

**RESOLUTION NO. 2021-011**

**A Resolution of the City of Cle Elum memorializing the acceptance to the CDBG Loan Application Grievance Procedure.**

**GRIEVANCE PROCEDURE**

1. Submit complaints in writing to the designated official (City Administrator) for resolution. A record of the complaint and action taken will be maintained. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 days.
2. If the complaint cannot be resolved to your satisfaction by the designated official, the complaint will be heard and discussed by the governing, elected body at an open public meeting. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

**WHEREAS**, the City Council of the City of Cle Elum did approve and adopt the Grievance Procedure as written above at its regular meeting held on May 24, 2021.

Memorialized this 14<sup>th</sup> day of June 2021.

Jay McFowan  
(Mayor)

Attest:

Katei Swanson  
City Clerk