

RESOLUTION NO. 2006-245

A Resolution of the City Council of the City of Fremont, Nebraska, establishing a grievance procedure for complaints concerning Section 504 of the Rehabilitation Act as amended and the Americans with Disabilities Act of 1990 (ADA)

BE IT RESOLVED BY THE MAYOR AND COUNCIL of the City of Fremont, Nebraska, that the following grievance procedure be established by the City of Fremont to meet the requirements of Section 504 of the Rehabilitation Act as amended and the Americans with Disabilities Act of 1990 (ADA):

According to these laws, the City of Fremont, Nebraska, as a recipient of Nebraska Community Development Block Grant funds, certifies that all citizens have the right to submit a grievance on the basis of disability in policies or practices regarding employment, services, activities, facilities, or benefits provided by the City of Fremont, Nebraska.

When filing a grievance, citizens must provide detailed information to allow an investigation including the date, location and description of the problem. The grievance should be in writing and should include the name, address, and telephone number of the complainant. Upon request, alternative means of filing complaints, such as personal interviews or a tape recording, will be made available with disabilities upon request. The complaint should be submitted by the complainant or his/her designee as soon as possible, but no later than 60 days after the alleged violation. Complaints must be signed and sent to the ADA

Coordinator: City Administrator, City of Fremont, P.O. Box 1266, Fremont, NE 68026-1266.

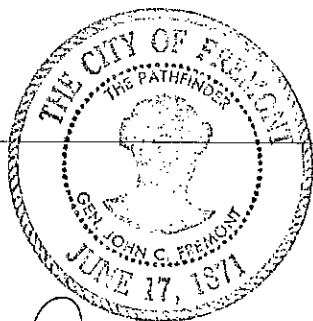
Within 15 calendar days after receiving the complaint, the City Administrator will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting, the City Administrator will respond in writing. Where appropriate, the response shall be in a format accessible to the complainant (such as large print or audio tape). The response will explain the position of the City of Fremont and offer options for resolving the complaint.

If the response by the City Administrator does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision of the ADA coordinator (City Administrator). Appeals must be made within 15 calendar days after receipt of the response. Appeals must be directed to the chief elected official or his or her designee.

Within 15 calendar days after receiving the appeal, the chief elected official or his or her designee will meet with the complainant to discuss the complaint and to discuss possible resolutions. Within 15 calendar days after the meeting, the chief elected official or his or her designee will provide a response in writing. Where appropriate, the response shall be in a format accessible to the complainant. The response shall be accompanied by a final resolution of the complaint. The 504/ADA Coordinator (City Administrator) shall maintain the files and records of the City of Fremont pertaining to the complaints files for a period of three years after the grant is closed out.

Councilmember *Scott B. Edwards* offers this resolution and moves its adoption, seconded by Councilmember *Scott B. Edwards*

PASSED AND APPROVED THIS 26th DAY OF DECEMBER, 2006



Donald B. Edwards
Donald B. Edwards, Mayor

ATTEST:

Kimberly Volk
Kimberly Volk, CMC
City Clerk

ADAgrievance