

**CITY OF RICHARDSON**

**GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH  
DISABILITLIES ACT**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It 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, or benefits by the City of Richardson, Texas.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Susan Mattison, ADA Coordinator  
(972) 744-0908  
1621 E. Lookout Drive  
Richardson, TX 75082  
[ADACoordinator@cor.gov](mailto:ADACoordinator@cor.gov)

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or her designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to Don Magner, Assistant City Manager, or his designee.

Within 15 calendar days after receipt of the appeal, the Assistant City Manager or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Assistant City Manager or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint

2 - ADA Grievance Procedure

All written complaints received by the ADA Coordinator or her designee, appeals to the Assistant City Manager or his designee, and responses from these two offices will be retained by the City of Richardson, Texas for at least three years.

*Signed by Dan Johnson on April 15, 2014*

\_\_\_\_\_  
Dan Johnson  
City Manager

\_\_\_\_\_  
Date

Attachment A – Notice Under the Americans with Disabilities Act  
Attachment B – Statement for All Public Notices, Agenda, Distribution Materials