

City of Brewster GRIEVANCE PROCEDURE

1. Submit complaints in writing to the Mayor for resolution. A record of the complaints and action taken will be maintained. A decision by the Mayor will be rendered within 15 working days.
2. If the complaint cannot be resolved to your satisfaction by the Mayor, the complaint will be heard and discussed by the City Council, at an open, public meeting. A written decision will be made within 30 working days. The decision of the City Council 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.

Adopted this 14th day of January, 2015.



(Signature of Chief Administrative Officer)

Lee Webster, Mayor

(Title)

Attest:

Misty R.R.

Misty Ruiz, City Clerk-Treasurer

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