

RESOLUTION NO. 2244

Introduced by All Commissioners

ADOPTING NONDISCRIMINATION POLICIES AND SECTION  
504 GRIEVANCE PROCEDURES  
FOR THE CITY OF WARRENTON

WHEREAS, as a recipient of Oregon Community Development Block Grant (OCDBG) Funds;  
and

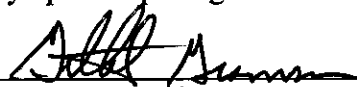
WHEREAS the OCDBG program requires all grant recipients to adopt Handicap Policy and  
Grievance Procedures; and

WHEREAS, the City of Warrenton has designated the City Recorder as the Section 504  
Coordinator;

NOW, THEREFORE, the City of Warrenton hereby resolves that attachment "A;" *Policy of  
Nondiscrimination on the Basis of Handicapped Status*, and attachment "B;" *Section 504  
Grievance Procedure*, are hereby adopted.

Approved by the City Commission of the City of Warrenton 28<sup>th</sup> day of October 2008.

This Resolution becomes effective immediately upon its passage.

  
\_\_\_\_\_  
Gilbert Gramson, Mayor

ATTEST

  
\_\_\_\_\_  
Linda Engbretson, City Recorder

EXHIBIT "A"

POLICY OF NONDISCRIMINATION ON THE BASIS OF  
HANDICAPPED STATUS

The City of Warrenton does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs or activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's (HUD) regulations implementing Section 504 (24 CFR Part 8. Dated June 2, 1988).

Name: Linda Engbretson, Warrenton City Recorder  
Address: 225 S. Main/PO Box 250, Warrenton, Or 97146  
Telephone #: (503) 861-0823 Voice  
1-800-735-2900 TTY

## EXHIBIT "B"

### Section 504 Grievance Procedure

The following grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The City of Warrenton as a recipient of Community Block Grant Funds has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action by Department of Housing and Urban Development regulations implementing Section 504.

Complaints should be addressed to: Linda Engbretson, Warrenton City Recorder , PO Box 250 , Warrenton, Oregon, 97146, ) who has been designated to coordinate all Section 504 compliance efforts.

1. A complaint should be filed in writing, (alternative methods of communication such as, personal interview, tape recording, Braille, etc. are acceptable) contain the name and address of the person filing it, and describe the alleged violation.
2. A complaint should be filed within thirty (30) days after the complainant becomes aware of the violation. (Processing of allegations of discrimination which occurred prior to adoption of this grievance procedure will handled on a case-by-case basis.)
3. An investigation, as appropriate shall follow a filing of a complaint. The investigation shall be conducted by the Section 504 Grievance Committee, which shall be appointed by the chief elected official and headed by the designated Section 504 Coordinator. These procedures will allow all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any shall be issued by the Section 504 Grievance Committee and a copy (in the complainant's preferred format) forwarded to the complainant no later than fifteen days after its filing.
5. The Section 504 Coordinator shall maintain files and records relating to the complaint filed at each level of the grievance process.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made within fifteen days of receipt of the Grievance Committee's written determination. The Request For Reconsideration may be mailed or hand delivered to the City Recorder . The Request will be promptly reviewed and a final determination issued.
7. The right of a person to a prompt and equitable resolution of the complaint filed thereunder shall not be impaired by the person's pursuit of other remedies such as filing a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the City of Warrenton complies with Section 504 and it's implementing regulations.