

RESOLUTION NO. 16-717

A RESOLUTION DEFINING AN AMERICAN WITH DISABILITIES ACT (ADA) POLICY STATEMENT INCLUDING DESIGNATING AN ADA COORDINATOR AND PROCEDURES FOR REQUESTS FOR ACCOMMODATIONS, AND COMPLAINTS AND GRIEVANCES

WHEREAS, the American with Disabilities Act (ADA) enacted on July 26, 1990 provides comprehensive civil rights protections to persons with disabilities in area of employment, state and local government services, and access to public accommodations, transportation and telecommunications, and

WHEREAS, Title II of the American with Disabilities Act applies to public entities including state and local governments and the programs, services, and activities they deliver,

WHEREAS, Title II, Article 8 of the American with Disabilities Act requires public entities to take several steps designed to achieve compliance with the act, and

WHEREAS, the Tennessee Department of Transportation (TDOT) has recently taken defined steps to ensure local government compliance with the act by 2019, and

WHEREAS, the Planning and Development Services Director will be the City's ADA Coordinator that will coordinate efforts to comply with ADA including investigation of complaints, and

WHEREAS, the City of Goodlettsville's ADA request for accommodations and complaint and grievance procedure will be publicized and posted on the City's website, and

WHEREAS, the City of Goodlettsville will complete a self-evaluation of all public program and facilities and develop a Transition Plan to resolve non-compliance issues, and

NOW, THEREFORE, BE IT RESOLVED BY THE GOODLETTSVILLE CITY COMMISSION THAT THE CITY OF GOODLETTSVILLE, TENNESSEE DOES HEREBY ADOPT AN ADA POLICY STATEMENT, DESIGNATE A CITY COORDINATOR, AND A REQUEST FOR ACCOMMODATION AND COMPLAINT GRIEVANCE PROCESS AND WILL TAKE ADDITIONAL STEPS INCLUDING COMPLETING A SELF EVALUATION OF ALL PROGRAMS, SERVICES, AND ACTIVITIES PROVIDED BY THE CITY OF GOODLETTSVILLE AND DEVELOP A TRANSITION PLAN TO COMPLY WITH THE AMERICAN WITH DISABILITIES ACT.

Resolution adopted this 8th day of December, 2016.

Attest:


City Recorder


Mayor

Approved as to form:


City Attorney

CITY OF GOODLETTSVILLE
AMERICAN WITH DISABILITIES ACT (ADA)
POLICY STATEMENT:

The policy and responsibility of the City of Goodlettsville, Tennessee is to ensure that all programs, services, and activities of the City of Goodlettsville, Tennessee are accessible, and that practical use by individuals with disabilities, regardless of whether they are residents or visitors, is not restricted or hindered in violation of standards relating to individuals with disabilities. Disability is defined, with respect to an individual, as a physical or mental impairment that substantially limits one or more of the major life activities.

CITY OF GOODLETTSVILLE
AMERICAN WITH DISABILITIES ACT (ADA)
DESIGNATED COORDINATOR:

Addam McCormick
City of Goodlettsville ADA Coordinator and Planning and Development Services Director
105 S. Main Street Goodlettsville, TN 37072
amccormick@goodlettsville.gov
(615) 851-2202

CITY OF GOODLETTSVILLE
AMERICAN WITH DISABILITIES ACT (ADA)
REQUEST FOR ADA ACCOMMODATION:

It is both the policy and responsibility of the City of Goodlettsville to ensure that its programs, services, and activities are accessible, and that practical use by all people, regardless of whether they are residents or visitors, is not restricted or hindered in violation of standards relating to individuals with disabilities. The City's ADA Coordinator is the agency's liaison with other City of Goodlettsville departments and the public concerning ADA matters and requests for accommodations.

The request for ADA accommodation shall:

- Be submitted in writing or email or over the phone to the City of Goodlettsville ADA Coordinator;
- Detail the name, address, and telephone number of the requesting party;
- Specify the location of the program, service, activity or facility where accommodation is requested; and
- Describe why accommodation is needed.

A requesting party should receive a response within 15 calendar days after a request is received by the ADA Coordinator. If the response by the ADA department coordinator does not satisfactorily resolve the issue, the individual making the request may file a formal grievance.

CITY OF GOODLETTSVILLE
AMERICAN WITH DISABILITIES ACT (ADA)
COMPLAINT AND GRIEVANCE PROCEDURES:

The Complaint and 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 Goodlettsville, Tennessee. The City of Goodlettsville's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint may be over the phone or 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 and typically no later than sixty (60) calendar days after the alleged violation to:

Addam McCormick
City of Goodlettsville ADA Coordinator and Planning and Development Services Director
105 S. Main Street Goodlettsville, TN 37072
amccormick@goodlettsville.gov
(615) 851-2202

Within fifteen (15) calendar days after receipt of the complaint, the City's ADA Coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, the City's ADA Coordinator 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 Goodlettsville and offer options for substantive resolution of the complaint.

If the response by City's ADA Coordinator designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the City of Goodlettsville City Manager office.

Within fifteen (15) calendar days after receipt of the appeal, the City of Goodlettsville City Manager other will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the City of Goodlettsville City Manager will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.