

EXHIBIT 'B'

**CITY OF WESTPORT GRIEVANCE PROCEDURE
UNDER THE AMERICANS WITH DISABILITIES ACT**

The Grievance Procedure is established to meet the requirements of the American with Disabilities Act of 1990 (ADA). This Grievance Procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, facilities, or benefits by the City of Westport. These procedures do not apply to employment-related complains of disability discrimination. Use of these procedures is not a prerequisite to the pursuit of other remedies, such as filing a complaint with the U.S. Department of Justice.

If you believe you have been subject to unlawful discrimination based on a disability, submit a written complaint or fill out the ADA Grievance Form as soon as possible, but not later than 60 calendar days after the alleged violation. A copy of the ADA Grievance Form is attached as Appendix 1 to these procedures. The Complaint Form or written complaint may be submitted to the City Clerk's Office at Westport City Hall at:

City of Westport
City Clerk's Office
604 N Montesano St
Westport, WA 98595

The ADA Complaint Form or written complain may also be mailed to:

City of Westport
ADA Coordinator-Code Enforcement/Building Dept.
P O Box 505
Westport, WA 98595

The written complaint should contain the following information, if applicable:

- Name, address, and contact information of the person alleging discrimination;
- Name and contact information of representative of complainant, if any;
- Description of the service, activity, program, facility, or benefit alleged to be inaccessible;
- Date and location of incident giving rise to this grievance; and
- City department and/or personnel involved.

Alternative means of filing complaints, such as personal interviews or audio/video recordings of the complainant, will be made available for persons with disabilities upon request to the ADA Coordinator.

Within 15 calendar days after receipt of the complaint, the City of Westport's ADA Coordinator and/or designee will meet with the complainant to discuss the complaint and possible resolutions.

Within 15 calendar days of the meeting, the City's ADA Coordinator or designee will respond in writing, or where appropriate, in a format accessible to the complainant. The response will explain the position of the City of Westport and offer options for substantive resolution of the complaint.

If the response by the City's ADA Coordinator or designee does not satisfactorily resolve the issue, the complainant may seek reconsideration of the decision within 15 calendar days after receipt of the response to the Mayor. Any request for reconsideration by the Mayor should be in writing.

Within 15 calendar days after receipt of the request for reconsideration, the Mayor will meet with the complainant to discuss the complaint, the previously issued decision, and possible resolutions. Within 15 calendar days of the meeting, the Mayor will respond in writing, or where appropriate, in a form accessible to the complainant, with a final resolution of the complaint.

All written complaints received and responses given by the City ADA Coordinator and/or Mayor shall be retained by the City of Westport for at least six (6) years.