

**CITY OF DOUBLE HORN, TEXAS
RESOLUTION NO. 2025-RES0024**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DOUBLE HORN, TEXAS, ADOPTING A POLICY TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA), INCLUDING GRIEVANCE PROCEDURES, ATTACHED HERETO AS EXHIBIT A; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Americans with Disabilities Act (ADA) of 1990, as amended, is a federal civil rights law that prohibits discrimination on the basis of disability in employment, state and local government services, public accommodations, commercial facilities, transportation, and telecommunications; and

WHEREAS, Title II of the ADA requires that state and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities; and

WHEREAS, the City of Double Horn, Texas (the "City") recognizes its responsibility under the ADA to ensure that its programs, services, and activities are accessible to individuals with disabilities; and

WHEREAS, the City Council of the City of Double Horn desires to formally adopt an ADA policy and grievance procedure to further its commitment to nondiscrimination and to provide a clear process for addressing complaints related to accessibility and equal access; and

WHEREAS, the attached ADA Grievance Policy and Procedures (Exhibit A) outlines the steps available to individuals who wish to file complaints alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits provided by the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUBLE HORN, TEXAS, THAT:

1. **ADA Policy Adoption.** The City of Double Horn hereby adopts the Americans with Disabilities Act (ADA) Policy and Grievance Procedures, attached hereto and incorporated herein for all purposes as *Exhibit A*, as the official policy of the City regarding compliance with the ADA.
2. **Designation of Coordinator.** The City designates Christina McDonald as the ADA Coordinator for the City of Double Horn to oversee compliance with the ADA and implementation of the grievance procedures.
3. **Policy Implementation.** City staff are directed to implement the ADA policy and grievance procedures and to ensure they are made available to the public, including posting on the City's official website and at appropriate public locations.

4. **Severability.** If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other provisions or applications, and to this end the provisions of this Resolution are declared to be severable.
5. **Effective Date.** This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED by the City Council of the City of Double Horn, Texas on this 10th day of July 2025.

CITY OF DOUBLE HORN, TEXAS

By: _____

Cathy Sereno, Mayor

ATTEST:

Christina McDonald

Christina McDonald, City Secretary



Americans with Disability Act & Section 504 of the Rehabilitation Act of 1973

ADA Policy and Public Notice

In accordance with the requirements of Title II of the Americans with Disability Act of 1990 (ADA), the City of Double Horn will not discriminate against qualified individuals with disabilities on the basis of disability in services, programs, or activities.

The City of Double Horn 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.

The City of Double Horn will generally, upon request, provide appropriate aids and services leading to effective communication for qualified people with disabilities so they can participate equally in the City of Double Horn's programs, services, and activities.

The City of Double Horn will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Double Horn offices, even where pets are generally prohibited.

Anyone who requires auxiliary aids or services for effective communication, or a modification of policies and procedures to participate in a program, service, or activity of the City of Double Horn should contact the City Secretary as soon as possible, but no later than 48 hours before the scheduled event.

The Americans with Disabilities Act does not require the City of Double Horn 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 Double Horn is not accessible to people with disabilities should be directed to the City Secretary.

The City of Double will not charge a fee on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids and 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.

CONTACT INFORMATION

Christina McDonald
City Secretary/ADA 504 Coordinator
103 Vista View Trail, Suite 100
Double Horn, TX 78669
Office: 830-201-4042
Email: citysecretary@doublehorntx.org



City of Double Horn Grievance Policy and Procedures under the Americans with Disabilities Act (ADA)

The City of Double Horn prohibits discrimination of any type including on the basis of race, sex, color, national origin, disability, age, religion, veteran status, genetic information, or any other protected status.

This Grievance Procedure is established in accordance with 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 by or access to activities, programs, or facilities of the City of Double Horn.

Any person who believes that he or she, individually, as a member of the disabled community, has been subject to discrimination prohibited by the Americans with Disabilities Act, Section 504 or 508 of the Rehabilitation Act of 1973, as amended, may file a complaint with the City of Double Horn. A complaint may also be filed by a representative on behalf of such a person or group.

Complaints submitted shall be in writing and must be signed by the complainant and/or the representative.

The complaints should be submitted by the grievant and/or his or her designee as soon as possible but no later than 180 calendar days after the alleged violation to:

ADA 504 Coordinator
103 Vista View Trail, Suite 100
Double Horn, TX 78669
Office: 830-201-4042
Email: citysecretary@doublehorntx.org

PROCEDURES:

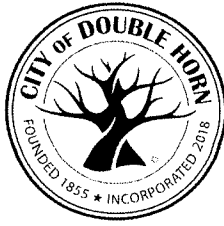
The complainant should provide a detailed description of the alleged discrimination to the ADA 504 Coordinator. In order to have the complaint considered under ADA, the complaint must be filed no later than 180 days after:

- The date of the alleged act of discrimination; or
- The date the person(s) became aware of the alleged act(s) or discrimination; or
- Where there has been a continuing course of conduct, the date on which that conduct was discovered.

In either case, the City of Double Horn may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so.

Within fourteen (14) days of receipt of the complaint, the ADA 504 Coordinator will acknowledge receipt, inform the complainant of action proposed or taken and may request additional information.

Within ninety (90) days of receipt of the complaint, the ADA 504 Coordinator and Mayor will conduct and complete an investigation of the allegation and based on the information obtained will render a recommendation for action in a report of findings to the City Council in an Executive Session of the Council. The complaint will be resolved by informal means whenever possible. No information is disclosed with City personnel or any other party not involved in the investigation process. All information will be considered as confidential to the extent possible without compromising the effectiveness of an investigation. All City personnel who are involved in the investigation of discrimination or retaliation complaint may not disclose the content of the complaint or details of the investigation, whether verbal or written, except as a part of the investigation process or as otherwise required by law.



INVESTIGATION PLAN:

An Investigation Plan will be prepared to define the issues and lay out the blueprint to complete the investigation. The Investigation Plan is used to keep the investigation on track and focused on the issues and sources of evidence or corroboration. The Investigation Plan is as follows:

- Complainant name and contact information, and that of their attorney, if applicable
- Respondent name and contact information, and that of their attorney, if applicable
- Applicable laws and regulations
- Basis of complaint (i.e., disability, race, color, national origin, sex, age)
- Allegation(s)/Issue(s)
- Background
- Interviewee(s) name and contact information
- Questions for complainant; respondent, and interviewee(s)
- Evidence to be obtained
- Estimated investigation timeline and
- Remedy sought by the complainant(s)

COMPLAINT LOG:

The City of Double Horn maintains a complaint log to document all activity related to the complaint. The log will capture the following information:

- Complainant's name and if provided, disability, race, color, age, gender, and national origin
- Respondent's name
- Basis(es) of the ADA complaint
- Allegation(s)/Issue(s) surrounding the discrimination complaint
- Investigation activity
- Date the discrimination complaint was filed
- Date the investigation was completed
- Disposition/Status;
- Disposition date and
- Other pertinent information

REPORT OF INVESTIGATION:

A report of the investigation will be prepared setting forth all the relevant facts obtained during the investigation. The report will include a finding for each issue and recommendations, where appropriate. Documentation regarding any attempts and outcomes that were made to resolve the complaint, The report and recommended decision will be forwarded to the City Council for review and final action in an Executive Session of the City Council.

A written decision will be provided to the complainant within five (5) days of the Executive Session.