

RESOLUTION 2015- 5

WHEREAS, it is necessary to adopt and maintain a Limited English Proficiency Plan for employees of the City of Gothenburg, from time to time, as authorized by ordinance and the statutes of the State of Nebraska; and

WHEREAS, the City Council of Gothenburg has reviewed the Limited English Proficiency Plan attached hereto:

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GOTHENBURG, DAWSON COUNTY, NEBRASKA, as follows:

Section 1. The Limited English Proficiency Plan attached hereto and incorporated herein by this reference, is hereby adopted and shall be in full force and effect from and after the 14<sup>th</sup> day of June, 2015.

PASSED AND APPROVED THIS 14<sup>th</sup> day of June, 2015.

CITY OF GOTHENBURG,  
DAWSON COUNTY, NEBRASKA

By Joyce E. Hudson  
Joyce Hudson, Mayor

ATTEST:

Connie D. Dalrymple  
Connie Dalrymple, City Clerk

APPROVED AS TO FORM:

Michael L. Bacon, City Attorney

Attach Limited English Proficiency Plan

**Limited English Proficiency Assistance Plan**  
City of Gothenburg, Nebraska

**A. Limited English Proficiency (LEP) Population Assessment**

The LEP population shall be assessed by the City Administrator with data from the following sources:

- I. U.S. Census Bureau for Gothenburg, Nebraska municipality including the American Community Survey;
- II. Review of prior municipal experiences with LEP individuals, including frequency of contact requesting assistance;
- III. Enrollment of English-Second-Language students in public school district.

**B. Access to Meetings, Information, and Records Notification to the Public**

Public Hearings and listening sessions for capital projects and planning shall be published with instructions for obtaining translation services (written or oral) printed in the most common language, after English, and any language reflecting more than 1% of the reported municipal population.

✓ *Example: Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact [Name of Staff Person] at [address, phone number] no later than [date].*

*Los individuos que requieren alojamiento físicas o sensoriales que incluyen servicio de intérprete, Braille, letra grande o materiales grabados, por favor póngase en contacto con [Name of Staff Person] en [address, phone number] a más tardar el [date].*

Direct mailings to citizens regarding capital projects and planning shall be printed and sent in English, the most common secondary language, and any language reflecting more than 1% of the reported municipal population in the target area.

**C. Translation Services**

The City of Gothenburg shall provide translation services, upon request, through means including, but not limited to:

- I. "I Speak" cards shall be made available at each City customer service counter. Education for all employees on the appropriate use of the cards will be provided via a staff safety meeting. Employees shall document any request made for LEP assistance as well as the action taken; and
- II. Requests for translation services will be satisfied via translation by a City employee, certified by [City Administration] or "LanguageLine.com" translation services.

#### **D. LEP Assistance Plan Review**

The City Administrator shall review the LEP plan every three (3) years or after five (5) requests for language assistance, whichever occurs first. The City Administrator shall review and update census data and revise the Plan and associated documents to reflect any changes in languages in the area. Requests for assistance will be reviewed and modifications to the process made if necessary.

#### **E. Organizational Adoption**

The City of Gothenburg shall promote an organizational culture which supports the LEP Assistance Plan by encouraging employees to become certified as foreign language translators. The City will provide an annual stipend for any employee who completes annual testing through an approved independent third party and has a passing grade confirmed by the City Administrator. A list of certified employees and their language(s) shall be made available to all City employees.

#### **F. Compliance/Grievance Procedures**

The City Clerk shall post a notice in all publicly-accessible City facilities that provides name, telephone number, address, and office hours of the City Clerk for citizens who wish to file a complaint or grievance regarding LEP Assistance.

All complaints regarding access or alleged discrimination shall be submitted in writing to the City Clerk. The City Clerk shall maintain a record of the complaint along with any action taken. A decision by the Coordinator will be rendered within fifteen (15) days of receipt of the complaint.


If the complaint cannot be resolved to the satisfaction of the complainant, it will then be forwarded to the City Administrator. The Administrator shall establish procedures for hearing complaints, requests or suggestions from persons regarding language barriers to accessing and participating in the public services, activities, functions, and facilities in the community on an individual basis. The Administrator shall issue a written recommendation within thirty (30) days of notification of complaint.

If the complaint cannot be resolved to the satisfaction of the complainant, it will then be heard by the City Council. A determination shall be made within thirty (30) days of the hearing. The City Council's decision is final.

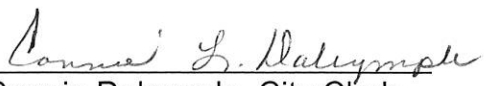
A record of the action taken shall be maintained as a part of the records or minutes at each level of the grievance process. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies nor does it preclude and individual from filing a complaint with other appropriate agencies.

**G. Adoption**

This Limited English Proficiency Assistance Plan is hereby adopted by action of the City Council of the City of Gothenburg, Nebraska on the 16<sup>th</sup> day of June, 2015.

  
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Mayor Joyce Hudson

ATTEST:

  
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Connie Dalrymple, City Clerk