

CITY OF CUDAHY
NOTICE UNDER THE AMERICAN'S WITH DISABILITIES ACT

I. POLICY

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

Employment: The City of Cudahy 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 Cudahy 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's programs, services, and activities.

Modifications to Policies and Procedures: The City of Cudahy 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 City offices, even where pets are generally prohibited.

a. Request for Accommodations: 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, should contact the appropriate department contact (as listed below) as soon as possible but no later than 48 hours before the scheduled event:

1. John Hohenfeldt, Mayor
City of Cudahy
5050 S. Lake Drive
Cudahy, WI 53110
414-769-2222
hohenfeldtj@ci.cudahy.wi.us
2. Library
Rebecca Roepke, Library Director
414-769-2246
rebecca.roepke@mcfls.org

The ADA does not require the City of Cudahy 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 Cudahy is not accessible to persons with disabilities should be directed to Mayor John Hohenfeldt (contact information listed above).

The City of Cudahy 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.

b. Grievance Procedure

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 Cudahy. 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.

1. 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:

John Hohenfeldt, Mayor

City of Cudahy
5050 S. Lake Drive
Cudahy, WI 53110
414-769-2222
hohenfeldtj@ci.cudahy.wi.us

2. Within 30 calendar days after receipt of the complaint, the Mayor or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Mayor or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the Cudahy City Council and offer options for substantive resolution of the complaint.
3. If the response by the Mayor or his/her designee 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 Cudahy City Council or designee.
4. Within 30 calendar days after receipt of the appeal, the Cudahy City Council or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Cudahy City Council 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 Mayor or his/her designee, appeals to the Cudahy City Council or designee, and responses from these two offices will be retained by the City of Cudahy for at least three years.

**AMERICANS WITH DISABILITIES ACT (ADA)
PUBLIC ACCOMMODATION REQUEST**

Protection is afforded under the ADA to a qualified individual with a disability. The City of Cudahy will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Instructions: Please complete the form and attach supporting documentation (as appropriate). Submit completed form to:

John Hohenfeldt, Mayor
City of Cudahy
5050 S. Lake Drive
Cudahy, Wisconsin 53110
414-769-2222
hohenfeldtj@ci.cudahyt.wi.us

Name:

Address:

Telephone Numbers: Work:

Home:

Other:

Location of Problem:

Description of Problem:

Date of Problem:

Accommodation Request:	
Signature:	Date:

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

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