

CITY OF JAMESTOWN
Limited English Proficiency Policy Statement

It is the policy of the City of Jamestown not to discriminate against any person who is Limited English Proficient (LEP). In accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, the City of Jamestown will take reasonable steps to provide LEP persons meaningful access to its programs and activities. This commitment applies to all of the City of Jamestown's federally conducted programs and activities.

The City of Jamestown hereby adopts a Language Access Plan (LAP) which articulates the City of Jamestown's responsibilities, policies and strategies, for providing language assistance to LEP persons. The LAP applies to all City of Jamestown program areas and to all subdivisions. The City of Jamestown intends for LAP to evolve as we learn more about the many interactions with LEP persons and groups and as we gain experience in providing language assistance services.

Providing appropriate language assistance will require identifying critical points of interaction with the LEP public, assessing LEP communities particular language assistance needs, and determining, with specificity, how to ensure meaningful access for LEP persons. The City of Jamestown recognizes that many of these tasks are best addressed by the individual Department or Office, which have more direct contact with the persons and communities requiring language assistance. The LAP is a general framework within which the individual Department or Office may develop more targeted solutions to the challenge of providing effective language assistance services. To spur the process, I direct the City of Jamestown Departments to issue a memorandum:

- 1) Emphasizing the importance of providing appropriate language-based access to Department and Office programs and activities;
- 2) Setting forth each Department's or Offices' language access policy; and
- 3) Assigning and naming managers and staff responsible for the implementation.

The City of Jamestown is committed to implementing and using LAP at all levels of the City of Jamestown. The City of Jamestown will require all managers, supervisors, and employees, to join in working to eliminate Limited English Proficiency as a barrier to meaningful access to the City of Jamestown's programs and activities.

10/26/2020
Dated


EDWARD A. SUNDQUIST, Mayor

202010A13

BY COUNCILWOMAN GRAHAM-REINHARDT:

RESOLVED, that the Jamestown City Council accepts the following Policies for the employees of the City of Jamestown: Minority and Women Owned Business Enterprises (MWBE Policy), Disadvantaged Business Enterprise (DBE Policy), Limited English Enterprise (LEP Policy) and Civil Rights Complaint Procedures, complaint form and complaint log, effective immediately.

Carried: 9 – 0

I, Jennifer R. Williams, City Clerk/Treasurer of the City of Jamestown, New York, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the City Council of the City of Jamestown at a regular meeting held October 26, 2020.



October 27, Jennifer R. Williams, City Clerk/Treasurer



Edward A. Sundquist
Mayor

Office of the City Clerk/Treasurer

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