

AN ORDINANCE OF THE CITY OF PARK HILLS, MISSOURI
ADOPTING AN INTERNAL ADA GRIEVANCE PROCEDURE

WHEREAS Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794) sets forth an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans With Disabilities Act (ADA).

WHEREAS the City Council of the City of Park Hills, Missouri desires to adopt said internal grievance procedure.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARK HILLS, MISSOURI,
AS FOLLOWS:

Section 1. Adoption of Grievance Procedure.

The City of Park Hills hereby adopts an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans With Disabilities Act (ADA) and implementing Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified individual with a disability.....shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

1. Complaints should be addressed to the City Administrator who has been designated by the City of Park Hills to coordinate Section 504/ADA compliance efforts. Complaints should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow a filing of a complaint. The Mayor will be in charge of the investigation. These rules contemplate informal but thorough investigations that afford all interested persons and their representatives an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Mayor and a copy forwarded to the complainant no later than 30 days after its filing.
5. The Mayor will maintain the files and records of the City of Park Hills relating to the complaints filed.

BILL NO. 1043

ORDINANCE NO. 1891-24

- 6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days to the Mayor.
- 7. Using the grievance procedure is not a prerequisite to the pursuit of other remedies, including the filing of a Section 504 or ADA-related complaint with the responsible Federal department or agency.
- 8. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards, and assure that the City of Park Hills complies with the ADA, Section 504 and all implementing regulations.

Section 2. Codification.

It is the intention of the City Council of the City of Park Hills, St. Francois County, Missouri, and it is hereby provided, that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of the City of Park Hills, Missouri; that the sections of this ordinance may be renumbered or re-lettered to accomplish such intention; and the words "ordinance" may be changed to "section," "article" or other appropriate designation.

Section 3. Effective Date.

This ordinance shall be in full force and effect from and after its passage and approval by the City Council and approval by the Mayor of the City of Park Hills, Missouri, or as otherwise provided by law.

DULY READ TWO TIMES AND PASSED THIS 13 DAY OF August, 2024.

Stacey Easter
Presiding Officer

ATTEST:

Brandy Marler
City Clerk

APPROVED THIS 13 DAY OF August, 2024.

Stacey Easter
Mayor

ATTEST:

Brandy Marler
City Clerk

