



CITY OF ANGELS
CITY HALL

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DATE: JUNE 16, 2026
TO: CITY COUNCIL
FROM: MICHAEL HODSON, CITY ADMINISTRATOR

RE: Resolution No. 26-61 Designating the City Administrator as the Americans with Disabilities Act (ADA) Liaison Officer; Resolution No. 26-62 Designating the City Administrator as the Disadvantaged Business Enterprise (DBE) Liaison Officer; and Resolution No. 26-63 Adoption of an ADA Grievance Procedure

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 26-61 designating the City Administrator as the City's Americans with Disabilities Act (ADA) Liaison Officer;
2. Adopt Resolution No. 26-62 designating the City Administrator as the City's Disadvantaged Business Enterprise (DBE) Liaison Officer; and
3. Adopt Resolution No. 26-63 approving the City's ADA Grievance Procedure to ensure compliance with federal and state accessibility requirements.

BACKGROUND:

The City of Angels receives and may seek federal and state transportation funding through programs administered by the California Department of Transportation (Caltrans). As a condition of participation in these programs, local agencies must maintain compliance with federal nondiscrimination and accessibility requirements, including those related to the Americans with Disabilities Act (ADA) and the Disadvantaged Business Enterprise (DBE) Program.

Caltrans Local Assistance requires local agencies to designate responsible officials to oversee compliance efforts, complete annual certifications, maintain program documentation, and ensure accessibility and nondiscrimination requirements are met.

In addition, local agencies are required to maintain an ADA Grievance Procedure that provides members of the public with a formal process for submitting complaints regarding accessibility barriers or alleged discrimination based on disability.

On August 5, 2025, City Council adopted Resolution 25-59 that stated "the City designates the City Administrator to serve as the ADA Liaison Officer..." Additionally, the City of Angels is due to update their ADA Grievance Procedure to reflect the placement of most recent City Administrator, Michael Hodson.

DISCUSSION:

To maintain compliance with Caltrans Local Assistance requirements and federal regulations, staff recommends designating the City Administrator as both the ADA Liaison Officer and the DBE Liaison Officer.

The ADA Liaison Officer serves as the City's primary point of contact for matters relating to accessibility compliance, ADA self-evaluations, transition planning, complaint resolution, and annual certifications. The officer is responsible for coordinating City efforts to ensure programs, services, activities, and facilities are accessible to individuals with disabilities. Resolution No. 26-61 formally designates City Administrator Michael Hodson to serve in this role.

The DBE Liaison Officer is responsible for overseeing the City's Disadvantaged Business Enterprise Program requirements, ensuring nondiscrimination in federally assisted contracting opportunities, maintaining required records, and executing certifications and related documents. Resolution No. 26-62 formally designates City Administrator Michael Hodson to serve in this capacity.

Staff also recommends approval of Resolution 26-63 adoption of an ADA Grievance Procedure. Establishing a formal grievance process provides a clear and accessible method for members of the public to submit concerns related to disability access and ensures that the City has procedures in place to review, investigate, and respond to such complaints in a timely and consistent manner. Adoption of the procedure demonstrates the City's ongoing commitment to equal access and compliance with applicable federal and state regulations.

Approval of these items will help ensure the City remains eligible for future state and federal funding opportunities and remains in compliance with Caltrans Local Assistance requirements.

FINANCIAL IMPACT:

Approximately \$200 in staff time to complete annual DBE and ADA forms required for annual Caltrans Coordination.

ATTACHMENTS:

- 1) Resolution No. 26-61
- 2) Resolution No. 26-62
- 3) Resolution No. 26-63
- 4) ADA Grievance and Complaint Procedure

