

RESOLUTION NO. 403

A RESOLUTION APPROVING A PROPOSAL FOR A POLICY ADDRESSING PROVISIONS COVERED UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, THE AMERICANS WITH DISABILITIES ACT OF 1990 AND EXECUTIVE ORDER 13166; PROVIDING A GRIEVANCE PROCEDURE; AND AUTHORIZING SUCH OTHER ACTIONS AS MAY BE NECESSARY OR DESIRABLE TO CARRY OUT AND COMPLY WITH THE INTENT HEREOF

WHEREAS, the City of Chesterfield, Missouri (the "City"), in order to continue to be eligible to receive Federal Grant funding, is required to assure that no person is discriminated against by the City on the grounds of race, color, national origin, or gender; and

WHEREAS, adopting a Title VI Policy provides a clear method of resolving any grievances brought against the City and is a positive, proactive first step to prevent such grievances from ever occurring;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHESTERFIELD, MISSOURI, AS FOLLOWS:

Section 1. The Title VI Policy attached hereto and incorporated herein as Exhibit A is approved.

Passed and approved this 21st day of October, 2013.


MAYOR

(SEAL)

ATTEST:

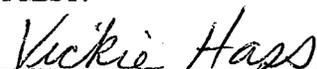

CITY CLERK

EXHIBIT A
City of Chesterfield Title VI Plan – Policy Statement
(see attached)

City of Chesterfield Title VI Plan - Policy Statement

Title VI of the Civil Rights Act of 1964; the Americans with Disabilities Act of 1990; &
Executive Order 13166 - Limited English Proficiency

The City of Chesterfield assures that no person shall, on the grounds of race, color, national origin, or gender, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259) (Title VI), or because of a disability, as provided by the Americans with Disabilities Act (ADA), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City further assures that reasonable effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. The City includes Title VI and ADA language in all written agreements with sub-recipients, contractors and consultants and will monitor programs and activities for compliance.

Any individual or group may file a written complaint with the City's Title VI Coordinator using the contact information below.

Libbey Tucker
Title VI Coordinator
690 Chesterfield Parkway
Chesterfield, MO 63017
Phone 636-537-4757
Fax 636-537-4798

Any complaint filed with The City's Title VI Coordinator must include an individual or group's contact name, address, phone number, date(s) and nature of the alleged discrimination. Please note that laws enforced by this City prohibit retaliation or intimidation against any individual or group for taken action or participation in actions to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint, please contact the Title VI Coordinator listed above.

Complaint Procedure:

1. A written complaint must be filed with the Title VI Coordinator within one hundred eighty (180) days of the date the alleged discrimination occurred.
2. Within fifteen (15) days of receiving a complaint, the Title VI coordinator will send a written acknowledgement to the complainant advising that the complaint will be investigated and forward the complaint to the appropriate State or Federal agency if required.
3. The Title VI Coordinator, in consultation with the City Administrator, will appoint one or more on staff reviewers to investigate the complaint. The reviewer(s) will complete the review within forty five (45) days after the City received the complaint and will make a recommendation about the merits of the complaint and, if necessary, what steps will be taken to address the complaint.

4. The reviewer(s) will forward the recommendation to the City Administrator for review and concurrence. If the City Administrator concurs the City will issue a response to the complainant(s) and any respondent(s), if applicable. (A respondent may be any sub-recipient, consultant or contractor named in the complaint.)
5. If the complainant disagrees with the response, he or she may request reconsideration by submitting a request within fifteen (15) days after receipt of the response. Any affected party may submit information and/or documentation in writing to the Title VI Coordinator in support of their request for reconsideration of the recommendation. Upon review of the additional information and documentation, the Title VI Coordinator and the City Administrator will then have thirty (30) days to either reaffirm or reverse the original recommendation and provide notice to the complainant and respondent. If neither party requests reconsideration, the recommendation becomes final.
6. If the final recommendation or reconsideration supports the allegation(s), the Title VI Coordinator will attempt to negotiate an amicable settlement of the issues in dispute. Formal, written settlement agreements will require the review of the City Administrator prior to execution and will require the signatures of the parties, Title VI Coordinator, and City Administrator.
7. If the complainant is dissatisfied with The City's resolution of the complaint, he or she may also submit a written complaint to the state or appropriate federal agency in accordance with the requirements of the state or federal agency.

NOTE: Complaints with federal agencies must be filed within one hundred eighty (180) days after the alleged discrimination occurred. Prompt action after receiving The City's final response is necessary to ensure review by state or federal agencies.