

TITLE 20

MISCELLANEOUS

CHAPTER

1. FAIR HOUSING.
2. RESERVE OR SPECIAL FUND FOR CITY.
3. POLICIES AND PROCEDURES FOR REQUESTING EMERGENCY ASSISTANCE.
4. DISCRIMINATION AGAINST THE HANDICAPPED.

CHAPTER 1

FAIR HOUSING<sup>1</sup>

SECTION

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20-101. Definitions. Except where the context clearly indicates otherwise, the following terms as used in this chapter shall have the following meanings:

(1) "Hearing committee" means The Board of Mayor and Aldermen of the City of Waverly. Said committee shall hear, make determinations, and issue determinations, and issue findings in all cases of discriminatory practices in housing resulting from conciliation failure.

(2) "Conciliation agreement" means a written agreement or statement setting forth the terms of the agreement mutually signed and subscribed to by

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<sup>1</sup>Municipal code reference

Building, plumbing, electrical, gas and housing codes: title 12.

both complainant(s) and respondent(s) and witnessed by a duly authorized enforcing agent.

(3) "Conciliation failure" means any failure to obtain a conciliation agreement between the parties to the discrimination charge or a breach thereof.

(4) "Discrimination" means any direct or indirect act or practice of exclusion, distinction, restriction, segregation, limitation, refusal, denial, or any other act or practice of differentiation or preference in the treatment of a person or persons because of race, color, religion, national origin, sex, age, handicap, or familial status, or the aiding, abetting, inciting, coercing or compelling thereof.

(5) "Real property" includes buildings, structures, real estate, lands, tenements, leaseholds, cooperatives, condominiums, and hereditaments, corporeal and incorporeal, or any interest in the above.

(6) "Housing accommodations" includes improved and unimproved property and means a building, structure, lot or part thereof which is used or occupied, or is intended, arranged or designed to be used or occupied as a home or residence of one or more individuals.

(7) "Real estate operator" means any individual or combination of individuals, labor unions, joint apprenticeship committees, partnerships, associations, corporations, legal representatives, mutual companies, joint stock companies, trust, unincorporated organizations, trustees in bankruptcy, receivers or other legal or commercial entity, the city or any of its agencies or any owner of real property that is engaged in the business of selling, purchasing, exchanging, renting or leasing real estate, or the improvements thereof, including options, or that derives income, in whole or in part, from the sale, purchase, exchange, rental or lease of real estate; or an individual employed by or acting on behalf of any of these.

(8) "Real estate broker" or "real estate salesman" means an individual whether licensed or not who, on behalf of others, for a fee, commission, salary or other valuable consideration, or who with the intention or expectation of receiving or collecting the same, lists, sells, purchases, exchanges, rents or leases real estate, or the improvements to negotiate on behalf of others such an activity; or who advertises or holds themselves out as engaged in such activities; or who negotiates or attempts to negotiate on behalf of others a loan secured by mortgage or other encumbrances upon a transfer of real estate, or who is engaged in the business of charging an advance fee or contracting for collection of a fee in connection with a contract whereby he undertakes to promote the sale, purchase, exchange, rental or lease of real estate through its listing in a publication issued primarily for such purpose, or an individual employed by or acting on behalf of any of these. (1984 Code, § 5-601, as amended by Ord. #1995-4, § 1(A), May 1995)

20-102. Purposes of law, construction; effect. The general purposes of this chapter are:

(1) To provide for execution, within the City of Waverly of the policies embodied in Title VIII of the Federal Civil Rights Act of 1968 as amended.

(2) To safeguard all individuals within the city from discrimination in housing opportunities because of race, color, religion, national origin, age, handicap, familial status, or sex; thereby to protect their interest in personal dignity and freedom from humiliation; to secure the city against domestic strife and unrest which would menace its democratic institutions; to preserve the public health and general welfare; and to further the interests, rights, and privileges of individuals within the city.

Nothing contained in the chapter shall be deemed to repeal any other law of this city relating to discrimination because of race, color, religion, national origin or sex. (1984 Code, § 5-602, as amended by Ord. #1995-4, § 1(B), May 1995)

20-103. Unlawful housing practices. It is an unlawful practice for a real estate owner or operator or for a real estate broker, real estate salesman, or any individual employed by or acting on behalf of any of these:

(1) To refuse to sell, exchange, rent or lease or otherwise deny to or withhold real property from an individual because of his or her race, color, religion, national origin, age, handicap, familial status, or sex.

(2) To discriminate against an individual because of his or her race, color, religion, national origin or sex in the terms, conditions, or privileges of this sale, exchange, rental or lease of real property or in the furnishing of facilities or services in connection therewith.

(3) To refuse to receive or transmit a bona fide offer to purchase, rent or lease real property from an individual because of his or her race, color, religion, national origin, age, handicap, familial status, or sex.

(4) To refuse to negotiate for the sale, rental, or lease of real property to an individual because of his or her race, color, religion, national origin, age, handicap, familial status, or sex.

(5) To represent to an individual that real property is not available for inspection, sale, rental or lease when in fact it is so available, or to refuse to permit an individual to inspect real property because of his or her race, color, religion, national origin, age, handicap, familial status, or sex.

(6) To print, circulate, post, or mail or cause to be printed, circulated, posted or mailed an advertisement or sign, or to use a form of application for the purchase, rental, or lease of real property, or to make a record of inquiry in connection with the prospective purchase, rental, or lease of real property, which indicates, directly or indirectly, a limitation, specification, or discrimination as to race, color, religion, national origin, age, handicap, familial status, or sex or an intent to make such a limitation, specification, or discrimination.

(7) To offer, solicit, accept, use or retain a listing of real property for sale, rental, or lease with the understanding that an individual may be

discriminated against in the sale, rental, or lease of that real property or in the furnishing of facilities or services in connection therewith because of race, color, religion, national origin, age, handicap, familial status, or sex.

(8) To otherwise deny to or withhold real property from an individual because of race, color, religion, national origin or sex. (1984 Code, § 5-603, as amended by Ord. #1995-4, § 1(C), May 1995)

20-104. Blockbusting. It is an unlawful practice for a real estate owner or operator, a real estate broker, a real estate salesman, a financial institution, an employee of any of these or any other person, for the purpose of inducing a real estate transaction from which he may benefit financially:

(1) To represent that a change has occurred or will or may occur in the composition with respect to race, color, religion, age, sex, handicap, familial status, or national origin of the owners or occupants in the block, neighborhood, or areas in which the real property is located.

(2) To represent that this change will or may result in the lowering of property values, an increase in criminal or antisocial behavior, or a decline in the quality of schools in the block, neighborhood, or area in which the real property is located. (1984 Code, § 5-604, as amended by Ord. #1995-4, § 1(D), May 1995)

20-105. Exemptions from housing provisions. (1) Nothing in § 20-103 shall apply:

(a) To the rental of housing accommodations in a building which contains housing accommodations for not more than four families living independently of each other, if the owner or member of his family resides in one of the housing accommodations.

(b) To the rental of one room or one rooming unit in a housing accommodation by an individual if he or a member of his family reside therein.

(c) To a landlord who refuses to rent to an unmarried male-female couple.

(2) A religious organization, association, or society, or any non-profit institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association, or society, from limiting the sale, rental, or occupancy of dwellings which it owns or operates for other than a commercial purpose to persons of the same religion or from giving preference to such persons unless such membership in such a religion is restricted on account of race, color, sex, age, handicap, familial status, or national origin.

(3) Single sex dormitory rental property shall be excluded from the provisions of this act which relate to discrimination based on sex. (1984 Code, § 5-605, as amended by Ord. #1995-4, § 1(E), May 1995)

20-106. Provisions for enforcement. (1) The violation of any of the provisions of this chapter shall subject the violator to a civil penalty in the amount of \$50.00 to be recovered in a civil action, provided that in the case of a continuing violation, the total penalty shall not exceed \$1,000.00.

(2) The city may sue in a civil act through the General Court of Justice for appropriate remedies to enforce the provisions of this chapter, including temporary restraining orders and mandatory and prohibitory injunctions.

(3) In addition to appropriate civil and/or equitable remedies for enforcement of this chapter, a violation of this chapter shall constitute a misdemeanor punishable as provided by law. (1984 Code, § 5-606)

20-107. Agency no defense in proceeding against real estate dealer. It shall be no defense to a violation of this chapter by a real estate owner or operator, real estate broker, real estate salesman, a financial institution, or other person subject to the provisions of this chapter, that the violation was requested, sought, or otherwise procured by a person not subject to the provisions of this chapter. (1984 Code, § 5-607)

20-108. Establishment of procedures for conciliation. (1) The city shall designate an agent(s) to investigate, make determinations of probable cause, and seek to conciliate apparent violations of this chapter. Conciliation efforts may be initiated by any person(s) said to be subject to discrimination as defined in this chapter.

(2) The board of mayor and aldermen shall establish a hearing committee which in turn shall adopt formal rules and procedures to hear complaints and make appropriate findings. Such procedures shall be made known to all parties of a given charge of discrimination. Hearings by the committee shall commence whenever the agent(s) acting on behalf of the city decides a conciliation failure has occurred and the respondent agrees to participate in the hearing committee proceedings. Hearings open to the public may be initiated by the responding party at any time during the conciliation process. (1984 Code, § 5-608)

20-109. Findings of hearing committee; nature of affirmative action.

(1) If the hearing committee determines that the respondent has not engaged in an unlawful practice, the committee shall state its findings of fact and conclusions of law and shall issue an order dismissing the complaint. A copy of the order shall be delivered to the complainant, the respondent, the city attorney, and such other public officers and persons as the committee deems proper.

(2) If the hearing committee determines that the respondent has engaged in an unlawful practice, it shall state its findings of fact and conclusions of law and shall negotiate such affirmative action as in its judgment will carry out the purposes of this chapter. A copy of the findings shall be

delivered to the respondent, the complainant, the city attorney and such other public officials, officers and persons as the committee deems proper.

(3) Affirmative action negotiated under this section may include, but not be limited to:

- (a) Extension of all individuals of the full and equal enjoyment of the advantages, facilities, privileges, and services of the respondent.
- (b) Reporting as to the manner of compliance.
- (c) Posting notices in conspicuous places in the respondent's place of business in a form prescribed by the hearing committee.
- (d) Sale, exchange, lease, rental, assignment, or sublease of real property to an individual.
- (e) Payment to the complainant of damages for injury caused by an unlawful practice including compensation for humiliation and embarrassment, and expenses incurred by the complainant as a direct result of such unlawful practice.

(4) The provisions for conciliation and affirmative action shall not preclude or in any way impair the enforcement provisions of this chapter. (1984 Code, § 5-609)

20-110. Investigations, powers, records. (1) In connection with an investigation of a complaint filed under this chapter, the enforcing agent(s) at any reasonable time may request voluntary access to premises, records and documents relevant to the complaint and may request the right to examine, photograph, and copy evidence.

(2) Every person subject to this chapter shall make, keep and preserve records relevant to the determination of whether unlawful practices have been or are being committed, such records being maintained and preserved in a manner and to the extent required under the Civil Rights Act of 1968 and any regulations promulgated thereunder.

(3) A person who believes that the application to it of a regulation or order issued under this section would result in undue hardship may apply to the hearing committee for an exemption from the application of the regulational order. If the committee finds that the application of the regulation or order to the person in question would impose an undue hardship, it may grant appropriate relief. (1984 Code, § 5-610)

20-111. Conspiracy to violate this chapter unlawful. It shall be an unlawful practice for a person, or for two or more persons to conspire:

(1) To retaliate or discriminate in any manner against a person because he or she has opposed a practice declared unlawful by this chapter, or because he or she has made a charge, filed a complaint, testified, assisted or participated in any manner in any investigation, proceeding, or hearing under this chapter.

(2) To aid, abet, incite, compel or coerce a person to engage in any of the acts or practices declared unlawful by this chapter or any order issued thereunder.

(3) To obstruct or prevent a person from complying with the provisions of this chapter or any order issued thereunder.

(4) To resist, prevent, impede, or interfere with the enforcing agent(s) hearing committee, or any of its members or representatives in the lawful performance of duty under this chapter. (1984 Code, § 5-611)

20-112. Conflicting laws repealed. All laws and clauses of laws in conflict herewith are repealed to the extent of such conflict. (1984 Code, § 5-612)

20-113. When effective. This chapter shall be effective 30 days after its passage; provided, that it shall cease to be effective upon receipt by the city of written notification from the United States Department of Housing and Urban Development (HUD) that HUD will not recognize this chapter, including any amendments thereto, to be substantially equivalent to the provisions of the Civil Rights Act of 1968 so as to require HUD to refer housing discrimination complaints to the City of Waverly, in accordance with federal law and regulations. (1984 Code, § 5-613)

20-114. Provisions severable. If any provision of this chapter or the application thereof to any person or circumstance is declared to be invalid, such invalidity shall not affect any other provisions or applications of the chapter which can be given effect without the invalid provision or application. To this end the provisions of this chapter are declared to be severable. The Waverly Board of Mayor and Aldermen hereby declares that it has adopted this chapter and each and every portion thereof notwithstanding any invalidity of any other portions. (1984 Code, § 5-614)

## CHAPTER 2

RESERVE OR SPECIAL FUND FOR CITY

## SECTION

- 20-201. Creation of reserve or special fund.
- 20-202. Carryover of unexpended balances of such reserve or special fund.
- 20-203. Authorization for city to participate in TML insurance pool.
- 20-204. Approval and adoption of agreement.
- 20-205. Contracting with TML insurance pool.
- 20-206. Approval of contracts and agreements by city attorney.

20-201. Creation of reserve or special fund. There is hereby created for the City of Waverly, Tennessee a reserve or special fund for the purpose of making payment of claims made against the City of Waverly, Tennessee and for the purpose of purchasing liability insurance to protect the city from any and all risks for which it may be liable. Such reserve or fund shall be maintained by the city from revenues raised and funds appropriated thereto by the board of mayor and aldermen from time-to-time. Checks shall be drawn thereon as in the case of the other funds of the city upon authorization and direction of the mayor for the payment of claims against the city and for the payment of premiums for liability insurance coverage for the city. (Ord. #1985-16, Dec. 1985)

20-202. Carryover of unexpended balances of such reserve or special fund. Unless otherwise appropriated by the board of mayor and aldermen any unexpended fund balance of such reserve or special fund at the end of any fiscal year of the City of Waverly shall be carried over in such reserve or special fund account to the succeeding fiscal year or years as a continuation of such reserve or special fund account for the purposes for which the same was created. (Ord. #1985-16, Dec. 1985)

20-203. Authorization for city to participate in TML insurance pool. The City of Waverly shall participate in the agreement presently existing among the City of Athens, Tennessee and the City of Hendersonville, Tennessee and such other municipalities as may be participating therein from time-to-time which cooperates in and creates, establishes and contracts with the TML insurance pool, a non-profit Tennessee corporation, organized to provide a method for political subdivisions of the State of Tennessee to obtain risk management, insurance, self insurance or any combinations thereof for any and all areas of liability or insurability. (Ord. #1985-16, Dec. 1985)

20-204. Approval and adoption of agreement. The form, content and provisions of the contract or agreement to establish the TML insurance pool



entered into in October of 1979 between the City of Athens, Tennessee and the City of Hendersonville, Tennessee is hereby approved. (Ord. #1985-16, Dec. 1985)

20-205. Contracting with TML insurance pool. The mayor is empowered and directed on behalf of the City of Waverly to enter into such contract or contracts, documents or other agreements with the TML insurance pool as may be required from time-to-time to effectuate the purposes of this chapter and for the purpose of providing the services of risk management and insurance for the City of Waverly in accordance with Tennessee Code Annotated, § 29-20-401, et seq., and to take such other steps as may be necessary or required to implement and carry out the intent of this chapter. (Ord. #1985-16, Dec. 1985)

20-206. Approval of contracts and agreements by city attorney. All contracts or other documents entered into by the mayor on behalf of the City of Waverly shall first be submitted to the city attorney for approval as to compliance with this chapter and for legality, and his certification and approval shall be endorsed thereon. (Ord. #1985-16, Dec. 1985)

## CHAPTER 3

POLICIES AND PROCEDURES FOR REQUESTING  
EMERGENCY ASSISTANCE<sup>1</sup>

## SECTION

- 20-301. Definitions.
- 20-302. Requests for emergency assistance.
- 20-303. City requesting for emergency assistance; mayor to be in command.
- 20-304. City responding to emergencies.
- 20-305. Requirements for city to respond to emergency calls.
- 20-306. City not obligated to respond.
- 20-307. Mayor to determine level of response by city.
- 20-308. Multiply requests at the same time.
- 20-309. City not liable for damages.
- 20-310. City liable for damages occurring within the city.
- 20-311. City not liable for damages in jurisdiction of requesting party.
- 20-312. Reimburse costs incurred while responding to emergency calls.

20-301. Definitions. (1) "Emergency assistance" shall mean fire-fighting, law enforcement, public works, emergency medical, civil defense, or any other emergency assistance that is provided by the City of Waverly, Tennessee or by any other local government as a responding unit of local government, or any combination of such forms of assistance, where the resources of the requesting local government are not adequate to handle an emergency at hand.

(2) "Local government" shall mean any incorporated city or town, any metropolitan government, any county, any utility district, any other regional or local district or authority or any electric cooperative, as established under the laws of the State of Tennessee.

(3) "Requesting party" shall mean a local government which requests emergency assistance.

(4) "Responding party" shall mean a local government which responds to a request for emergency assistance. (Ord. #1988-1, Jan. 1988)

20-302. Requests for emergency assistance. All requests for emergency assistance made by the city and all requests for such assistance to be rendered by the city shall be done, performed and authorized only by the mayor of the

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<sup>1</sup>State law reference

Tennessee Code Annotated, § 58-2-601 et seq., as amended by Public Acts 1988, Ch. 499, authorizes any municipality or other local governmental entity to go outside of its boundaries in response to a request for emergency assistance by another local government.

city, or in his absence by the city manager. No officer below the rank of the city manager shall be authorized to request or to authorize the rendering of emergency assistance by the city unless such authority is delegated to such person by the mayor. (Ord. #1988-1, Jan. 1988)

20-303. City requesting for emergency assistance; mayor to be in command. When the city is the requesting party, the mayor, and when the city is the responding party, the senior officer on the scene of the emergency of any other local government, shall be in full command of the emergency as to strategy, tactics and overall direction of the operation and such person shall direct the actions of the responding party by relaying orders to the senior departmental officer in command of the responding party. (Ord. #1988-1, Jan. 1988)

20-304. City responding to emergencies. When the city is the responding party all orders and other directions of the operation received from the senior officer in charge of the requesting party shall be directed through the senior departmental officer of the city in command on the scene and by him directed to the employees or other agents of the city performing the emergency assistance. (Ord. #1988-1, Jan. 1988)

20-305. Requirements for city to respond to emergency calls. No response to a request for emergency assistance shall be made by the city to any requesting party unless such requesting party has adopted appropriate policies and procedures which shall have been furnished to the city prior to the request being made. (Ord. #1988-1, Jan. 1988)

20-306. City not obligated to respond. The city shall be under no duty to respond to any request for emergency assistance from any requesting party and shall be under no duty to remain on the scene of any emergency for any length of time if it shall have responded to a request. Once on the scene of any emergency under lawful authority the personnel and equipment of the city may be withdrawn at any time at the discretion of the mayor, or in his absence by the city manager, or in their absence, by the senior departmental officer of the city on the scene and in command of the personnel and equipment of the city. (Ord. #1988-1, Jan. 1988)

20-307. Mayor to determine level of response by city. In determining the level of response to be made by the city to any request of a requesting party for emergency assistance, the mayor, or in his absence the city manager, shall make a reasonable appraisal of the emergency of the requesting party, consider the available resources of the requesting party or any other responding party, the available resources of the city, and such other factors as may be appropriate at the time. In responding to a request made by a requesting party the greatest

or maximum response that shall be permitted to be made by the city shall be fifty percent (50%) of the personnel and resources of the particular service or department of the city for which the emergency assistance is requested. (Ord. #1988-1, Jan. 1988)

20-308. Multiply requests at the same time. In cases where two (2) or more requests for emergency assistance are made at or about the same time to the city, the mayor, or the city manager in his absence, shall respond to the multiple requests by taking into consideration the relative degree of the emergency which shall exist in the jurisdiction of each requesting party. (Ord. #1988-1, Jan. 1988)

20-309. City not liable for damages. The city, when in the capacity of a requesting party, shall not be liable for damages to the equipment or personnel of a responding party in responding to the request by the city for emergency assistance, nor shall the city or its employees be liable for any damages caused by the negligence of the personnel of the responding party while enroute to or returning from the scene of an emergency within the city. (Ord. #1988-1, Jan. 1988)

20-310. City liable for damages occurring within the city. The city shall be liable for damages caused by the negligence of the employees of a responding party while on the scene and under the command of the senior departmental officer of the city on the scene of the emergency occurring within the city, as is provided for liability imposed on the city generally by Tennessee Code Annotated, § 29-20-101 et seq. (Ord. #1988-1, Jan. 1988)

20-311. City not liable for damages in jurisdiction of requesting party. When in the capacity of a responding party the city shall not be liable for any property damage or bodily injury caused by the negligence of its employees while at the actual scene of any emergency in the jurisdiction of a requesting party. (Ord. #1988-1, Jan. 1988)

20-312. Reimburse costs incurred when responding to emergency calls. In rendering emergency assistance pursuant to this chapter the requesting party shall have previously guaranteed to the city that the requesting party shall reimburse to the city its actual costs incurred by way of the wages or compensation as paid to employees of the city sent to the scene of the emergency in the jurisdiction of the requesting party and for the costs of all motor vehicle operating fuels and lubricants consumed by the equipment of the city used in rendering the emergency assistance. Likewise, the city shall reimburse to any responding party for its cost of wages or compensation of its personnel and for fuels and lubricants consumed in operating its equipment sent to the city in

response to a request for emergency assistance mde by the city. (Ord. #1988-1, Jan. 1988)

## CHAPTER 4

DISCRIMINATION AGAINST THE HANDICAPPED

## SECTION

- 20-401. City policy.
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- 20-403. Time within which to file complaint.
- 20-404. Investigation.
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- 20-406. Determination.
- 20-407. Record keeping.
- 20-408. Request for reconsideration.
- 20-409. Utilization of other remedies.
- 20-410. Intent of procedures.

20-401. City policy. It is the established policy of the City of Waverly, Tennessee in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (1984 Code, § 1-1401)

20-402. Filing of complaint. A complaint by any individual of discrimination under any program or activity of the city receiving federal financial assistance shall be filed in writing or verbally made and addressed to the city manager at the city hall and shall contain the name of the person filing the complaint, and shall briefly describe the alleged violation of the regulations under and/or the Rehabilitation Act of 1973, as amended. (1984 Code, § 1-1402)

20-403. Time within which to file complaint. Any complaint shall be filed within sixty (60) days after the complaining party becomes aware of the alleged violation and in no event later than one (1) year from the actual date of occurrence whether known to the complaining party or not. (1984 Code, § 1-1403)

20-404. Investigation. An investigation, as may be appropriate, shall be made following the filing of any complaint by the city manager or such person as he may designate. Such investigation shall be informal, but thorough, and all interested persons and their representatives, if any, shall be afforded an opportunity to submit relevant evidence concerning any complaint. (1984 Code, § 1-1404)

20-405. Nonapplicability to applications for employment. This chapter shall not be construed as intended to require that the city process any complaint from any applicant for employment. (1984 Code, § 1-1405)

20-406. Determination. A written determination as to the validity of the complaint and the description of any resolution thereof shall be issued by the city manager and a copy forwarded to the complainant no later than sixty (60) days after its filing. (1984 Code, § 1-1406)

20-407. Record keeping. The city manager as coordinator pursuant to Section 504 of the Rehabilitation Act of 1973, as amended, shall maintain the files and records of the city relating to any complaints filed. (1984 Code, § 1-1407)

20-408. Request for reconsideration. A complainant may request a reconsideration of the case in instances where such complainant is dissatisfied with the resolution made by the city manager. Any request for reconsideration shall be made within thirty (30) days to the city manager stating the reasons therefor. (1984 Code, § 1-1408)

20-409. Utilization of other remedies. The right of any person to a prompt and equitable resolution of his or her complaint filed under this chapter shall not be impaired by reason of the pursuit by such complaining party of other remedies such as the filing of a Section 504 complaint with the Office of Revenue Sharing. Utilization of the grievance procedures as established by this chapter shall not be a prerequisite to the pursuit of any other remedies available to a complaining party. (1984 Code, § 1-1409)

20-410. Intent of procedures. The procedures established by this chapter shall be construed to protect the substantive rights of interested persons and shall be construed to meet appropriate due process standards and to assure that the city complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations promulgated thereunder. (1984 Code, § 1-1410)