

**CITY OF MOUNTAIN BROOK**  
**ADA/Rehab Act Grievance Form**  
**See Section 2-327, Code of the City of Mountain Brook**

<b>SECTION 1: COMPLAINANT INFORMATION</b>		
Name of Complainant	Telephone Number (including area code)	
Mailing Address		
City	State	Zip
Person Preparing Complaint (if different from Complainant)		Relationship to Complainant (if difference from Complainant)
<b>SECTION 2: GRIEVANCE INFORMATION</b>		
Alleged Violation Date(s)		
Alleged Violation Time(s)		
Location of Your Grievance		
Description of Alleged Violation (attach additional pages if necessary)		
Requested Remedy for Violation (attach additional pages if necessary)		
Has Your Grievance Been Filed With a State or Federal Agency? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Name of Agency	Date Filed	Contact Person
Other Comments		
<b>SECTION 3: SIGNATURE</b>		
Signature		Date

Upon request, reasonable accommodation will be provided in completing this form. The completed form should be submitted to the City Clerk.

**ORDINANCE NO. 1953**

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE VI OF THE CITY CODE –  
DISABILITY DISCRIMINATION GRIEVANCE PROCEDURE**

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**BE IT ORDAINED** by the City Council of the City of the City of Mountain Brook, Alabama, that Chapter 2, Article VI of the City Code is hereby amended as follows:

**1. “ARTICLE VI. – DISABILITY DISCRIMINATION GRIEVANCE PROCEDURE**

Sec. 2-324. – Procedure adopted; intent.

In the implementation of the Americans with Disabilities Act and the Rehabilitation Act, the city does hereby adopt the grievance procedure outlined in this article to ensure that prompt and equitable review is accomplished concerning complaints alleging disability discrimination. It is the intent of this article to incorporate appropriate due process standards, and to provide procedures for the local resolution of disability discrimination complaints filed by any member of the community, whether an employee or not.

Sec. 2-325. – Compliance with the Americans with Disabilities Act and the Rehabilitation Act.

It shall be the policy of the city to comply with the Americans with Disabilities Act and the Rehabilitation Act, which relate to discrimination on the basis of disability.

Sec. 2-326. – Policy regarding discrimination in city programs, employment, etc.

The city shall not discriminate on the basis of disability in admissions to or access to its services, programs, or activities. The city 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.

Sec. 2-327. – Procedure for filing and determining complaints.

Any person having a complaint concerning disability discrimination should follow the following procedure:

(1) Unless an alternative means of communication is needed to accommodate a disability as provided below, the complaint shall be reduced to writing by the person making the complaint on the form provided by the city clerk and shall be filed in the office of the city clerk no later than five days after occurrence of the incident. The city clerk shall have 45 days from receipt of the complaint within which to file, after investigation, an answer with the person initially filing the complaint.

(2) If the complainant is dissatisfied with the answer of the city clerk, said person may appeal the decision of the city clerk to the city manager. This appeal must be filed with the city clerk within 30 days from receipt of the decision of the city clerk.

(3) The city manager shall have 30 days within which to investigate and make a decision in writing to the complainant. This 30-day period shall be from the date the appeal was filed. A written decision shall be made by the city manager to the complainant within the 30-day period.

(4) If the complainant is dissatisfied with the decision of the city manager, the complainant shall, within 15 days, file an appeal with the city manager, which said appeal shall be to the city council. The person filing the complaint shall be given the opportunity to explain his position to the council prior to the council's decision.

(5) The city council shall have 30 days from receipt of the appeal within which to render its decision, which decision shall be final and binding.

(6) Alternative means of communication in the above grievance process may be utilized with or made available to persons with disabilities upon request (e.g. personal interviews, tape recordings, large print, Braille, or audio tape).

Sec. 2-328. – Responsibilities of city clerk.

(a) The city does hereby designate the city clerk to be responsible to coordinate efforts to comply with the Americans with Disabilities Act and the Rehabilitation Act. The city clerk may be contacted at City of Mountain Brook, 56 Church Street, Mountain Brook, AL 35213, (205) 802-3825, or through electronic mail (address available on the city's website).

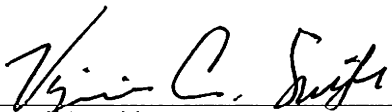
(b) The city clerk shall keep a record of all grievances concerning disability discrimination for at least three years.”

2. **Repealer.** All ordinances or parts of ordinances heretofore adopted by the City Council of the City of Mountain Brook, Alabama that are inconsistent with the provisions of this ordinance are hereby expressly repealed.

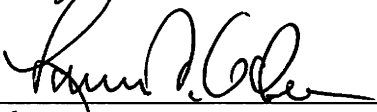
3. **Severability.** If any part, section or subdivision of this ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this ordinance, which shall continue in full force and effect notwithstanding such holding.

4. **Effective Date.** This ordinance shall become effective immediately upon adoption and publication as provided by law.

ADOPTED: This 13th day of June, 2016.

  
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Council President

APPROVED: This 13th day of June, 2016.

  
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Mayor

