDURE.”

WHEREAS, the City of Centralia, Missouri desire to promulgate a formal and unified procedure whereby persons may file complaints alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Centralia, Missouri, contrary to the requirements of the Americans with Disabilities Act (ADA) and related federal and state legislation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the City of Centralia, Missouri hereby adopts the follow ADA Grievance Procedure :

ADA GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Centralia, Missouri. The City of Centralia Personnel Code governs employment-related complaints of disability discrimination.

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. 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:

Lynn P. Behrns, City Administrator
(573) 682-2139
City Hall
114 S Rollins St
Centralia, MO 65240

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

If the response by the City Administrator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the City Administrator within 15 calendar days after receipt of the response to the Mayor or his/her designee.

Within 15 calendar days after receipt of the appeal, the Mayor or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Mayor or his/her 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 received by the City Administrator, appeals to the Mayor or his/her designee, and responses from the City Administrator and Mayor or his/her designee will be retained by the City of Centralia, Missouri for at least three years.

PASSED AND APPROVED this 16th day of November, 2009.

ATTEST:



City Clerk



Mayor