



**APPEAL OF INITIAL DECISION OF ADA TITLE II COMPLAINT**

Date: \_\_\_\_\_

Please provide your contact information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone (day): \_\_\_\_\_

Phone (evening): \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

**Appeal**

1. Please describe the original accommodation request or original complaint of noncompliance and the bureau response (include copies of each):

\_\_\_\_\_  
\_\_\_\_\_

2. Date of the original request or complaint:

\_\_\_\_\_  
\_\_\_\_\_

3. Date of receipt of initial decision/response:

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4. Please provide, where possible, the names of any individuals at the City of Glendale involved in the request or complaint:

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5. Please describe the alleged violation:

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6. Please describe the remedy sought:

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To include more information, please attach additional sheets as necessary.

If available please include any documentation from the original request or complaint.

Thank you for completing this form. Please submit the completed form to the following address:

Mayor  
424 North Sappington Road  
Glendale, MO 63122

OR

Fax to (314) 965-4772

OR

Email to [rmagee@glendalemo.org](mailto:rmagee@glendalemo.org)

The Mayor will conduct the investigation necessary to determine the validity of the alleged violation and reconsider the initial decision/response. If appropriate, the Mayor will arrange to meet with the appellant to discuss the matter and attempt to reach an informal resolution of the appeal. The Mayor will make a final determination within 45 business days from the date of the filing of the request for reconsideration. Any informal resolution of the appeal will be documented in the City's ADA Complaint File.

The resolution of any specific complaint will require consideration and balancing of varying circumstances, such as the specific nature of the disability; the nature of the access to services, programs, or facilities at issue and the essential eligibility requirements for participation; the health and safety of others; and the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to the City. Accordingly, the resolution by the City of any one complaint does not constitute a precedent upon which the City is bound or upon which other complaining parties may rely.

Use of the City's appeal procedure is not a prerequisite to the pursuit of other remedies. If the appellant is dissatisfied or does not wish to file an appeal through the City's ADA Appeal Procedure, the appellant may file a complaint directly with the United States Department of Justice or other appropriate state or federal agency.

If you have any questions please contact Mayor Richard Magee, at 314-965-3600 or [rmagee@glendalemo.org](mailto:rmagee@glendalemo.org).