

RESOLUTION NO.09-17-19 A

**A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
ADOPTING POLICIES AND PROCEDURES FOR NOTICES AND
GRIEVANCES UNDER THE AMERICANS WITH DISABILITIES ACT.**

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WHEREAS, the Americans with Disabilities Act requires governmental entities to adopt notice procedures regardless of the number of persons the entity employs; and

WHEREAS, the Americans with Disabilities Act requires governmental entities with more than fifty (50) employees to adopt a grievance procedure; and

WHEREAS, the City Council of the City of Bunker Hill Village, Texas finds it to be in the best of the health, safety and welfare of the citizens to adopt the notice and grievance procedures attached hereto; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS:

Section 1. The facts and matters set forth in the preamble to this resolution are hereby found to be true and correct.

Section. The notice and grievance procedures attached to this resolution are hereby adopted by the City of Bunker Hill Village, Texas.

PASSED, APPROVED, AND RESOLVED this the 17th day of September, 2019.



Robert Lord, Mayor

ATTEST:



Britique Williams, City Secretary

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the **City of Bunker Hill Village, Texas** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: **The City of Bunker Hill Village, Texas** 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.

Effective Communication: **The City of Bunker Hill Village, Texas** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in **The City of Bunker Hill Village'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.

Modifications to Policies and Procedures: **The City of Bunker Hill Village, Texas** 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 Bunker Hill Village, Texas** 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 Bunker Hill Village, Texas** should contact the office of **The Building Official of the City of Bunker Hill Village, Texas** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the **City of Bunker Hill Village, Texas** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of **The City of Bunker Hill Village, Texas** is not accessible to persons with disabilities should be directed to **The Building Official of the City of Bunker Hill Village, Texas**, 11977 Memorial Drive, Houston, Texas, 77024, 713-467-9762.

The City of Bunker Hill Village, Texas will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

The City of Bunker Hill Village, Texas

Grievance Procedure under

The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Bunker Hill Village, Texas. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Building Official
11977 Memorial Drive, Houston, Texas, 77024

Within 15 calendar days after receipt of the complaint, the Building Official or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Building Official or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Bunker Hill Village, Texas and offer options for substantive resolution of the complaint.

If the response by the Building Official or designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City Administrator of the City of Bunker Hill Village, Texas.

Within 15 calendar days after receipt of the appeal, the City Administrator or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Administrator or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Building Official or designee, appeals to the City Administrator or designee, and responses from these two offices will be retained by the City of Bunker Hill Village, Texas for at least three years.