

## City SUBJECT: THE CITY OF MACOMB ADA POLICY

9/2/2025

### PURPOSE:

1. The City of Macomb will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

### STATEMENT OF POLICY:

1. **ADA Coordinator:** As required by Title II of the Americans with Disabilities Act (ADA), all public entities that employ 50 or more persons must designate at least one employee, commonly referred to as an ADA coordinator, to coordinate its efforts to comply with and carry out its responsibilities under this act. The ADA coordinator is responsible for ensuring compliance with ADA Title II regulations, facilitating accessibility initiatives, and addressing concerns or grievances related to the ADA within municipal programs and services.

This role involves coordinating efforts to promote equal access and inclusivity for individuals with disabilities, as mandated by Title II of the ADA. The ADA coordinator acts as a liaison between the City of Macomb and the public, fostering communication and collaboration to enhance accessibility. The appointment of an ADA coordinator underscores the City of Macomb's commitment to upholding the principles of non-discrimination and accessibility outlined in the ADA. Contact information for the City of Macomb's ADA coordinator::

#### **ADA Coordinator**

City Administrator  
City Hall  
232 E Jackson St, Macomb, IL 61455  
309-837-0501

2. **Employment:** The City of Macomb 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.
3. **Effective Communication:** The City of Macomb will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City of Macomb's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.
4. **Modifications to Policies and Procedures:** The City of Macomb 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 the City of Macomb offices, even where pets are generally 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 Macomb, should contact the office of the City Clerk as soon as possible but no later than 10 working days before the scheduled event.

The ADA does not require the City of Macomb to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. The City will not place a surcharge on individuals with disabilities that do request an auxiliary aid/service or reasonable accommodation.

- 5. How to file a City of Macomb ADA Complaint:** The ADA Complaint procedure is designed to informally resolve conflicts with City departments involving discrimination in access to city government programs, services, and benefits for persons with disabilities under Title II of the Americans with Disabilities Act. The City has delegated an ADA Coordinator who will be your first point of contact if you suspect that a noncompliance with Title II has occurred.

If you need assistance filing or writing your complaint, the ADA coordinator will, at your request, help you locate an impartial advocate or representative not associated with the City. You must also specify any other reasonable accommodation you may require in order to effectively communicate your complaint.

The complaint form must be filled out completely and filed with an ADA Coordinator within 90 days from the date of the discriminatory action of practice.

It is important for you to keep copies of your original complaint, notifications you receive after meeting with the coordinator, as well as any other correspondence or other documentation that is related to your complaint.

## **6. Steps for Filing Your ADA Complaint**

### **a. Step 1: Fill Out and Submit Your Complaint**

You are welcome to fill out and deliver your complaint in paper format. You can hand deliver or mail your complaint to the City of Macomb, City Administrator, City Hall 232 E Jackson St, Macomb, IL 61455. Complaints can also be made verbally at City Hall with the ADA Coordinator.

If you need reasonable accommodation, such as an interpreter, reader, larger print, or Braille materials, please list them on your complaint form. The ADA Coordinator will then be able to effectively communicate with you at your meeting.

### **b. Step 2: Meet with the ADA Coordinator**

Within ten working days of having received the complete complaint, the City ADA Coordinator will meet with you personally, or by telephone or TDD. The purpose of this meeting will be to resolve the complaint.

c. Step 3: Resolution of your complaint

If a satisfactory resolution is reached at your meeting with the ADA Coordinator, a written agreement will be jointly developed and signed by you, the City ADA Coordinator, and the Director of the City Department where the complaint was filed.

The agreement of resolution will be issued to you within ten working days after the meeting, and will be in any accessible format you may have requested for the meeting. The written agreement will include:

- i. A description of the complaint
- ii. A finding of facts
- iii. A description of how the complaint will be resolved
- iv. When the complaint will be resolved
- v. An assurance that the City will comply with the specific terms of the agreement

d. If the City is unable to resolve the complaint, you will be notified of this non-resolution within ten working days, in any accessible format that you may have requested for your meeting. The notification will include:

- i. A description of the complaint
- ii. A summary of any resolution proposed
- iii. A statement addressing the issues which were not resolved at the meeting

e. You may then request a review of this outcome by the Mayor. The Mayor will meet with you and attempt to resolve your complaint following the above procedure.