

RESOLUTION 2016-05-01

**A RESOLUTION OF THE WARSAW COUNCIL OF THE CITY OF WARSAW, INDIANA
ADOPTION OF THE AMERICANS WITH DISABILITIES ACT (ADA)
ADA COORDINATOR AND GRIEVANCE PROCEDURES**

WHEREAS, the City of Warsaw first complied with Title II of the ADA under resolution 2011-10-03, and now finds it necessary to update contact information, and

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

WHEREAS, in compliance with Title II of the ADA, the City of Warsaw shall name the ADA Coordinator; and

WHEREAS, in compliance with Title II of the ADA, the City of Warsaw shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA; and

WHEREAS, in compliance with Title II of the ADA, the City of Warsaw shall publish notice to the public regarding the ADA; and

WHEREAS, in compliance with Title II of the ADA, the City of Warsaw shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on its website.

NOW, THEREFORE, BE IT RESOLVED by the Warsaw Common Council of the City of Warsaw, Indiana:

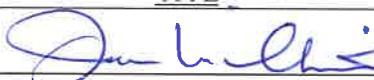
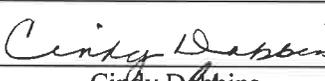
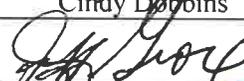
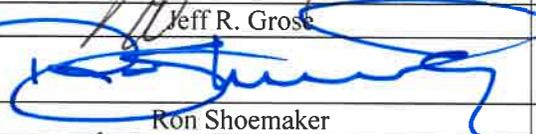
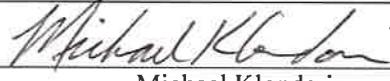
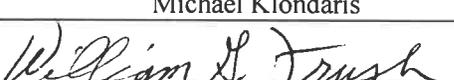
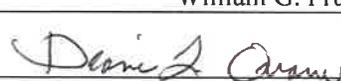
The City Planner is designated as the accessibility ADA Coordinator for the City of Warsaw.

The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the City of Warsaw Notice under the Americans with Disabilities Act.

The City of Warsaw Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provisions of services, activities, programs or benefits by the City of Warsaw.

In compliance with Federal and State laws as set forth above, the Warsaw Council resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and City of Warsaw Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as determined from time to time.

PASSED, APPROVED AND ADOPTED this 16th day of May, 2016.

<u>AYE</u>	<u>NAY</u>
 Jack Wilhite	Jack Wilhite
 Cindy Dobbins	Cindy Dobbins
 Jeff R. Grose	Jeff R. Grose
 Ron Shoemaker	Ron Shoemaker
 Michael Klondaris	Michael Klondaris
 William G. Frush	William G. Frush
 Diane L. Quance	Diane L. Quance

PRESENTED TO AND APPROVED by me on this 16th day of May, 2016.



Mayor Joseph Thallemer, Presiding Officer
Common Council, City of Warsaw

ATTEST:


Lynne Christiansen, 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"), The City of Warsaw will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Warsaw 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. Questions concerning employment should be directed to the Human Resources Director.

Effective Communication: The City of Warsaw will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Warsaw programs, services, and 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: The City of Warsaw will make all reasonable 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 The City of Warsaw 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 the City of Warsaw, should contact the office of the accessibility **ADA Coordinator, Jeremy Skinner, City Planner, located at 102 S. Buffalo Street, Warsaw, IN 46580, (574) 372-9548** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Warsaw 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 the City of Warsaw is not accessible to persons with disabilities should be directed to the accessibility **ADA Coordinator, Jeremy Skinner, City Planner, located at 102 S. Buffalo Street, Warsaw, IN 46580, (574) 372-9548**

The City of Warsaw 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.

**City of Warsaw
Grievance Procedure under
The Americans with Disabilities Act**

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 on the basis of disability in the provision of services, activities, programs, or benefits by the City of Warsaw. The City's Personnel Policy governs employment-related complaints of disability discrimination and should be directed to the Human Resources Director.

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 or designee as soon as possible but no later than 60 calendar days after the alleged accessibility ADA violation to:

**ADA Coordinator
Jeremy Skinner, City Planner
102 S. Buffalo Street
Warsaw, IN 46580
(574) 372-9548**

Within 15 calendar days after receipt of the complaint, the ADA Coordinator-Jeremy Skinner or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, ADA Coordinator-Jeremy Skinner or designee 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 Warsaw, and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator-Jeremy Skinner or designee does not satisfactorily resolve the issue, the complainant and/or designee may appeal the decision within 15 calendar days after receipt of the response to the Title VI Coordinator.

Within 15 calendar days after receipt of the appeal, the Title VI Coordinator or designee, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Title VI Coordinator 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 received by the ADA Coordinator-Jeremy Skinner or designee, appeals to the Title VI Coordinator or designee, and responses from these two offices will be retained by the City of Warsaw for at least three years.