

MEMORANDUM

TO: Andrew Nelson

DATE: Oct. 2, 2026

SUBJECT: Request for signature — Updated ADA Policy

Purpose

This memorandum requests your signature on the attached policy. A new review and approval are required following a change in City leadership.

Background

The City of Bryan's ADA Policy states that the City will not discriminate against qualified individuals with disabilities in its services, programs, activities, or employment, and that it will provide reasonable accommodations, effective communication, and a grievance process so people with disabilities can participate equally.

The policy now names City Manager Andrew Nelson as the approving authority. It also reflects the reassignment of the ADA Coordinator role from Paul Kaspar to Zachary Kennard.

Legal and the ADA Coordinator reviewed and consolidated the policy to remove redundant provisions and align it with current procedures.

City of Bryan, Texas ADA Policy

Accessibility to City Benefits, Services and Programs

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, the City of Bryan (“City”) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City'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. Further, the City will make all reasonable modifications to policies and procedures to ensure that persons with disabilities have an equal opportunity to enjoy all of its programs, services and activities.

A. ADA Coordinator designated.

The City’s ADA Coordinator is responsible for coordinating the City’s efforts to comply with and carry out its responsibilities under the ADA. This includes arranging for reasonable accommodations, responding to requests, and investigating grievances alleging noncompliance with the ADA.

The name and contact information for the ADA Coordinator should be included in the ADA Policy Notice on the City’s website and wherever the ADA Policy Notice is posted. The City’s ADA Coordinator is:

Zachary Kennard, 200 E. 29th Street, Bryan, Texas, 77803 Email: ada@bryantx.gov | Phone: (979) 209-5015

B. Transition Plan

In accordance with the ADA, the City is required to complete a self-evaluation of all city services, programs and facilities to identify structural, architectural and communication barriers. Such barriers must be removed in public areas of existing facilities when their removal easily accomplished and able to be carried out without unfair difficulty or expense. The City retained a consultant to help conduct the self-evaluation and develop its Transition Plan to address non-compliant facilities within public buildings, parks, sidewalks, curb ramps, and pedestrian signals. Due to budgetary constraints, modifications will be made over time and the Transition Plan recommends further self-evaluation of city facilities by city staff over time to keep the Transition Plan as up to date and comprehensive as possible. The Transition Plan and all subsequent amendments, are available on the City’s website or upon request.

C. Grievance Procedure.

1. This Grievance Procedure 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 (“Grievance”), with the exception of City employees making Title I employment related complaints. The City's Personnel & Administrative Policies & Procedures Manual govern Title I employment-related complaints of disability discrimination.
2. A Grievance must be on the City’s Grievance form, and filed with the ADA Coordinator as soon as possible but no later than sixty (60) calendar days after the alleged ADA Title II violation. The Grievance must have the name, address and preferred contact information for the complainant. If the complainant is assistance by an advocate, attorney, parent, or guardian, the name, address and preferred contact information of that person must be provided as well. The Grievance must provide as much detail as possible about the alleged violation, and the complainant can attach additional forms, as well as any photographs or other evidence, in support.
3. The ADA Grievance Form is available online at the City's website, or upon request to the ADA Coordinator. If you have a disability requiring this material be produced in an alternate format (large print, audiotape, etc.), please contact the ADA Coordinator. Alternative means of filing complaints, such as personal interviews or audio recordings can

be made available for persons with disabilities upon request. Similar accommodations can be provided for any responsive materials from the City.

5. The ADA Coordinator will investigate the Grievance and may contact the complainant and/or appropriate City staff, for additional information if necessary. The ADA Coordinator may set up a meeting to discuss the Grievance and possible resolutions.
6. Within thirty (30) calendar days of receiving the Grievance, the ADA Coordinator will respond in writing, or other recordable method, to the Grievance. The ADA Coordinator will explain the City's position, which can be a finding of "no violation", or a finding that there is a violation and offer options for reasonable accommodations or other resolution.
7. If the City's response does not satisfy the complainant, the complainant may appeal the decision to the City Manager within fifteen (15) calendar days after receipt of the response from the ADA Coordinator. The appeal must provide a detailed explanation as to why the City's response is insufficient, and may provide any new evidence the complainant wishes to include. The appeal will be conducted in writing, no in-person hearing will be provided.
8. Within thirty (30) calendar days after receipt of the appeal, the City Manager will uphold, reject, or modify in whole or in part, the decision of the ADA Coordinator. The City Manager's response will be in writing, and, where appropriate, in a format accessible to the complainant.
9. All Grievances, appeals, and responses will be retained by the City for at least three (3) years.

CITY OF BRYAN, TEXAS

ATTEST

Andrew Nelson

Andrew Nelson, City Manager,
October 2, 2026

Date

Melissa Brunner

Melissa Brunner, City Secretary
October 5, 2026



APPROVED AS TO FORM

Thomas A. Leeper

Thomas A. Leeper, City Attorney