

CHAPTER 24

HARDSHIP AND GRIEVANCE COMMISSION

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24.01 MEMBERSHIP. The Hardship and Grievance Commission consists of five members appointed by the Mayor with Council approval. Two members of the Commission are members of the Council and three are citizens residing in the City.

24.02 TERM OF OFFICE. The term of office for citizen members of the Hardship and Grievance Commission is three years; the term for Council members is two years, running in the same time period as that of the Mayor. Appointments are made in January.

24.03 ORGANIZATION OF THE COMMISSION. The Commission members shall elect a Chairperson, Vice Chairperson, and Secretary, who shall serve in those offices for two years. The Commission shall regularly meet in January and July of each year and at any other time as they may determine is necessary for the conduct of their business. Minutes shall be taken of each meeting and filed with the City Clerk's office for archiving. Three members must be present for a quorum to be established.

24.04 POWERS AND DUTIES. The Commission has and exercises the following powers and duties.

1. Establish Eligibility Guidelines. The Commission shall determine and from time to time publish the guidelines for exemption from refuse collection fees. Such guidelines shall be based on income and hardship considerations.
2. Publish Intent to Receive Hardship Applications. Prior to its regular January and July meetings, the Commission shall advertise its intention to receive applications for full exemptions from refuse collection fees along with the criteria by which such applications will be judged.
3. Review Applications for Full Exemptions. At its regular meetings in January and July, the Commission shall receive, review, and act to approve or deny applications for full exemption from the payment of refuse collection fees. The extent of the exemption shall be the Commission's to determine. The vote of a majority of the members present shall be required to approve a full exemption.
4. Hear Requests for Variance from Established Guidelines. At its discretion, the Commission may hear requests from residents for a variance from the established guidelines for exemption from refuse collection fees. Such variance may be granted only upon the favorable vote of three members. The decision of the Commission may be appealed in writing to the Mayor within 30 days. The appeal will be heard by the Council within 30 days. Notice of the appeal hearing will be given to the appellant by ordinary mail. The Council's decision will be final.
5. Certify List of Exemptions to Mayor. Following a meeting where full or partial exemptions from refuse collection fees are approved, the Secretary or other officer of the Hardship and Grievance Commission shall present a list of the exempt residents with full names and addresses to the Mayor, signed by the ranking officer present at the meeting. The Mayor will direct the utility billing clerk's office to arrange for the exemptions as established by the Hardship and Grievance Commission.