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## 2.52.070 Duties.

The commission shall have the following duties:

- A. Review accessibility and other related problems of individuals with a disability in the general community, discuss and make recommendations on how such problems might be resolved;
- B. Disseminate information to the public to promote awareness of multiple advantages of accessibility of structures, programs, employment practices, and services for individuals with a disability;
- C. Serve as a grievance board concerning alleged city structural or program discrimination whenever a hearing is provided for by law. The grievance procedure shall be as follows:
  - 1. Anyone who has a complaint concerning access to city property, programs, employment practices, or services or a claim of discrimination by the city which allegedly violates the provisions of the ADA or any other applicable law shall follow this grievance procedure.
  - 2. Complaints regarding access or discrimination shall be submitted in writing to the city manager or his designee. The city manager will make a decision within ten working days.
  - 3. If the complaint is not resolved to the complainant's satisfaction by the city manager, it will be sent to the advisory commission for persons with a disability.
  - 4. The commission shall hear such complaints at a public hearing in an unbiased and objective manner. The hearing will follow rules adopted by the city council, which may be amended from time to time by resolution. Any member of the city council who serves on the commission shall not participate in the hearing.
  - 5. If the complaint is not resolved to the complainant's satisfaction by the commission, then the complainant may ask the city council to consider it in an open public meeting. The city council will try to make its determination within thirty days. The decision of the city council is final.
  - 6. The city will maintain a record of action taken on each complaint as part of the records or minutes taken at each level of the grievance process.
  - 7. A complainant's right to prompt and fair consideration of the complaint is not affected by pursuit of other remedies, such as the filing of a complaint with the department of justice or other appropriate agency, or the filing of a suit in state or federal court. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies;
- D. Work with the coordinator to develop a self-evaluation study to determine any physical barriers, problems with delivery of services, employment practices and other activities and programs offered by the city;
- E. Work with the coordinator to develop a transition plan for any problems identified under the self-evaluation study or the grievance procedure. The plan shall call for all nonstructural problems to be corrected within one year and all structural problems to be corrected within three years or sooner if required by applicable law;
- F. Act in an advisory capacity to the city council on all matters of city policy respecting persons who have a disability;
- G. Advise and assist the city administration and city council in compliance with the Americans with Disabilities Act and other applicable law.

(Ord. 1064 § 1 (part), 1992)