



Americans with Disabilities Act – Title II Local Government Services, Programs or Activities Policies & Procedures July, 2018

I. Introduction

The Americans with Disabilities Act (“ADA”) was enacted on July 26, 1990 and later amended. The ADA provides comprehensive civil rights protections to persons with disabilities in the areas of employment, public accommodations and state and local government services. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a record of such impairment, or a person who is regarded as having such impairment.

Title II specifically prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities.

II. City of Bradenton – Policy Statement

The City of Bradenton complies with the requirements set forth under Title II of the Americans with Disabilities Act (“ADA”) with regard to its services, programs and activities and does not discriminate against individuals with disabilities.

The purpose of this policy is to set forth the procedures for ensuring that all services, programs or activities offered by the City of Bradenton provide reasonable access for persons with disabilities. This policy sets forth the procedures to ensure appropriate communication and services, requests for accommodations and the steps involved in the complaint/grievance process.

Effective Communication:

The City of Bradenton will, 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 Bradenton 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. These aids and services can be made available for City meetings with at least 48 hours advance notice to the ADA/Title VI Coordinator (941) 932-9470.

Modifications to Policies and Procedures:

The City of Bradenton will make all reasonable modifications to policies and procedures 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 Bradenton 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 City program, service or activity, should complete a Request for Accommodation Form located on our website and/or contact the ADA/Title VI Coordinator as soon as possible, but at least 48 hours in advance:

City of Bradenton, ADA Coordinator

101 Old Main Street

Bradenton, FL 34205

(941)932-9470

ADAcordinator@cityofbradenton.com

TTY: 7-1-1 or 1-800-955-8771

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

The City of Bradenton will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of provision of auxiliary aids, services or reasonable modifications of policy.

III. Accommodation Requests

Anyone who would like to request a modification to a City service, program or activity should complete the [Accommodation Request Form](#) attached to this policy or located on the City of Bradenton website at www.cityofbradenton.com. The completed form should be submitted to the ADA Coordinator as outlined in the form.

IV. ADA/Title IV Coordinator

In compliance with the provisions of the ADA, the City of Bradenton has designated an ADA/Title IV Coordinator. The ADA Coordinator will be responsible for the following:

- Ensuring that all services, programs or activities offered by the City of Bradenton comply with the mandates of Title II
- Will coordinate city-wide training sessions and information to educate City employees on the requirements as defined by the ADA
- Coordinate the investigation of any complaints of violation of the ADA by the City
- Ensure that the Notice Under the Americans with Disabilities Act is properly posted in all City facilities and the Non-Discrimination Statement is included on all public documents which are programs, applications or public meeting notices.

V. Grievance Procedure

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 Bradenton. The City’s employee handbook governs employment-related complaints of disability discrimination, see Section 9.4.

This grievance 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. For convenience, a City of Bradenton [Grievance Form](#) is attached to this policy or located on the City of Bradenton website at www.cityofbradenton.com. Alternative means of filing complaints, such as personal interviews, 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 not later than 60 Calendar days after the alleged violation to:

City of Bradenton, ADA Coordinator
101 Old Main Street
Bradenton, FL 34205
(941)932-9470
ADAcordinator@cityofbradenton.com
TTY: 7-1-1 or 1-800-955-8771

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions.

Within 15 calendar days of the meeting, ADA Coordinator or his/her designee will respond in writing and, where appropriate, in a format accessible to the complainant, such as large print, Braille or verbally. The response will explain the position of the City of Bradenton and offer options for substantive resolution of the complaint.

If the response of the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days of receipt of the response to the City Administrator or his/her designee.

Within 15 calendar days after receipt of the appeal, the City Administrator or his/her designee will meet with the complainant to discuss the complaint and possible solutions. Within 15 calendar days after the meeting, the City Administrator or his/her 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 his/her designee, appeals to the City Administrator or his/her designee, and responses from these two offices will be retained by the City of Bradenton for at least three years.

VI. Notification

Under Title II of the ADA, all state and local governments are required to distribute a public notice outlining the relevant provisions to all individuals who may be interested in its services, programs or activities. The following notice is to be placed on all public documents which are invitations, event flyers, programs, applications or public meeting notices.

Non-Discrimination Statement:

The City of Bradenton prohibits discrimination in all of its services, programs or activities on the basis of race, color, age, disability, sex, national origin, religion, genetic information or marital status. Persons with a disability needing a reasonable accommodation to participate in, or who require assistance or an alternative means for communication of program information such as Braille, large print, etc., should contact:

City of Bradenton, ADA Coordinator

101 Old Main Street

Bradenton, FL 34205

(941)932-9470

ADAcordinator@cityofbradenton.com

TTY: 7-1-1 or 1-800-955-8771

Prepared by:

Office of the City Clerk & Treasurer

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101 Old Main Street

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(941) 932-9400

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