

**TOWN OF BROOKSIDE
RESOLUTION NO. 05-2017
SERIES OF 2017**

**A RESOLUTION OF THE TOWN BOARD OF TRUSTEES OF THE TOWN OF
BROOKSIDE, COLORADO ADOPTING THE AMERICANS WITH DISABILITIES ACT
(ADA) ADA COORDINATOR AND PROCEDURES**

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, in compliance with Title II of the ADA the Town of Brookside shall name an ADA Coordinator; and

WHEREAS, in compliance with Title II of the ADA the Town of Brookside shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA; and

WHEREAS, in compliance with Title II of the ADA the Town of Brookside shall publish notice to the public regarding ADA;

WHEREAS, in compliance with Title II of the ADA the Town of Brookside shall post the ADA Coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on its website;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Trustees of the Town of Brookside, Colorado:

The Town Clerk is designated as the ADA Coordinator for the Town.

The Notice under the Americans with Disabilities Act, a copy of which is posted to the Town's website, is adopted as the Town of Brookside Notice under the Americans with Disabilities Act.

The Town of Brookside ADA Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination of the basis of disability in the provision of services, activities, programs or benefits by the Town of Brookside.

In compliance with Federal and State laws as set forth above, the Town Board of Trustees resolves to post the required information regarding the ADA Coordinator, Notice under the Americans with Disabilities Act, and the Town of Brookside Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

PASSED and ADOPTED by the Town Board of Trustees of the Town of Brookside, Colorado on the 11th day of July, 2017.

By: David K. Boden, Town Mayor

ATTEST: Renee Bolkema, Town Clerk

ATTACHMENT—GRIEVANCE PROCEDURE

**Town of Brookside
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. 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 Town. The Town'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 a personal interview 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:

***ADA Coordinator
Town of Brookside
1720 Brookside Ave.
Brookside, CO 81212-5165***

Within 15 calendar days after receipt of the complaint, *the ADA Coordinator or appointed designee* will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, *the ADA Coordinator or appointed designee* will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town and offer options for substantive resolution of the complaint.

If the response by *the ADA Coordinator or appointed 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 *Town Administrator or appointed designee*.

Within 15 calendar days after receipt of the appeal, *Town Administrator or appointed designee* will meet with the complainant to discuss the complaint and possible resolutions.

Within 15 calendar days after the meeting, the *Town Administrator or appointed 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 ADA Coordinator or appointed designee*, appeals to the *Town Administrator or appointed designee*, and responses from these two offices will be retained by the Town for at least three (3) years.