

**CITY OF DAVENPORT**  
**ADA POLICY & PROCEDURES**

A. General Procedures:

1. An announcement at a city council meeting requesting public comment and individuals with known disabilities will be contacted to solicit input as to the City's compliance efforts and to help with the completion of any Self Evaluation Review.
2. Complaint Process: All complaints as to the City of Davenport's compliance with ADA requirements shall first be directed to the city's Clerk/Treasurer.  
David Leath  
Clerk/Treasurer  
PO Box 26  
411 Morgan  
Davenport, WA 99122  
509.725.4352
3. The Clerk/Treasurer shall review the complaint for validity and make corrections or notify the complainant of not action is to be taken within 30 days. A copy of this decision is given to the City Administrator.
4. Appeals: Should an appeal of the Clerk/Treasurer's decision be filed in writing with the City it shall be delivered to the City Administrator for review. The City Administrator will consider the facts of the complaint and the written request for an appeal of the original decision. The City Administrator will meet with the Mayor or other council representatives and provide an answer within 30 days.

B. Notification:

1. Notification of the City's nondiscrimination policy shall be posted on all job announcements and activity/program announcements and information sheets.
2. Notification of the City's nondiscrimination policy shall be communicated to the staff at scheduled safety meetings.

C. Use of Contractors:

1. 1. Service providers and contractors hired on behalf of the City will be required to prove to the city that they comply with ADA accessibility requirements.

D. Accessibility of Facilities and Programs:

2. The City will ensure that all facilities meet the ADA requirements for access by periodic evaluation and inspection of its buildings and programs.
3. If a deficiency is observed that deficiency shall be corrected as soon as practical.

E. Transportation:

1. When the City receives a request for transportation services the city does its best to find a local agency and provide that information to the requestor.

F. Decisions About Undue Financial and Administrative Burdens:

1. In the case of a situation that a program or activity's accessibility and compliance with ADA requirements would result in a fundamental alteration of the program or present undue financial burden to the city steps will be taken to evaluate on a case by case basis.
2. The evaluation process will begin by an evaluation of the case by the City Clerk/Treasurer.
3. Should a decision need further consideration the Clerk/Treasurer shall meet with the City Administrator for additional review of the situation and the impact to the program given the restriction presented.
4. Should the Clerk/Treasurer and City Administrator conclude that an undue financial burden is represented then the City Administrator shall present the information to the city council's finance committee for final determination.

G. Telephone Communications:

1. The City has posted TDD access numbers at the city hall information board.
2. The City will have TDD numbers placed on all letterhead and business cards upon printing.
3. City staff will be informed of the TDD system and its accessibility.

H. Documents and Publications:

1. The city shall make every effort to provide documents available to the public in alternate formats upon request.
2. The city will periodically review its public documents to ensure eliminate patronizing or stigmatizing language and images.

I. Interpreters, Assistive Listening Devices, and Other Auxiliary Aids:

1. When requested the City shall take the necessary steps to provide assistance to those in need of interpreters, listening devices and other auxiliary aids to those in need.
2. Should a need arise that the city requires prolonged assistance with a person of need the city will solicit contractors to help with communication.
3. Certified interpreters shall be solicited from a register or though the City's small works roster.

J. Emergency Evacuation:

1. In the event of a fire or other emergencies requiring evacuation the city staff will identify those that need assistance and provide the required help in evacuating the building.

K. Equipment Acquisition/Adaptation:

1. During the purchase of office equipment consideration will be made to those products that can be readily and cost effectively modified for people with disabilities.

L. Employment:

1. The City will periodically review its hiring practices to ensure compliance with discriminatory advertising, applications, testing, interviewing techniques, job assignments and any other process or program that may be deemed to be interpreted as discriminatory.
2. All supervisors will be familiar with ADA requirements for employment practices by reading the latest literature and information provided by federal, state, and local jurisdictions.
3. City supervisors shall contact the Clerk/Treasurer for assistance arranging accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee.
4. The City shall offer the opportunity for staff and supervisors to attend outside training for the purpose of being informed as to the latest updates related to ADA requirements.

# **NOTICE**

**THE CITY OF DAVENPORT  
COMPLIES WITH THE AMERICANS  
WITH DISABILITIES ACT IN ALL OF  
ITS PROGRAMS, SERVICES AND  
ACTIVITIES AND DOES NOT  
DISCRIMINATE AGAINST  
PROTECTED GROUPS REQUESTING  
SERVICES OR EMPLOYMENT  
OPPORTUNITIES.**

**COMPLAINTS CAN BE FILED WITH:  
DAVENPORT CITY HALL  
DAVID LEATH  
CITY CLERK/TREASURER  
411 MORGAN  
PO BOX 26  
DAVENPORT, WA 99122  
(509)725-4352  
TDD 1-800-833-6388**