

RESOLUTION NO. 23-56

A RESOLUTION OF THE CITY OF RIDGECREST DESIGNATING AN ADA COORDINATOR AND ADOPTING PROCEDURES IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

WHEREAS, the United States Congress enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled in the areas of employment and access to public facilities, and,

WHEREAS, In compliance with Title II of the ADA, the City of Ridgecrest is required to name an ADA Coordinator, adopt a grievance procedure to resolve complaints alleging violations of Title II of the ADA, and to post a notice reflecting this information, and,

WHEREAS, The City of Ridgecrest designates and appoints Travis Reed as the ADA Coordinator, to show its commitment to the principles and requirements of the federal law, and,

WHEREAS, It is becoming increasingly important to document compliance measures adopted on the local level in order to continue to be qualified for federally related grants and programs, the intent and purpose of this Resolution is to update our existing procedures in compliance with the ADA throughout the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest hereby:
Section 1. The Deputy City Manager/Public Works Director is designated the ADA Coordinator for the City of Ridgecrest.

Section 2. The attached Notice under the Americans with Disabilities Act, and the policy statements contained therein, are hereby adopted as the official policy and Notice of the City of Ridgecrest.

Section 3. The attached Grievance Procedure under the Americans with Disabilities Act is hereby adopted as the grievance procedure to address complaints alleging discrimination on the basis of disability in the provision of services, programs and/or benefits by the City of Ridgecrest.

Section 4. The administration is directed to post the name, address and contact information of the ADA Coordinator, the Notice designated in Section 2, and the Grievance Procedure designated in Section 3, on the City's website and at other locations as deemed appropriate from time to time.

APPROVED AND ADOPTED this 2nd day of August 2023 by the following vote:

AYES: Bruen, Blades, Hayman, Rajaratnam, Gorman

NOES: None



Eric Bruen, Mayor

ATTEST:



Ricca Charlon, City Clerk

Notice under the Americans with Disabilities Act (ADA)

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Ridgecrest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Ridgecrest 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.

Effective Communication: The City of Ridgecrest 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 Ridgecrest's programs, services, activities, etc. Including qualified sign language interpreters, documents in Braille, upon request, 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 Ridgecrest will make 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 City of Ridgecrest's offices, even where pets generally are 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 Ridgecrest, should contact the City's Human Resources Division at (760) 499-5024 as soon as possible but no later than 48 hours before the scheduled event.

ADA does not require the City of Ridgecrest to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden, but the City is committed to helping all citizens enjoy programs offered.

Complaints that a program, service, or activity of the City of Ridgecrest is not accessible to persons with disabilities should be directed to the City's Human Resources Division at (760) 499-5024.

The City of Ridgecrest 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.

Any persons interested in participating in the City's self-evaluation process may submit comments for review, or submit a "Report an ADA issue" questionnaire which is located on our website. If additional questions arise Please contact the Human Resources Administrator at (760) 499-5024.

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 Ridgecrest (City). This procedure shall not be used for complaints regarding private entities (businesses or commercial facilities). The City does not enforce the ADA, or mediate accessibility disputes related to private entities. The City's Personnel Policy 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:

Human Resources Division
100 W. California Ave
Ridgecrest, CA 93555

Within 15 calendar days after receipt of the complaint, a City representative will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, a city representative 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 and offer options for substantive resolution of the complaint.

If the response by a City representative does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the appropriate high-level official or his/her designee.

Within 15 calendar days after receipt of the appeal, the appropriate high-level official or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the appropriate high-level official 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 a City representative, appeals to the appropriate high-level official or his/her designee, and responses from office will be retained by the City for at least three years.