CITY OF SEQUIM

152 W. Cedar Street, Sequim, WA 98382
PH (360) 683-4139 FAX (360) 681-3448

City of Sequim Grievance Procedure
Under the Americans with Disabilities Act
November 2021

This Grievance Procedure is established to meet the Americans with Disabilities Act of 1990 (ADA). This Grievance Procedure may be used by anyone who wished to file a complaint alleging discrimination based on disability with the provisions of services, activities, programs, facilities, or benefits by the City of Sequim. These procedures do not apply to employment-related complaints about disability discrimination, the City's personnel policies and state law will govern. Use of these procedures is not a prerequisite pursuing other remedies, such as filing a complaint with the Department of Justice.

If you believe you have been the subject of unlawful discrimination based on disability, submit a written complaint, or fill out the ADA Grievance Form as soon as possible, but no more than 60 calendar days after the alleged violation. A copy of the ADA Grievance Form can be obtained from the ADA Compliance Team or on the City of Sequim website at www.sequimwa.gov. The Complaint Form or written complaint may be submitted or mailed to the ADA Compliance Team at:

ADA Compliance Team
152 West Cedar Street
Sequim, WA 98382
adacompliance@sequimwa.gov
360-681-6605
Monday – Friday, 7:30 am to 4:00 pm

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 Compliance Team.

The ADA Compliance Team is made up of the following staff members:

- City Manager.
- Human Resources Director.
- City Attorney.
- Public Works Director or designee.
- Additional staff members, as needed.
- City Legal Assistant, will serve as the initial point of contact and will assist the ADA Compliance Team, as needed.

Within 15 calendar days after receipt of the complaint, the City of Sequim's ADA Compliance Team 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 Compliance Team 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 Sequim and offer options for substantive resolution of the complaint.

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

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

All written complaints received and responses given by the ADA Compliance Team and/or City Manager will be retained by the City of Sequim for at least 6 years.