
BOARD OF TRUSTEES SPECIAL STRATEGIC PLANNING MEETING

Tuesday, April 16, 2024 at 9:00 AM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

UNFINISHED BUSINESS

APPROVAL OF THE AGENDA

CURRENT BUSINESS

1. 9:00 - 10:00 Board Discussion - 4 day work week
2. General Discussion
- [3.](#) Public Safety - Rick Duffany
- [4.](#) Fire Millage Presentation
- [5.](#) Treasury - Jason Negri
- [6.](#) Supervisor - Pat Hohl
- [7.](#) DPW, Tech Services, Building & Grounds, Cable TV - Tony Randazzo
- [8.](#) Zoning, Planning, ZBA - David Rohr
9. Break
- [10.](#) Parks & Recreation, ADA, Grants, Clerk, Elections, Cemetery - Mike Dolan, Deby Henneman
- [11.](#) Senior Center - Julie Eddings
- [12.](#) Accounting - Michelle DeLancey
13. Open Discussion

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 3.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: April 11, 2024
RE: Public Safety Goals & Objectives for FY 2024/25

Fire Department (Fund 206):

1. Fire Millage

It is the goal of the department to have the voters of Hamburg Township pass a Fire operating millage to replace the current expiring Fire millage.

- a. Requesting a 10-year millage of 2.25 mills. (0.5 mill increase over what was approved by voters in 2016).
- b. Revenue would cover Fire personnel, equipment and apparatus costs for the 10-year period (2024 – 2033, inclusive).

2. Implement 24/7 “2-Station” Response Plan

It is the goal of the department this fiscal year to utilize the revenue from the new millage to fully implement and maintain a “2-Station” response plan which requires the following minimum staffing levels:

- a. 6 full-time command officers
 - o 1 Deputy Director
 - o 1 Deputy Fire Chief
 - o 4 Captains
- b. 6 full-time Lieutenants
- c. 4 part-time line officers (Sergeants)
- d. 20 part-time (PT) firefighters.

3. Fire Prevention – It is the goal of the fire department to:

- a. Obtain an annual commercial building fire inspection rate of 100%.
- b. Continue utilizing part-time Risk Reduction Firefighter positions (up to 3).
- c. Continuing smoke detector and carbon monoxide detector program.



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 3.

-
- d. Implement Senior Center Home Safety education program and expand community outreach programs.
- 4. Properly Equip Firefighters** – It is the goal of the department to ensure that all firefighters of the department are properly equipped with the equipment needed to perform their duties. This can be accomplished this fiscal year by:
- a. Replacing 12 sets of personal protection equipment (turn-out gear). (\$40,000)
 - b. Replacing up to 6 portable radios as needed. (\$20,000)
 - c. Upgrading 3 computer workstations. (\$3,500)
 - d. Purchasing one Lucas Device. (\$20,000)
 - e. Purchase 5 mobile computers. (\$25,000)
 - f. Purchase & equip one Tech Rescue trailer. (\$25,000)
- 5. Maintain Professional and Safe Fire Buildings** - It is the goal of the department to provide a professional and safe working environment for its members as well as maintain the physical conditions of our two fire stations and training tower. For this fiscal year this includes:
- a. Replace westside parking lot at Station 11 (\$125,000)
- 6. Training/Education** – It is the goal of the department to provide all members with the professional training/education necessary to complete all duties and tasks in a proficient manner. For this fiscal year this includes:
- a. Sending one Captain to Fire Staff and Command School. (\$4,500)

Police Department (Fund 207):

1. Increase Current Staffing Levels

It is the goal of the department this fiscal year to increase the number of full-time sworn police officers from 18 to 20 using funds from the General Fund to supplement the Police millage.

2. Maintain Current Specialized Assignments

It is the goal of the department this fiscal year to continue the following specialized assignments:



Hamburg Township Public Safety Department



Item 3.

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401
EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

- a. Two full-time criminal investigator positions.
- b. An officer assigned to the Livingston and Washtenaw Narcotics Enforcement Team (LAWNET).

3. Maintain Specialized Services Provided to the Community

It is the goal of the department to maintain the high-level of specialized services that we provide to the residents of Hamburg Township in order to increase community satisfaction with the department. This can be accomplished this fiscal year by:

- a. Maintaining our membership in the Livingston Regional SWAT team.
- b. Maintaining an officer on the Livingston County Dive & Rescue Team.
- c. Continuing to provide marine patrols on the Chain of Lakes.
- d. Continuing to provide bike/ATV patrols on the Lakelands Trail.

4. Accreditation

It is a goal of the department to maintain State of Michigan accreditation this fiscal year. This requires:

- a. Continuing use of Power DMS Accreditation Management System software. (\$5,000).
- b. Continue use of Power Time scheduling software (\$2,500).

5. Properly Equip Officers

It is the goal of the police department to ensure that all members of the department are properly equipped with the tools needed to perform their duties effectively and that the department utilizes available technology to provide transparency to the residents. For this fiscal year this includes:

- a. Continuing the replacement of ballistic vests as scheduled in the 6-year capital budget. (\$5,000)
- b. Replacing 2 portable radio. (\$7,000)
- c. Replacing 2 body-worn camera systems. (\$3,500)
- d. Replacing 1 in-car video systems. (\$7,000)
- e. Replacing 2 in-car laptop computers. (\$7,000)
- f. Replacing 4 TASERs. (\$12,000)
- g. Replacing five workstation computers. (\$5,000)



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 3.

6. Training – It is the goal of the department to provide all members with the professional training necessary to complete all duties and tasks in a proficient manner. For this fiscal year this includes:

- a. Sending one Sergeant to Police Staff and Command School. (\$3,500)

Public Safety (Funds 206 & 207):

1. Maintain Current Staffing Levels

It is the goal of the department this fiscal year to maintain the following combined public safety staffing levels:

- a. One full-time Public Safety Administrative Supervisor.
- b. Two part-time Public Safety Administrative Assistants.

2. Park Ranger Program

It is the goal of the department continue the Park Ranger program, which includes:

- a. Maintaining 3 part-time Park Rangers positions.
- b. Purchasing electric Polaris ATV. (\$25,000)

3. Drone Team

It is the goal of the police/fire departments to maintain the Hamburg Township Public Safety Drone Team and purchase the following equipment:

- a. Drone Response Vehicle outfitting (\$12,000)
- b. “Drone Sense” Encrypted Operational App (\$7,500)

Respectfully,

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department



Item 3.

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401
EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: April 11, 2024
RE: Supplement to Public Safety Goals & Objectives for FY 2024/25

Included in the FY 2024/25 Public Safety Goals & Objectives are two items that warrant in-depth discussions. The first being the proposed Fire millage and the second being the request to add 2 additional full-time police officers. The Fire millage discussion has been allotted its own time slot on the schedule for the Township’s Strategic Planning session on April 16, 2024.

The request to add the 2 additional police officers will be discussed during the 30-minutes allotted for the general Public Safety Goals & Objectives. As this topic undoubtedly has the potential to lead to an extensive discussion on the matter, I felt it would be beneficial from a discussion standpoint and time-management standpoint to provide this supplemental memo outlining the background for this request. It will provide an opportunity for the Board to ask questions and obtain additional information from me prior to the Strategic Planning session in order to facilitate a more productive discussion. Additionally, it may provide me with some clarity as to what issues the Board would like addressed during the discussion so that I may provide an informed response.

At the outset, I want the Board to know that I didn’t make the decision to request the 2 additional officers flippantly. I struggled over the past several months about whether to bring this request to the Board as I anticipated much pushback. However, in the end I decided that I needed to do what I feel is right for the department as opposed to taking the easier path of the status quo.

The issue of staffing levels within the police department is nothing new. It was a primary focus of the Police millage passed in 2018 (the last time we added an officer position) and was even brought up by the police union during the 2021 contract negotiations.

From my perspective, there are two questions which drive the answer to this request for additional officers. Is there a need for the additional officers and can the Township afford them? If the answer to both these questions is “yes” then the request should be approved. If there are additional considerations, I respectfully ask that you let me know them so I can address them at the Strategic Planning session.

As to the first question of whether there is a need, I can provide much anecdotal evidence of the need for more officers, however, I don’t know how persuasive that is to the Board. I have made known to some of the Board members my frustration of not being able to adequately convey the



Hamburg Township Public Safety Department



Item 3.

PO BOX 157 · HAMBURG, MICHIGAN 48139
 PHONE: (810) 231-9391 · FAX: (810) 231-9401
 EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

behind the scene struggles to fill open schedules caused by vacations, training, injuries and court appearances in addition to staffing marine patrols, special events, and community events.

In previous discussions with the Board on various matters (including pay raises, promotions, staffing, etc.) the term “benchmark” has been used by various Board members. While I understand in general terms what the term “benchmark” means, I am not sure what “benchmark” we need to meet to justify adding 2 more officers. The most obvious and objective benchmark would be to analyze our staffing level in comparison to others.

The average number of officers for the State of Michigan is 1.8 officers per 1000 residents. That figure of 1.8 per 1000 residents is not a recommendation or a goal, it represents the *actual* average number of police officers that police departments throughout the state have. That means if we were just an average police department as far as staffing goes, we would have 39 officers. We have 18.

Bringing it closer to home, we are lacking in comparison to every other local Livingston County police agency as well. The number of full-time police officers per 1000 residents are as follows:

Police Department	Population	Full-Time Officers	Officers per 1000 Residents
Brighton	7,446	18	2.42
Fowlerville	2,951	7	2.37
Pinckney	2,415	5	2.07
Howell	10,068	18	1.79
Unadilla Township	3,333	3	0.90
Green Oak Township	19,539	17	0.87
Hamburg Township	21,259	18	0.85

When looking at these ratios it is also important to note that our department provides more additional services and resources to its residents than any other individual local agency in the county, including:

- Having two dedicated detectives for follow-up investigations
- Having an officer assigned to LАWNET with access to additional state/federal resources.
- Having officers assigned to the Livingston Regional SWAT Team



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 3.

- Having officers assigned to the Livingston Crisis Negotiators Team
- Having an officer assigned to the Livingston County Dive Team
- Having a strong community relations presence
 - Dedicated Community Services sergeant
 - Active social media presence
 - School liaison officer working with the Livingston County SRO
 - Having community outreach forums
 - Participating in numerous community/civic events
 - Attending HOA meetings
 - Providing crime prevention education and awareness at the Senior Center
- Having a federally-certified motor carrier enforcement officer
- Having a state-certified Drone Team (one of only 4 in the state)
- Having a certified police sketch artist
- Providing routine boat patrols on the Chain of Lakes during the boating season
- Providing routine bike patrols on the Lakelands Trail
- Providing full coverage for the Hamburg Family Funfest and fireworks

In short, we are the epitome of “doing more with less.” I would consider the number of services that we provide in relation to the number of officers we have as another benchmark, a benchmark that we have set for the rest of the county. Providing these services in addition to 24/7 road patrol coverage with our current staffing level, however, does not come without significant strain on our officers and our overtime budget.

I also find it relevant to point out how having adequate staffing can have real tangible results for our residents. As I have pointed out previously to the Board, our department has had a crime clearance rate well above the state average for the past 10 years going back to 2014. Prior to 2014, our department’s crime clearance rate was consistently below 20% (while the state average is generally around 30-35%).

Our department’s significant rise in our crime clearance rate beginning in 2014 can be directly attributed to the establishment of 2 detective positions and a LАWNET position that year. The 2 detectives provided the ability of our department to conduct thorough and in-depth follow-up investigations when criminal activity occurred. The placement of one of our officers in LАWNET also provided us with invaluable investigative resources. LАWNET provides us with access to over a dozen officers who assist on our investigations, conduct surveillance for us, assist on the execution of search warrants and provide information from state and federal resources. This assistance complements the work of our 2 detectives leading to the resolution of crimes.



Hamburg Township Public Safety Department



Item 3.

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401
EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

Having a high crime clearance rate is an enormous benefit for our community. When a crime occurs in Hamburg Township our residents know that literally more often than not (as we have had over a 50% crime clearance rate the past 4 years) we will solve the crime. This leads to resident satisfaction and confidence in our department.

As an example of another benchmark that our department has set for the county, I point out the crime clearance rate for all Livingston County law enforcement agencies from 2022 (the latest figures posted on the Michigan Incident Crime Reporting website):

Hamburg Township PD:	52.3%
Brighton PD:	43.5%
Fowlerville PD:	41.9%
Green Oak Township PD:	40.3%
STATE AVERAGE:	31.5%
Pinckney PD:	31.3%
Howell PD	21.3%
Livingston County Sheriff:	20.6%
Unadilla Township PD:	13.5%

Again, our consistently high crime clearance rate is attributable to having 3 specialized positions (2 detectives and a LАWNET officer) to investigate crimes. Obviously, though, those are three officers not working road patrol duties.

Currently, there are 12 officers assigned to road patrol duties with 1 sergeant and 2 officers *scheduled* to each 12-hour shift. In other words, if all goes as planned then we have 3 officers working road patrol at any given time (which I would argue is still inadequate given the size of our Township). However, with vacations, sick time, FMLA, injuries, court appearances and training days we routinely operate with only 2 officers working road patrol duties (and we regularly have to assign an officer on overtime to even get to 2 officers).

Again, having only 2 officers working road patrol in a Township our size is simply insufficient from a response standpoint and an officer safety standpoint. Our Township has seen an increase over the past few years in the number of assaults on our officers, use of force incidents, pursuits, and injured officers. As I indicated in my latest annual analysis report to the Board, we had 4 officers require medical treatment in 2023 due to being assaulted while on calls.

As we stand now, there is no “relief factor” built into our road patrol schedule which would help offset staffing issues when an officer is off due to the many reasons that I previously enumerated. If approved, the 2 new officers would be assigned to road patrol in order to help address this lack of “relief factor” issue. Additionally, having 2 more officers available to work our many additional details (marine patrols, Lakelands Trail patrol, Fun Fest, community events, special events, etc.)



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401
EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



would lessen the burden on the supervisors tasked with filling these extra details and lessen the strain on our current officers constantly being asked to fill these details.

If these statistics and benchmarks are not persuasive on the issue of our staffing level, then I would like to point out an additional item for consideration. As you are aware, our department just went through an extremely comprehensive review of all administrative and operational aspects of our department by assessors from the Michigan Law Enforcement Accreditation Commission. At the conclusion of the two-day onsite assessment I had an exit interview with the assessors.

During the exit interview, I was advised that our department was 100% in compliance with all standards and proofs (which I was told was an exceedingly rare accomplishment). The lead assessor then advised me that while we were totally in compliance, that he would be noting in his final report that our department was extremely understaffed and that it was an issue that should be addressed. This is an unsolicited opinion from outside law enforcement professionals whose purpose is to thoroughly review the operations of police departments in this state.

In sum, based upon the aforementioned, it is my professional opinion as someone with over 35 years of law enforcement experience, including over 20 years of command experience, that our department is understaffed and the answer to the first question as to whether there is a need for the 2 additional officers is unquestionably “yes.”

As to the second question that I posed, whether the Township can afford these 2 new officers, I submit to the Board that the answer is also “yes” if the Board authorizes the use of funds from the General Fund to supplement our Police millage.

According to the latest figures provided to me this week by the Accounting Director, the General Fund is projected to have a total fund balance of over \$6.8 million dollars at the end of FY 24/25 with the *undesignated* reserve fund projected to be over \$5.8 million. The General Fund total fund balance will be well above the 125% of operating costs required by the Board resolution (projected to be approximately 148% of operating costs).

Financial calculations by the Accounting Department also show that the estimated total cost to add a new officer in FY 24/25 would be about \$120,000 which includes all wages and benefits. I would note that this is the high end as this figure assumes the maximum on all variables (“family” medical insurance, working all 14 holidays, etc.). Two additional officers would be approximately \$240,000 maximum. This represents an amount less than 5% of the undesignated reserve of the General fund. As such, I am asking that the Board approve taking some of the General Fund and investing it into public safety.



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 3.

It is my sincere hope that I have clearly articulated my position on this matter and that the Board will objectively consider my request. Please reach out to me at any time before Strategic Planning if you have any questions, need additional information or want to discuss my request further.

Respectfully,

A handwritten signature in cursive script that reads "Richard Duffany".

Chief Richard Duffany
Director of Public Safety

**HAMBURG TOWNSHIP
POLICE FUND FINANCIAL PROJECTION**

Item 3.

	PROJECTED FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28	PROJECTED FY 2028/29	PROJECTED FY 2029/30	PROJECTED FY 2030/31	PROJECTED FY 2031/32	PROJECTED FY 2032/33	PROJECTED FY 2033/34
REVENUES:											
PROPERTY TAXES	3,184,228	3,241,622	3,338,871	3,439,037	3,542,208	3,648,474	3,757,928	3,870,666	3,986,786	4,106,390	4,229,581
TRANSFER FROM GENERAL FUND - OPERATING	-	-	-	-	-	-	-	-	-	-	-
TRANSFER FROM FORFEITURE	-	-	-	-	-	-	-	-	-	-	-
TRANS FROM G/F - BLDG DEBT	-	-	-	-	-	-	-	-	-	-	-
ALL OTHER	78,027	105,110	106,161	107,223	108,295	109,378	110,472	111,576	112,692	113,819	114,957
TOTAL REVENUES & TRANSFERS	\$ 3,262,255	\$ 3,346,732	\$ 3,445,032	\$ 3,546,259	\$ 3,650,503	\$ 3,757,852	\$ 3,868,400	\$ 3,982,243	\$ 4,099,478	\$ 4,220,209	\$ 4,344,539
EXPENDITURES:											
SALARIES AND WAGES	2,058,000	2,047,000	2,108,410	2,171,662	2,236,812	2,303,917	2,373,034	2,444,225	2,517,552	2,593,078	2,670,871
HEALTH INSURANCE	320,000	330,000	353,100	377,817	404,264	432,563	462,842	495,241	529,908	567,001	606,692
RETIREMENT	375,000	400,000	412,000	424,360	437,091	450,204	463,710	477,621	491,950	506,708	521,909
RETIREE HEALTH CARE	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000
FICA	150,000	145,000	161,293	166,132	171,116	176,250	181,537	186,983	192,593	198,370	204,322
OTHER PERSONNEL COSTS	44,740	45,800	46,716	47,650	48,603	49,575	50,567	51,578	52,610	53,662	54,735
OTHER OPERATING COSTS	360,903	322,750	338,888	355,832	373,623	392,305	411,920	432,516	454,142	476,849	500,691
OTHER CAPITAL EQUIPMENT PURCHASES	73,500	53,650	56,000	64,000	64,000	39,000	-	-	-	-	-
OTHER CAPITAL VEHICLE PURCHASES	161,691	-	150,000	100,000	100,000	110,000	-	-	-	-	-
TOTAL EXPENDITURES	\$ 3,647,834	\$ 3,448,200	\$ 3,730,407	\$ 3,811,454	\$ 3,939,510	\$ 4,057,812	\$ 4,047,610	\$ 4,192,164	\$ 4,342,753	\$ 4,499,669	\$ 4,663,220
OPERATING SURPLUS (SHORTFALL)	\$ (385,579)	\$ (101,468)	\$ (285,375)	\$ (265,194)	\$ (289,007)	\$ (299,960)	\$ (179,210)	\$ (209,922)	\$ (243,275)	\$ (279,460)	\$ (318,681)
FUND BALANCE - BEGINNING OF YEAR	\$ 387,391	\$ 1,812	\$ 1,812	\$ (99,656)	\$ (283,563)	\$ (364,850)	\$ (572,570)	\$ (664,811)	\$ (751,780)	\$ (874,732)	\$ (995,055)
FUND BALANCE - END OF YEAR	\$ 1,812	\$ (99,656)	\$ (283,563)	\$ (364,850)	\$ (572,570)	\$ (664,811)	\$ (751,780)	\$ (874,732)	\$ (995,055)	\$ (1,154,193)	\$ (1,313,736)
FB DESIGNATED FOR VEHICLES	-	-	-	-	-	-	-	-	-	-	-
FB DESIGNATED FOR LEAVE TIME P/O	30,000	30,000	20,000	20,000	20,000	20,000	20,001	20,002	20,003	20,004	20,005
FB DESIGNATED FOR BLDG MAINT	-	-	-	-	-	-	-	-	-	-	-
OTHER DESIGNATED FUND BALANCE **	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,001	\$ 20,002	\$ 20,003	\$ 20,004	\$ 20,005
UNDESIGNATED FUND BALANCE	\$ (48,188)	\$ (149,656)	\$ (323,563)	\$ (404,850)	\$ (612,570)	\$ (704,811)	\$ (791,782)	\$ (914,736)	\$ (1,035,061)	\$ (1,194,201)	\$ (1,353,746)

** Committed Fund Balances, Assets held for resale, prepaid

Board Resolution FB 25% of operating expenses	911,959	862,050	932,602	952,863	984,878	1,014,453	1,011,902	1,048,041	1,085,688	1,124,917	1,165,805
Difference	\$ (910,147)	\$ (961,706)	\$ (1,216,165)	\$ (1,317,714)	\$ (1,557,448)	\$ (1,679,264)	\$ (1,763,682)	\$ (1,922,773)	\$ (2,080,743)	\$ (2,279,110)	\$ (2,479,541)

*** VOTED POLICE MILLAGE - voted 11/09 - 1.4751

*** VOTED POLICE MILLAGE - voted 08/18 - 2.5000 - expired 12/27

HAMBURG TOWNSHIP POLICE FUND
Proposed Budget Fiscal Year 2024-2025

Item 3.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
207-000.000-402.000	CURRENT PROPERTY TAX	2,975,555	3,168,649	3,174,735	3,174,735	3,232,022
207-000.000-412.000	DELINQUENT PP TAX	894	100	1	100	100
207-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	(550)	(500)	(495)	(500)	(500)
207-000.000-441.000	PERS PROPERTY TAX REIMB - STATE OF MI	6,434	6,500	9,893	9,893	10,000
207-000.000-480.000	LIQUOR LICENSE FEES	9,682	9,700	9,407	9,700	9,500
207-000.000-481.000	SOLICITATION FEES	180	100	70	100	100
207-000.000-501.000	FEDERAL GRANT REVENUE	-	2,500	-	2,500	-
207-000.000-628.100	INSPECTION FEES	2,400	7,000	6,800	7,000	7,000
207-000.000-629.000	GUN PERM/FINGERPRINTS/VIN INSP	245	200	137	200	200
207-000.000-629.100	BREATHALIZER TEST REQUIRED	35	110	110	110	110
207-000.000-630.200	SALVAGE VEHICLE INSPECTION	100	200	300	300	200
207-000.000-636.000	COPIES/MAPS	1,320	1,000	1,123	1,123	1,000
207-000.000-657.000	ORDINANCE FINES	10,838	10,000	8,180	10,000	9,000
207-000.000-664.000	INTEREST REVENUE	13,007	3,000	-	-	-
207-000.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	922	2,500	-	2,500	32,500
207-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	2,563	10,000	9,975	10,000	10,000
207-000.000-676.200	OVERTIME REIMB - OTHER	1,099	2,500	-	2,500	-
207-000.000-677.000	SUNDRY	1,654	250	-	250	-
207-000.000-678.000	PA302 TRAINING REIMB	-	1,100	(556)	(556)	500
207-000.000-693.000	SALE OF FIXED ASSETS	18,426	32,300	32,300	32,300	35,000
	TOTAL ESTIMATED REVENUES	3,044,804	3,257,209	3,251,979	3,262,255	3,346,732
ESTIMATED APPROPRIATIONS						
207-000.000-702.000	FULL-TIME EMPLOYEE SALARIES	1,693,141	1,567,000	1,334,681	1,686,500	1,660,000
207-000.000-702.500	LEAVE TIME PAYOUT	1,908	5,000	2,054	5,000	5,200
207-000.000-704.000	PART-TIME EMPLOYEE SALARIES	30,611	34,000	26,214	34,000	44,800
207-000.000-706.000	HOLIDAY PAY	80,718	89,500	70,319	89,500	94,000
207-000.000-709.000	TOWNSHIP FICA	147,301	140,000	116,878	150,000	145,000
207-000.000-712.000	PAY IN LIEU OF MEDICAL INS	7,300	4,800	2,700	4,800	4,800
207-000.000-713.000	OVERTIME	86,826	80,000	72,536	93,000	98,000
207-000.000-716.000	DEFINED CONTRIBUTION	374,704	375,000	236,006	375,000	400,000
207-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	290,081	331,800	227,394	320,000	330,000
207-000.000-725.100	LONG/SHORT TERM DISABILITY	8,772	9,500	5,950	9,500	9,500

HAMBURG TOWNSHIP POLICE FUND
Proposed Budget Fiscal Year 2024-2025

Item 3.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
207-000.000-725.200	LIFE INSURANCE	1,604	1,500	829	1,500	1,500
207-000.000-726.500	EQUIPMENT ALLOWANCE	11,200	11,200	11,200	11,200	11,200
207-000.000-727.000	WORKERS' COMPENSATION	14,894	29,000	28,940	28,940	30,000
207-000.000-730.000	RETIREE HEALTH INSURANCE	104,000	104,000	104,000	104,000	104,000
207-000.000-731.000	EDUCATION INCENTIVE BONUS	12,000	13,500	12,500	13,500	12,500
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	11,982	13,000	16,060	20,000	15,000
207-000.000-752.100	AMMUNITION	8,498	10,000	7,839	10,000	10,000
207-000.000-756.000	ACCREDITATION EXPENSES	5,696	25,000	11,177	25,000	7,500
207-000.000-758.000	DIESEL FUEL	101	250	-	250	250
207-000.000-759.000	VEHICLE FUEL	58,856	55,000	40,497	55,000	55,000
207-000.000-768.000	UNIFORMS/ACCESSORIES	17,023	15,000	12,628	15,000	15,000
207-000.000-768.500	UNIFORM CLEANING	4,116	4,500	4,009	5,500	5,000
207-000.000-801.000	CONTRACTUAL SERVICES	8,476	12,000	10,149	12,000	12,000
207-000.000-807.000	SWAT TEAM EXPENSES	6,080	9,000	8,960	11,000	7,500
207-000.000-807.001	CODE ENFORCEMENT EXPENSES	891	1,000	-	1,000	1,000
207-000.000-809.000	JANITORIAL SERVICES	10,732	11,000	2,405	11,000	11,600
207-000.000-826.000	LEGAL FEES	11,549	10,000	6,363	10,000	10,000
207-000.000-840.000	LIABILITY/CASUALTY INSURANCE	101,194	125,500	106,353	106,353	115,000
207-000.000-851.000	POSTAGE	48	200	-	200	200
207-000.000-853.000	PHONE/COMM/INTERNET	11,780	15,000	9,865	15,000	15,000
207-000.000-914.000	TUITION REIMBURSEMENT	11,999	12,000	10,303	12,000	12,000
207-000.000-916.000	TRAINING	17,370	16,500	15,133	16,500	12,000
207-000.000-917.000	SEWER USAGE	2,612	3,700	2,700	3,700	3,500
207-000.000-920.000	ELECTRIC	12,576	15,000	10,347	15,000	15,000
207-000.000-921.000	NATURAL GAS/HEAT	3,126	3,500	1,466	3,500	3,000
207-000.000-930.002	MAINTENANCE POLICE BUILDING	10,570	12,000	11,322	12,000	12,000
207-000.000-930.020	MAINTENANCE - FERTILIZER	417	500	272	500	500
207-000.000-931.000	EQUIPMENT MAINT/REPAIR	3,210	2,000	1,477	2,000	2,000
207-000.000-932.000	VEHICLE MAINTENANCE	51,679	55,000	55,572	60,000	55,000
207-000.000-933.000	SOFTWARE MAINTENANCE	27,065	24,000	26,784	30,000	25,000
207-000.000-933.300	LAW ENFORCEMENT INFO NETWORK	3,686	6,000	3,332	6,000	5,000
207-000.000-955.000	SUNDRY	2,252	3,000	816	3,000	2,500
207-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	1,781	4,700	4,454	4,700	4,500
207-000.000-967.000	SPECIAL PROJECTS	15,098	20,000	17,061	20,000	12,000

HAMBURG TOWNSHIP POLICE FUND
Proposed Budget Fiscal Year 2024-2025

Item 3.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	57,047	73,500	46,839	73,500	53,650
207-000.000-981.000	CAPITAL EXPENSE - VEHICLE	52,583	110,000	161,691	161,691	-
	TOTAL ESTIMATED APPROPRIATIONS	3,395,152	3,463,650	2,858,072	3,647,834	3,448,200
NET OF REVENUES/APPROPRIATIONS - FUND 207		(349,922)	(206,441)	393,907	(385,579)	(101,468)
BEGINNING FUND BALANCE		737,313	387,391	387,391	387,391	1,812
ENDING FUND BALANCE		387,391	180,950	781,297	1,812	(99,656)

HAMBURG TOWNSHIP FIRE FUND
Proposed Budget Fiscal Year 2024-2025

Item 4.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
206-000.000-402.000	CURRENT PROPERTY TAX	2,061,079	2,199,046	2,199,046	2,199,046	3,064,779
206-000.000-412.000	DELINQUENT PP TAX	619	100	1	100	100
206-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	(381)	(500)	(343)	(500)	(500)
206-000.000-441.000	PERS PROPERTY TAX REIMB - STATE OF MI	4,457	5,000	6,852	6,852	6,900
206-000.000-628.000	FIRE INSPECTION FEES	300	100	100	100	100
206-000.000-636.000	COPIES/MAPS	(419)	50	10	50	50
206-000.000-664.000	INTEREST REVENUE	35,725	11,000	1,419	1,500	2,000
206-000.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	-	2,500	150	2,500	1,000
206-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	1,250	1,500	-	1,500	1,000
206-000.000-677.000	SUNDRY	505	1,050	1,023	1,050	1,000
	TOTAL ESTIMATED REVENUES	2,103,135	2,219,846	2,208,258	2,212,198	3,076,429
ESTIMATED APPROPRIATIONS						
206-000.000-702.000	FULL-TIME EMPLOYEE SALARIES	482,226	536,000	404,613	536,000	960,000
206-000.000-702.500	LEAVE TIME PAYOUT	2,561	4,750	2,756	4,750	5,000
206-000.000-704.000	PART-TIME EMPLOYEE SALARIES	36,786	38,500	29,260	38,500	50,000
206-000.000-704.500	PART TIME FIRE FIGHTERS	619,915	597,500	527,806	680,000	489,000
206-000.000-709.000	TOWNSHIP FICA	101,767	103,000	85,213	114,000	131,000
206-000.000-712.000	PAY IN LIEU OF MEDICAL INS	4,200	4,200	2,550	4,200	4,200
206-000.000-713.000	OVERTIME	170,136	150,000	125,809	170,000	190,000
206-000.000-714.000	LONGEVITY PAY	11,559	18,600	18,523	18,600	13,500
206-000.000-716.000	DEFINED CONTRIBUTION	69,992	78,000	55,331	78,000	140,000
206-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	114,848	125,500	88,020	125,500	273,000
206-000.000-725.100	LONG/SHORT TERM DISABILITY	7,182	7,700	7,320	7,700	10,000
206-000.000-725.200	LIFE INSURANCE	550	600	434	600	1,100
206-000.000-727.000	WORKERS' COMPENSATION	15,830	40,700	40,634	40,634	50,000
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	21,334	30,000	20,308	30,000	30,000
206-000.000-754.000	MEDICAL AND SCENE SUPPLIES	27,823	25,000	17,683	25,000	25,000
206-000.000-758.000	DIESEL FUEL	377	550	365	550	750
206-000.000-759.000	VEHICLE FUEL	36,576	30,000	25,165	33,500	38,000

HAMBURG TOWNSHIP FIRE FUND
Proposed Budget Fiscal Year 2024-2025

Item 4.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
206-000.000-768.000	UNIFORMS/ACCESSORIES	25,734	15,200	15,299	20,000	20,000
206-000.000-768.100	TURN OUT GEAR	46,083	45,000	38,567	50,000	40,000
206-000.000-801.000	CONTRACTUAL SERVICES	27,017	35,000	22,896	35,000	30,000
206-000.000-826.000	LEGAL FEES	745	8,000	1,405	8,000	8,000
206-000.000-840.000	LIABILITY/CASUALTY INSURANCE	38,656	50,200	50,201	50,201	51,000
206-000.000-843.100	EMPLOYEE PHYSICALS/VACCINATION	24,170	28,000	19,868	28,000	30,000
206-000.000-853.000	PHONE/COMM/INTERNET	8,508	15,000	7,676	15,000	12,000
206-000.000-870.000	HAZMAT YEARLY DUES	3,000	4,000	-	4,000	4,500
206-000.000-914.000	TUITION REIMBURSEMENT	-	30,000	-	-	30,000
206-000.000-916.000	TRAINING	24,807	30,000	22,648	30,000	30,000
206-000.000-916.500	FIRE PREVENTION	2,496	7,500	1,862	7,500	7,500
206-000.000-917.000	SEWER USAGE	1,866	2,600	1,928	2,600	2,600
206-000.000-918.000	WATER USAGE	1,376	4,200	3,716	4,200	4,200
206-000.000-919.000	TRASH DISPOSAL	3,808	3,500	2,493	3,500	3,500
206-000.000-920.000	ELECTRIC	43,289	40,000	21,164	40,000	40,000
206-000.000-920.100	SIREN ELECTRIC USAGE	1,681	2,000	1,223	2,000	2,000
206-000.000-921.000	NATURAL GAS/HEAT	-	10,000	5,699	10,000	10,000
206-000.000-930.003	MAINTENANCE FIRE HALL	124,223	245,500	235,318	245,500	65,000
206-000.000-930.020	MAINTENANCE - FERTILIZER	1,510	2,500	840	2,500	2,500
206-000.000-931.000	EQUIPMENT MAINT/REPAIR	17,638	14,000	(5,289)	14,000	25,000
206-000.000-931.100	EMERGENCY SIREN MAINTENANCE/REPAIRS	767	4,000	1,322	4,000	4,000
206-000.000-932.000	VEHICLE MAINTENANCE	43,497	77,500	32,231	77,500	75,000
206-000.000-933.000	SOFTWARE MAINTENANCE	5,793	5,000	4,184	5,000	5,000
206-000.000-955.000	SUNDRY	1,888	3,000	322	3,000	3,500
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	7,021	10,000	6,681	10,000	10,000
206-000.000-967.000	SPECIAL PROJECTS	4,325	166,000	170,034	170,034	125,000
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	201,310	160,500	162,809	162,809	119,000
206-000.000-981.000	CAPITAL EXPENSE - VEHICLE	93,628	45,000	37,648	45,000	25,000
	TOTAL ESTIMATED APPROPRIATIONS	2,478,495	2,853,800	2,314,535	2,956,878	3,194,850
NET OF REVENUES/APPROPRIATIONS - FUND 206		(375,360)	(633,954)	(106,277)	(744,680)	(118,421)
BEGINNING FUND BALANCE		1,576,947	1,201,587	1,201,587	1,201,587	456,907
ENDING FUND BALANCE		1,201,587	567,633	1,095,309	456,907	338,486

HAMBURG TOWNSHIP
FIRE FUND FINANCIAL PROJECTION

Item 4.

	PROJECTED FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28	PROJECTED FY 2028/29	PROJECTED FY 2029/30	PROJECTED FY 2030/31	PROJECTED FY 2031/32	PROJECTED FY 2032/33	PROJECTED FY 2033/34
REVENUES:											
PROPERTY TAXES	2,194,846	3,064,779	3,156,722	3,251,424	3,348,967	3,449,436	3,552,919	3,659,507	3,769,292	3,882,370	3,998,842
TRANSFER IN FROM GENERAL FUND	-	-	-	-	-	-	-	-	-	-	-
ALL OTHER	17,352	11,650	11,767	11,884	12,003	12,123	12,244	12,367	12,490	12,615	12,741
TOTAL REVENUES & TRANSFERS	\$ 2,212,198	\$ 3,076,429	\$ 3,168,489	\$ 3,263,308	\$ 3,360,970	\$ 3,461,559	\$ 3,565,163	\$ 3,671,873	\$ 3,781,782	\$ 3,894,986	\$ 4,011,583
EXPENDITURES:											
SALARIES AND WAGES	1,429,250	1,694,000	1,761,760	1,832,230	1,905,520	1,981,740	2,061,010	2,143,450	2,229,188	2,318,356	2,411,090
HEALTH INSURANCE	125,500	273,000	286,650	300,983	316,032	331,833	348,425	365,846	384,138	403,345	423,513
RETIREMENT	78,000	140,000	145,600	151,424	157,481	163,780	170,331	177,145	184,230	191,600	199,264
FICA	114,000	131,000	134,775	140,166	145,772	151,603	157,667	163,974	170,533	177,354	184,448
OTHER PERSONNEL COSTS	31,100	28,800	29,376	29,964	29,964	30,563	31,174	31,798	32,433	33,082	33,744
OTHER OPERATING COSTS	971,219	784,050	290,000	298,700	307,661	316,891	326,398	336,189	346,275	356,663	367,363
OTHER CAPITAL EQUIPMENT PURCHASES	162,809	119,000	127,000	59,500	60,000	135,000	60,000	125,500	55,000	355,000	55,500
CAPITAL PURCHASES FOR APPARATUS	45,000	25,000	18,000	750,000	150,000	140,000	80,000		800,000	80,000	-
TOTAL EXPENDITURES	\$ 2,956,878	\$ 3,194,850	\$ 2,793,161	\$ 3,562,966	\$ 3,072,429	\$ 3,251,411	\$ 3,235,005	\$ 3,343,902	\$ 4,201,799	\$ 3,915,401	\$ 3,674,922
OPERATING SURPLUS (SHORTFALL)	\$ (744,681)	\$ (118,422)	\$ 375,327	\$ (299,659)	\$ 288,540	\$ 210,147	\$ 330,157	\$ 327,970	\$ (420,018)	\$ (20,416)	\$ 336,660
FUND BALANCE - BEGINNING OF YEAR	\$ 1,201,587	\$ 456,906	\$ 338,484	\$ 713,811	\$ 414,153	\$ 702,693	\$ 912,840	\$ 1,242,997	\$ 1,570,967	\$ 1,150,949	\$ 1,130,533
FUND BALANCE - END OF YEAR	456,906	338,484	713,811	414,153	702,693	912,840	1,242,997	1,570,967	1,150,949	1,130,533	1,467,193
OTHER DESIGNATED FUND BALANCE **	29,022	29,022	29,022	29,022	29,022	29,022	29,022	29,022	29,022	29,022	29,022
UNDESIGNATED FUND BALANCE	\$ 427,884	\$ 309,462	\$ 684,789	\$ 385,131	\$ 673,671	\$ 883,818	\$ 1,213,974	\$ 1,541,943	\$ 1,121,924	\$ 1,101,507	\$ 1,438,166
Board Resolution FB 25% of operating expense	739,220	798,713	698,290	890,742	768,107	812,853	808,751	835,976	1,050,450	978,850	918,730
Difference	(282,314)	(460,228)	15,521	(476,589)	(65,415)	99,987	434,246	734,992	100,500	151,683	548,463

** Committed Fund Balances, Assets held for resale, prepaid

*** Millage expires in 12/2025

2024 – 2025 Treasury Goals and Objectives

1. Work with Accounting to put in place ACH for Sewer and Tax payments
2. Update Treasury 12-month task calendar
3. Assess Treasury procedures to identify and eliminate inefficiencies
4. Update Treasury procedure book
5. Evaluate and expand investment opportunities that will improve diversification and return while ensuring security of investments
6. Set up credit card payment for Portage Base Lake
7. Continue to attend selected seminars and webinars to become more proficient in all aspects of Treasury
8. Reorganize Safe room
9. Research/purchase a new money counting machine that can identify counterfeit bills, count different denominations and provide a report
10. Develop an informational pie chart to show how the average person's property tax payments are broken down

TO: Hamburg Township Board of Trustees

FROM: Deborah Mariani, Deputy Treasurer

DATE: April 3, 2024

AGENDA ITEM TOPIC: GRADE AND STEP INCREASE / SUSAN DEADMAN

Number of Supporting Documents:

REQUESTED ACTION

Susan Deadman is an exemplary employee and critical staff member in the Treasury office. Susan has been with the Township since February 2018 and proves her value each day. She is efficient, diligent and excels in all tasks she performs.

In May 2023, Susan was tasked with many additional responsibilities due to the departure of the previous Deputy Treasurer. Without hesitation, Susan took on the new challenges including working a full week instead of her three days to learn the job and then to train the new Deputy Treasurer.

I am requesting a Grade / Step increase and a title change. Susan is presently Grade 4 Step 8 (\$26.34 per hour) Senior Treasurer's Assistant. I am requesting a change to Grade 5 Step 8 (\$30.40 per hour) Assistant to the Deputy Treasurer.

As the Treasurer's activities are limited to administrative, there is no duplication of operational day-to-day activities other than between Susan and the Deputy Treasurer. It is imperative that there are two people who understand the complexities of the Treasury office and can perform all duties associated with the Treasury office.

Your approval of this request is most appreciated.

Thank you.

TO: Hamburg Township Board of Trustees

FROM: Deborah Mariani, Deputy Treasurer

DATE: April 3, 2024

AGENDA ITEM TOPIC: *Recognition to Susan Deadman*

Number of Supporting Documents: 0

REQUESTED ACTION

Susan Deadman is an exemplary employee and critical staff member in the Treasury office. Susan has been with the Township since February 2018 and proves her value each day. She is efficient, diligent and excels in all tasks she performs.

In May 2023, Susan was tasked with many additional responsibilities due to the departure of the previous Deputy Treasurer. Without hesitation, Susan took on the new challenges including working a full week instead of her three days to learn the job and then to train the new Deputy Treasurer.

I am requesting Susan be given monetary recognition in the amount of \$1,400 for her diligence in supporting the running of the Treasury office at a very critical time...Summer and Winter Tax collection and Settlement.

Your consideration of this request is most appreciated.

Thank you.

Hamburg Township Job Description

JOB TITLE: Assistant to the Deputy Treasurer

REPORTS TO: Deputy Treasurer

JOB SUMMARY:

This position is a necessary duplication of the Deputy Treasurer's responsibilities. The day-to-day operational duties are handled by the Deputy not the Treasurer. This individual handles the same duties as the Deputy.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Assists the public over the phone and in person by explaining departmental policies and procedures; directs the person to other staff or agencies as appropriate.
2. Monitor assigned bank accounts; handles the transfer of funds as required to meet financial obligations of the Township.
3. Assumes responsibility for accounting and disbursement of real and personal property to the appropriate taxing entities.
4. Handles summer and winter tax preparation including ensuring the millage rates and special assessment are correctly put into the BS&A tax module; handles the setup of the bills ensuring all the details on the bills specifically dates are correct; handles the settlement of taxes with County in March.
5. Sorts daily mail and drop box payments.
6. Receives and processes tax payments and water/sewer utility payments; balancing daily receipts, generates related reports for Accounting; preparing daily bank deposit as necessary.
7. Issues dog licenses verifying and recording information required by the County.
8. Assumes responsibility for processing Accounts Payable checks for the Township and the Library; maintains related documentation.
9. Works closely with the County Treasurers Office to ensure files are coordinated and information is distributed as required to meet efficient, timely and legal requirements.
10. Maintains the Township's petty cash fund.
11. Assists with general operations of the Treasurer's Office.
12. Assumes responsibility for investigation and resolution of payment problems including NSF checks and stop payment requests.as needed.
13. Keep current with technology related to responsibility as well as the knowledge base required by the position.
14. Keeps files organized and retention schedule per State of Michigan statue.
15. Maintains Web site with any new Treasury updates to keep residents informed.
16. Works closely with Accounting to keep Cash Receipting and GL balanced with all transactions.

- 17. Works with Assessing to ensure Tax module and Assessing module are in balance; handles the import of information from Assessing for Board of Review, Vet Exemptions, PRE adjustments.
- 18. Maintains the Treasury yearly duty calendar.

OTHER DUTIES & RESPONSIBILITIES:

- 1. Performs other duties as assigned.

JOB QUALIFICATIONS:

- 1. Associate's degree in accounting, bookkeeping or a related field.
- 2. Two to four years of related governmental accounting/bookkeeping experience.
- 3. Computer skills necessary to maintain various departmental records, documents and reports. The incumbent is also required to utilize spreadsheet and financial recordkeeping software applications.
- 4. Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- 5. Physical ability to properly operate required office equipment, retrieve documents from office files, transport items weighing up to 10 pounds, and occasionally stand for prolonged periods of time when assisting customers at the front counter.
- 6. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.

WORKING CONDITIONS:

- 1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.



I have reviewed this job description and find it to be an accurate summary of the position.

Department Supervisor

Employee

Date

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 5.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 253.000 - Treasurer						
101-253.000-702.000	FULL-TIME EMPLOYEE SALARIES	73,751	64,472	47,895	64,472	67,700
101-253.000-703.200	ELECTED OFFICIALS SALARIES	41,573	42,238	29,396	40,226	42,238
101-253.000-704.000	PART-TIME EMPLOYEE SALARIES	58,302	43,800	42,586	43,800	51,200
101-253.000-709.000	TOWNSHIP FICA	13,331	11,600	9,939	11,600	12,400
101-253.000-712.000	PAY IN LIEU OF MEDICAL INS	250	3,000	2,250	3,000	3,000
101-253.000-713.000	OVERTIME	236	5,400	7,267	8,000	4,000
101-253.000-716.000	DEFINED CONTRIBUTION	13,037	12,600	8,026	12,600	13,000
101-253.000-718.000	HEALTH/DENTAL/VISION INSURANCE	44,872	24,800	15,521	24,800	24,800
101-253.000-725.100	LONG/SHORT TERM DISABILITY	437	480	342	480	480
101-253.000-725.200	LIFE INSURANCE	97	150	51	150	150
101-253.000-851.000	POSTAGE	15,493	10,900	10,925	10,925	11,000
101-253.000-853.000	PHONE/COMM/INTERNET	970	1,020	765	1,020	1,020
101-253.000-861.000	MILEAGE	1,123	950	489	950	950
101-253.000-902.100	TAX ROLL PREP/TAX BILL PREP	2,090	4,750	-	4,750	4,900
101-253.000-910.000	PROFESSIONAL DEVELOPMENT	248	1,100	1,091	1,100	1,200
101-253.000-916.000	TRAINING	3,054	2,250	69	2,250	1,500
101-253.000-955.000	SUNDRY	236	200	56	200	200
101-253.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	692	750	145	750	750
101-253.000-980.500	RESERVE FOR EQUIPMENT PURCHASE	-	-	-	-	800
Totals - Treasurer		269,793	230,460	176,813	231,073	241,288

FAX 810-231-4295
PHONE 810-231-1000



P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139

SUPERVISOR DEPARTMENT

GOALS AND OBJECTIVES—2024/2025

Submitted by: Pat Hohl

FINANCIAL

- Work with the Director of Accounting and Department Heads to develop and update the five-year budget projections.
- Ensure budgets are accurate, attainable and adhered to by Department Heads.
- Monitor the Township benefits program and implement changes when necessary.
- Ensure adequate long-term capital maintenance/replacement funding for all facilities and assets.
- Implement and monitor all possible cost saving activities for the Township and its' residents.
- Maintain the following minimum fund balances: General Fund undesignated reserve of 125% of the annual General Fund expenditures, Fire Fund at 25% of the annual Fire Fund expenditures, Police Fund at 25% of annual Police Fund expenditures.

HUMAN RESOURCES

- Work with the Human Resources Director on all HR matters.
- Work with Department Heads to develop training and job skill programs for each employee.
- Interact with staff on a continual basis to ensure open, two-way communication.
- Work with Department Heads and MML to reduce workers compensation claims and improve safety in all departments for all staff
- Provide a work environment that encourages creativity, employee self-actualization, safety, and a real sense of ownership for each staff member.

ENVIRONMENTAL

- Work with all local, state and federal agencies and resources on PFOS PFOA management and remediation.
- Comply with MDNR permit standards at the Waste Water Treatment Plant.
- Investigate and pursue flood mitigation measures
- Pursue the FMA, HMGP and BRIC grants for homeowners on the Huron River and on Ore Lake as directed by the Board of Trustees.
- Work with the South Ore Creek Action Group to address elevated phosphorus levels in South Ore Creek and Ore Lake.
- Participate with, and implement programs through, the Livingston County Water Action Group wherever applicable
- Work to implement all Act 188 SADs for invasive weed and alga, road improvement, road maintenance and canal dredging.
- Support the Livingston County Drain Commission in the design and acquisition of coffer dams.

GENERAL

- Work with and support all Department Heads.
- Investigate, and work with the Township Board to develop a Deputy Supervisors or possible Township Managers position.
- Work cooperatively with state and county officials in a positive manner that benefits the residents of Hamburg Township.
- Mediate disputes whenever possible.
- Conduct Department Head Meetings on a bimonthly basis.
- Assist the Clerk's office to continually update the codified Zoning and General Ordinances.
- Monitor and update our Emergency Management Program and Plans
- Work to fully implement the Livingston County Transportation Master Plan

RECREATION

- Enhance maintenance of Township Parks, Senior/Community Center, and the Lakelands Trail.
- Work collaboratively with the Park and Recreation Committee to improve and expand recreational opportunities in Hamburg Township.
- Implement the Complete Street Resolution for pedestrian/bicycle improvements
- Work to extend the Lakelands Trail interconnects from M-36 to the Brighton State Recreation area and the Washtenaw County Trail system to the Lakelands Trail at McGregor Road.
- Work with the Clerk, and Park and Recreation Coordinator, to implement capital improvements

- Work with the Clerk and Director of the Senior/Community Center to investigate expansion of the Center.
- Assist with development of the Bennett Park trail enhancements and support seeking grant funding for installation of same.
- Oversee maintenance of the Mike Levine Lakelands Trail.

ROADS

- Oversee construction of township Board approved road improvements
- Continue to develop long-term road improvements throughout Hamburg Township

HAMBURG TOWNSHIP ROAD FUND
Proposed Budget Fiscal Year 2024-2025

Item 6.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
204-000.000-402.000	CURRENT PROPERTY TAX	1,207,338	658,599	659,828	659,828	692,819
204-000.000-412.000	DELINQUENT PP TAX	2,359	4,000	3,697	4,000	3,500
204-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	(221)	-	(201)	-	-
204-000.000-664.000	INTEREST REVENUE	25,517	13,500	10,951	13,500	15,000
204-000.000-699.101	TRANSFER IN 101-OPERATIONS	-	-	-	-	-
204-000.000-699.373	TRANS IN FROM HURON RIVER	-	-	-	-	-
	TOTAL ESTIMATED REVENUES	1,234,993	676,099	674,274	677,328	711,319
ESTIMATED APPROPRIATIONS						
204-000.000-801.000	CONTRACTUAL SERVICES	2,407	2,840	2,840	2,840	2,900
204-000.000-802.000	ROAD IMPROVEMENT	1,275,710	631,000	577,551	631,000	650,000
204-000.000-805.000	CHLORIDING	42,783	90,000	29,917	90,000	90,000
	TOTAL ESTIMATED APPROPRIATIONS	1,320,900	723,840	610,308	723,840	742,900
NET OF REVENUES/APPROPRIATIONS - FUND 204		(83,327)	(47,741)	63,967	(46,512)	(31,581)
BEGINNING FUND BALANCE		1,303,675	1,220,348	1,220,348	1,220,348	1,173,836
ENDING FUND BALANCE		1,220,348	1,172,607	1,284,314	1,173,836	1,142,255

HAMBURG TOWNSHIP SEWER FUND
Proposed Budget Fiscal Year 2024-2025

Item 6.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 527.000 - Sewer Operating						
590-527.000-501.000	FEDERAL GRANT REVENUE	635,429	-	-	-	-
590-527.000-653.000	O&M USAGE FEES	1,603,602	1,743,552	1,170,508	1,743,552	1,755,552
590-527.000-653.001	O&M LATE PENALTY	29,248	25,000	6,789	25,000	10,000
590-527.000-653.002	ADMIN FEE FOR DELINQ ON TAXES	22,341	22,700	22,432	22,700	22,700
590-527.000-664.001	INTEREST REVENUE - O&M ACCOUNTS	20,260	14,000	8,405	14,000	16,000
590-527.000-667.000	RENTAL INCOME	19,933	18,500	13,610	18,500	21,017
590-527.000-676.000	REIMBURSEMENTS & COST RECOVERY	28,642	32,000	34,251	45,000	36,000
590-527.000-677.000	SUNDRY	2,450	2,500	300	2,500	600
	Totals - Sewer Operating	2,361,905	1,858,252	1,256,295	1,871,252	1,861,869
 Dept 537.000						
590-537.000-637.300	PORTAGE MONTHLY SEWER OP	82,929	75,600	53,221	75,600	82,000
590-537.000-637.400	PORTAGE ADD'L FEES	9,805	10,000	22,129	29,500	24,000
	Totals - 537.000	92,734	85,600	75,351	105,100	106,000
 Dept 538.000						
590-538.000-607.000	NON-TAX ADMIN FEE	8,512	5,000	3,800	5,000	5,000
590-538.000-620.200	GRINDER PUMP INSTALLATION	55,433	250,000	69,167	100,000	50,000
590-538.000-626.000	Reinsp/inspection/easement/lgl	250	400	-	400	250
590-538.000-640.000	APPLICATION FEES - SEWERS	5,000	5,000	4,000	5,000	5,000
590-538.000-642.100	TAP FEE	340,875	263,000	199,250	263,000	187,500
590-538.000-644.100	MAIN LINE EXTENSION	9,809	58,000	147,948	147,948	20,000
590-538.000-646.200	GRINDER PUMP PURCHASE	111,620	102,000	46,260	65,000	65,000
590-538.000-646.300	REVENUE SALE OF GRINDER PUMPS	5,140	5,000	-	5,000	-
590-538.000-664.002	INTEREST REVENUE - CAPITAL ACCTS	58,433	28,500	33,514	45,000	55,000
	Totals - 538.000	595,071	716,900	503,938	636,348	387,750
 Dept 539.000						
590-539.000-472.000	SPECIAL ASSESSMENT REVENUE	2,216	100,000	1,526	100,000	1,500
590-539.000-654.000	WWTP DEBT FEE	596,160	607,968	407,959	607,968	612,000
590-539.000-654.001	WWTP DEBT LATE PENALTY	11,485	12,000	2,465	12,000	3,500
590-539.000-664.003	INTEREST REVENUE SAD'S & OTHER	56,317	29,500	27,287	37,000	45,000
	Totals - 539.000	666,177	749,468	439,236	756,968	662,000

HAMBURG TOWNSHIP SEWER FUND
Proposed Budget Fiscal Year 2024-2025

Item 6.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 540.000						
590-540.000-620.100	WATER METER INSTALLATION	100	300	100	300	300
590-540.000-637.500	WATER CONNECTION ADM FEE	700	2,100	700	2,100	1,000
590-540.000-654.500	WATER CHARGE O&M	53,880	35,000	38,497	50,000	55,000
590-540.000-654.501	WATER CHARGE PENALTY (10%)	740	500	160	500	500
590-540.000-664.001	INTEREST REVENUE - O&M ACCOUNTS	(7)	200	(76)	200	200
	Totals - 540.000	55,413	38,100	39,381	53,100	57,000
	TOTAL ESTIMATED REVENUES	3,771,300	3,448,320	2,314,201	3,422,768	3,074,619
ESTIMATED APPROPRIATIONS						
Dept 527.000 - Sewer Operating						
590-527.000-702.000	FULL-TIME EMPLOYEE SALARIES	488,056	540,500	393,314	540,500	584,000
590-527.000-702.500	LEAVE TIME PAYOUT	573	2,600	2,570	2,600	2,900
590-527.000-704.000	PART-TIME EMPLOYEE SALARIES	18,400	23,000	10,316	23,000	26,000
590-527.000-704.100	PER DIEM	1,430	1,800	650	1,800	1,800
590-527.000-709.000	TOWNSHIP FICA	42,239	49,000	34,994	49,000	53,000
590-527.000-712.000	PAY IN LIEU OF MEDICAL INS	250	3,000	2,250	3,000	3,000
590-527.000-713.000	OVERTIME	48,224	47,500	36,379	47,500	51,000
590-527.000-716.000	DEFINED CONTRIBUTION	59,809	62,000	46,420	62,000	66,400
590-527.000-718.000	HEALTH/DENTAL/VISION INSURANCE	95,572	118,800	78,097	118,800	111,000
590-527.000-725.100	LONG/SHORT TERM DISABILITY	2,872	3,400	2,297	3,400	3,500
590-527.000-725.200	LIFE INSURANCE	686	670	369	670	700
590-527.000-727.000	WORKERS' COMPENSATION	2,034	4,250	4,220	4,250	4,500
590-527.000-728.000	ON-CALL COMPENSATION	0	23,000	10,470	23,000	23,000
590-527.000-751.100	GRINDER PUMP PARTS	290,257	325,000	279,249	325,000	350,000
590-527.000-751.200	GRINDER PUMP CORES	129,600	-	-	-	-
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	24,090	25,000	27,420	35,000	30,000
590-527.000-758.000	DIESEL FUEL	1,474	2,000	1,127	2,000	2,000
590-527.000-759.000	VEHICLE FUEL	13,734	15,000	9,179	15,000	15,000
590-527.000-768.000	UNIFORMS/ACCESSORIES	9,625	5,000	2,665	5,000	4,000
590-527.000-801.000	CONTRACTUAL SERVICES	15,288	14,500	14,320	14,500	15,000
590-527.000-826.000	LEGAL FEES	5,944	5,000	391	5,000	1,000
590-527.000-840.000	LIABILITY/CASUALTY INSURANCE	8,390	28,500	28,454	28,454	30,000
590-527.000-843.000	MISC MEDICAL EXPENSES	1,000	2,500	1,203	2,500	2,000
590-527.000-851.000	POSTAGE	11,927	8,000	5,725	8,000	8,500
590-527.000-853.000	PHONE/COMM/INTERNET	9,243	13,000	10,697	13,000	14,000

HAMBURG TOWNSHIP SEWER FUND
Proposed Budget Fiscal Year 2024-2025

Item 6.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
590-527.000-861.000	MILEAGE	337	500	-	500	250
590-527.000-900.000	LEGAL NOTICES/ADVERTISING	180	500	170	500	500
590-527.000-910.000	PROFESSIONAL DEVELOPMENT	5,079	6,000	2,480	6,000	3,500
590-527.000-917.500	TREATMENT EXPENSE	84,729	125,000	100,646	125,000	140,000
590-527.000-920.000	ELECTRIC	24,725	27,000	14,877	27,000	23,000
590-527.000-921.000	NATURAL GAS/HEAT	3,787	4,000	1,651	4,000	3,000
590-527.000-930.006	BLDG MAINT-ENT @ LRG(RENTAL HOME)	2,450	12,400	12,400	12,400	-
590-527.000-930.010	SEWER MAINTENANCE GARAGE	866	2,000	1,885	2,000	2,500
590-527.000-930.011	ENTERPRISE POLE BARN(ORIGINAL)	4,689	1,000	-	1,000	1,000
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	1,606	2,500	2,053	2,500	3,000
590-527.000-932.000	VEHICLE MAINTENANCE	5,002	8,000	7,321	8,000	7,500
590-527.000-933.000	SOFTWARE MAINTENANCE	966	2,000	823	2,000	1,250
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	229,570	150,000	154,304	165,000	100,000
590-527.000-934.200	GRINDER PUMP REPLACEMENT	81,069	186,000	258,473	270,000	205,600
590-527.000-946.000	ENGINEERING SERVICES	(8,260)	5,000	-	5,000	2,000
590-527.000-955.000	SUNDRY	1,461	2,800	3,306	4,000	2,500
590-527.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	2,909	2,500	4,228	5,500	3,500
590-527.000-968.000	DEPRECIATION	1,006,343	-	-	-	-
590-527.000-969.003	AMORT EXP OF BOND DISCOUNT	9,347	-	-	-	-
590-527.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	(639,744)	2,500	18,526	20,000	30,000
590-527.000-980.017	CAPITAL IMPROVEMENTS-SEWER LOOP (ARPA)	635,429	-	-	-	-
590-527.000-981.000	CAPITAL EXPENSE - VEHICLE	-	70,000	67,588	70,000	-
590-527.000-999.101	TRANSFER OUT GENERAL FUND	57,500	57,500	47,917	57,500	57,500
	Totals - SEWER OPERATING	2,790,758	1,990,220	1,701,423	2,120,874	1,988,900
 Dept 537.000						
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	16,778	20,000	18,005	22,000	22,500
590-537.000-753.000	CHEMICALS	45,403	50,000	33,226	50,000	40,000
590-537.000-758.000	DIESEL FUEL	969	1,000	831	1,000	1,500
590-537.000-853.000	PHONE/COMM/INTERNET	292	300	239	300	300
590-537.000-917.600	SLUDGE REMOVAL EXPENSE WWTP	57,452	60,000	76,455	90,000	80,000
590-537.000-919.000	TRASH DISPOSAL	1,389	1,500	1,035	1,500	1,800
590-537.000-920.000	ELECTRIC	70,924	78,000	57,025	78,000	85,500
590-537.000-921.000	NATURAL GAS/HEAT	35,401	30,000	451	30,000	30,000
590-537.000-930.007	BUILDING MAINTENANCE - WWTP	913	3,800	3,721	3,800	2,500
590-537.000-931.000	EQUIPMENT MAINT/REPAIR	7,587	13,000	13,324	16,000	12,000
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	32,352	54,500	54,386	65,000	50,000

HAMBURG TOWNSHIP SEWER FUND
Proposed Budget Fiscal Year 2024-2025

Item 6.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
590-537.000-946.000	ENGINEERING SERVICES	6,440	2,000	-	2,000	3,000
590-537.000-952.000	LAB ANALYSIS - WWTP	12,879	13,000	10,695	13,000	13,000
590-537.000-952.100	LAB ANALYSIS FEES - PORTAGE	10,739	10,000	10,343	14,000	13,000
590-537.000-955.000	SUNDRY	-	250	-	250	250
590-537.000-955.100	ANNUAL GRNDWATER DISCHARGE FEE	5,285	9,000	8,956	9,000	10,000
590-537.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	2,094	245,000	240,967	245,000	-
	Totals - 537.000	306,896	591,350	529,659	640,850	365,350
 Dept 538.000						
590-538.000-946.000	ENGINEERING SERVICES	-	1,700	1,700	1,700	2,500
590-538.000-955.000	SUNDRY	1,380	1,000	540	1,000	1,000
590-538.000-999.101	TRANSFER OUT G/F ADMIN FEE	57,500	57,500	47,917	57,500	57,500
	Totals - 538.000	58,880	60,200	50,157	60,200	61,000
 Dept 539.000						
590-539.000-991.000	DEBT SERVICE - PRINCIPAL	-	525,000	3,631	525,000	530,000
590-539.000-992.000	INTEREST EXPENSE	110,195	130,000	90,423	130,000	71,500
590-539.000-993.000	AGENT FEES	750	1,200	860	1,200	1,200
	Totals - 539.000	110,945	656,200	94,914	656,200	602,700
 Dept 540.000						
590-540.000-917.900	WATER PURCHASE CITY OF BRIGHTON	43,386	40,000	45,060	45,060	55,000
	Totals - 540.000	43,386	40,000	45,060	45,060	55,000
	TOTAL ESTIMATED APPROPRIATIONS	3,310,865	3,337,970	2,421,212	3,523,184	3,072,950
NET OF REVENUES/APPROPRIATIONS - FUND 590		460,434	110,350	(107,011)	(100,416)	1,669
BEGINNING FUND BALANCE		28,254,798	28,715,232	28,715,232	28,715,232	28,614,816
ENDING FUND BALANCE		28,715,232	28,825,582	28,608,221	28,614,816	28,616,485

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 6.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 171.000 - Township Supervisor						
101-171.000-702.000	FULL-TIME EMPLOYEE SALARIES	12,492	10,300	7,512	10,300	11,100
101-171.000-703.200	ELECTED OFFICIALS SALARIES	80,762	84,475	58,792	80,453	84,475
101-171.000-709.000	TOWNSHIP FICA	7,193	7,300	5,104	7,300	7,400
101-171.000-716.000	DEFINED CONTRIBUTION	11,574	12,400	8,162	11,800	12,500
101-171.000-718.000	HEALTH/DENTAL/VISION INSURANCE	20,548	21,800	15,235	21,800	10,600
101-171.000-725.100	LONG/SHORT TERM DISABILITY	555	600	418	600	600
101-171.000-725.200	LIFE INSURANCE	102	100	57	100	100
101-171.000-853.000	PHONE/COMM/INTERNET	600	600	450	600	600
101-171.000-861.000	MILEAGE	-	500	650	650	650
101-171.000-967.000	SPECIAL PROJECTS	-	-	-	-	45,000
	Totals - Township Supervisor	133,827	138,075	96,380	133,603	173,025



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

02/20/24

To: Pat Hohl
From: Tony Randazzo

Re: 2024 - 2025 Buildings & Grounds Goals & Objectives

1. Replace wing deck mower (\$20,000)
2. Replace Township roofs that were damaged by hailstorm (Mostly covered by insurance).
3. Develop a plan to address Township driveway.
4. Begin replacement of older HVAC units at Township Hall (\$8,000).
5. Crack fill Township Hall, Senior Center & PD parking lots (\$5,000).



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

02/20/24

To: Pat Hohl
From: Tony Randazzo

Re: 2024-2025 DPW Goals & Objectives

1. Continue comprehensive preventative maintenance program for collection system and WWTP (Manhole program).
2. Begin preliminary design work on an expansion of the wastewater treatment plant (\$3,000).
3. Conduct PFAS testing after dispersal of grant money or as required by EGLE.
4. Replace another forty 200 series grinder pumps with modern extreme units (\$206,000).
5. Investigate and possibly install new odor control system at two pump stations (\$30,000).
6. Keep collecting GPS data of sewer collection system infrastructure.
7. Continue sodium inspections and testing.
8. Cross training and job sharing for all employees.
9. Continue safety training program analyzing work activities while conducting and documenting safety training. *Emphasize electrical safety.*
10. Replace flow meter at WWTP (\$10,000).



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

02/20/24

To: Pat Hohl
From Tony Randazzo

Re: 2024-2025 Tech Services, Cable TV, & Computer Goals & Objectives

1. Upgrade our internet service with a fiber connection once it is financially viable (Monthly cost unknown at this time).
2. Migrate phone system to cloud platform. (Contingent upon fiber internet, installation cost \$10,000-\$15,000).
3. Replace twenty computers township-wide in anticipation of October 2025 retirement of Windows 10 (\$25,000)
4. New application server for BS&A applications (\$12,000)
5. Implement paperless utility billing.
6. Cross training of Utilities/Special Projects Coordinator job duties.

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 7.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 228.000 - Technical/Utilities						
101-228.000-702.000	FULL-TIME EMPLOYEE SALARIES	140,514	112,250	82,777	112,250	120,700
101-228.000-702.500	LEAVE TIME PAYOUT	1,336	850	821	850	900
101-228.000-704.000	PART-TIME EMPLOYEE SALARIES	11,310	-	-	-	-
101-228.000-709.000	TOWNSHIP FICA	11,945	8,700	6,591	8,700	9,400
101-228.000-712.000	PAY IN LIEU OF MEDICAL INS	3,000	3,000	2,250	3,000	3,000
101-228.000-713.000	OVERTIME	82	250	-	250	100
101-228.000-716.000	DEFINED CONTRIBUTION	16,594	14,000	9,449	14,000	14,400
101-228.000-718.000	HEALTH/DENTAL/VISION INSURANCE	17,173	9,900	6,906	9,900	9,900
101-228.000-725.100	LONG/SHORT TERM DISABILITY	838	700	528	700	700
101-228.000-725.200	LIFE INSURANCE	154	125	74	125	115
101-228.000-853.000	PHONE/COMM/INTERNET	-	420	315	420	420
101-228.000-861.000	MILEAGE	214	500	-	500	250
101-228.000-910.000	PROFESSIONAL DEVELOPMENT	-	500	-	500	250
101-228.000-955.000	SUNDRY	55	-	-	-	-
	Totals - Technical/Utilities	203,213	151,195	109,712	151,195	160,135
Dept 229.000 - Computer/Cable						
101-229.000-704.000	PART-TIME EMPLOYEE SALARIES	186	2,200	1,307	2,200	2,300
101-229.000-709.000	TOWNSHIP FICA	14	170	100	170	180
101-229.000-853.000	PHONE/COMM/INTERNET	3,801	-	-	-	-
101-229.000-933.000	SOFTWARE MAINTENANCE	74,468	120,000	125,707	126,000	130,000
101-229.000-946.000	ENGINEERING SERVICES	135	2,700	375	2,700	2,500
101-229.000-955.000	SUNDRY	22	250	-	250	250
101-229.000-980.000	CAPITAL EQUIPMENT	19,517	6,000	5,401	6,000	22,000
101-229.000-980.500	RESERVE FOR CABLE TV EQUIP PURCHASE	-	-	-	-	-
	Totals - Computer/Cable	98,144	131,320	132,891	137,320	157,230

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 7.

Dept 265.000 - Township Buildings

101-265.000-702.000	FULL-TIME EMPLOYEE SALARIES	74,179	93,300	73,090	93,300	117,900
101-265.000-702.500	LEAVE TIME PAYOUT	-	250	205	250	225
101-265.000-704.000	PART-TIME EMPLOYEE SALARIES	77,381	94,250	60,605	94,250	100,700
101-265.000-709.000	TOWNSHIP FICA	13,590	17,000	11,207	17,000	17,100
101-265.000-713.000	OVERTIME	5,403	3,500	2,581	3,500	3,500
101-265.000-716.000	DEFINED CONTRIBUTION	12,139	10,500	9,029	10,500	10,700
101-265.000-718.000	HEALTH/DENTAL/VISION INSURANCE	31,314	29,500	24,960	29,500	29,500
101-265.000-725.100	LONG/SHORT TERM DISABILITY	659	750	724	750	750
101-265.000-725.200	LIFE INSURANCE	182	200	144	200	160
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	8,655	7,000	5,824	7,000	9,000
101-265.000-758.000	DIESEL FUEL	3,424	4,000	2,096	4,000	4,000
101-265.000-759.000	VEHICLE FUEL	8,110	8,000	5,157	8,000	8,000
101-265.000-768.000	UNIFORMS/ACCESSORIES	3,370	2,500	899	2,500	2,000
101-265.000-801.000	CONTRACTUAL SERVICES	1,896	2,000	1,507	2,000	2,000
101-265.000-853.000	PHONE/COMM/INTERNET	385	420	315	420	420
101-265.000-861.000	MILEAGE	-	250	-	250	250
101-265.000-910.000	PROFESSIONAL DEVELOPMENT	841	750	(1,246)	750	1,000
101-265.000-917.000	SEWER USAGE	3,359	4,500	3,471	4,500	4,703
101-265.000-919.000	TRASH DISPOSAL	1,549	1,700	919	1,700	1,800
101-265.000-920.000	ELECTRIC	18,584	21,000	12,007	21,000	20,000
101-265.000-921.000	NATURAL GAS/HEAT	5,923	6,000	3,232	6,000	6,000
101-265.000-930.000	MAINTENANCE TWP HALL	13,342	13,000	14,810	16,000	12,000
101-265.000-930.003	MAINTENANCE FIRE HALL	-	25,000	25,000	25,000	-
101-265.000-930.004	MAINTENANCE DPW GARAGE/OLD PACKR	5,525	1,000	-	1,000	2,000
101-265.000-930.008	MAINTENANCE LIBRARY	1,060	1,500	1,138	1,500	1,500
101-265.000-930.020	MAINTENANCE - FERTILIZER	1,269	1,500	544	1,500	1,500
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	8,368	10,500	9,316	10,500	10,000
101-265.000-932.000	VEHICLE MAINTENANCE	11,689	10,500	9,866	10,500	12,000
101-265.000-955.000	SUNDRY	1,232	500	235	500	500
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	55,393	280,000	279,911	280,000	75,000
101-265.000-980.100	ARPA FUNDS STORAGE FACILITY	162,998	-	-	-	-
101-265.000-981.000	CAPITAL EXPENSE - VEHICLE	47,303	-	-	-	-
101-265.000-981.500	RESERVE FOR VEHICLE PURCHASE	-	5,000	-	5,000	5,000
	Totals - Township Buildings	579,121	655,870	557,544	658,870	459,208

Hamburg Township Job Description

JOB TITLE: Utilities and Special Projects Coordinator
(Full-time, Hourly, Non-exempt)

REPORTS TO: Director of Technical & Utility Services

JOB SUMMARY:

Assumes responsibility for coordinating sanitary sewer and water service special assessment districts, road improvement/maintenance districts, and all other special assessment districts administered by the Township. Provides administrative support to the Township Supervisor, Director of Technical and Utility Services, Municipal Utilities Committee, as well as the Department of Public Works as a whole.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Coordinates administration of the Township's sanitary sewer and water service special assessment districts. Duties include assisting the Township Board with setting-up and establishment of special assessment districts, more particularly drafting of petition forms, district maps, determination of district support, drafting Board resolutions, meeting notices, mailing affidavits and other legal documentation as required under State Law. Attends all informational meetings and public hearings during the establishment of the special assessment districts as directed by the Township Board. Once construction of the sewer district is complete, duties include, but are not limited to, issuing and processing of connection applications, scheduling sewer hook-ups with Township-approved contractors, coordinating inspection of the sewer connection by the County, providing information regarding special assessment districts, monitoring compliance with Township requirements, determining related assessment fees, and maintaining related documentation.
2. Assumes responsibility for coordinating administration of the Township's road improvement/maintenance and other special assessment districts. Special assessment districts can include street lighting, canal dredging, and other neighborhood improvements. Duties include, but are not limited to coordinating contractor bid and selection process, scheduling services with Township approved contractors, providing information regarding maintenance services, and maintaining related documentation. Respond to property owner complaints regarding maintenance issues and follow-up with contractor for resolution to correct issue. Responsible for calculating the annual assessment fee charges for each special assessment district and reporting to Clerk for adoption of tax levies. Enter assessment charges for districts into Special Assessments Program for tax roll.
3. Works with the Township Engineers, Attorney, and/or Bond Counsel in the preparation of various documents related to special assessment projects, bond sales, ordinances, and litigations. Prepares and files documents to be recorded with Register of Deeds office.
4. Provides administrative assistance to the Supervisor, Director of Technical & Utility Services, and DPW staff. Acts as the point of contact for the Township Supervisor and Director of Technical & Utility Services in their absence. Duties include, but are not limited to, typing various documents, preparing reports, coordinating assignment of work requests, responding to resident questions and/or complaints and coordinating a resolution with Township Contractors. Responsible for management of development sewer projects; including

participation in pre-application meetings, preparation of sewer and/or water agreements, coordination of permits, bids, securing "as-built" drawings as well as the dedications and bills of sale for on-site sewer collection systems.

5. Performs ZBA reviews on behalf of the DPW/Utilities Department to ensure there are no sewer or water related issues when granting a variance. Reviews and signs-off on all Land Use Permits to verify that any and all sewer issues are resolved by the builder and/or property owner before the permit is issued. Coordinate on-site inspections with DPW staff and builder to confirm all issues are resolved.
6. Completes final cost analysis for cash up-front and Contract S.A.D. sewer connections and extensions to determine if property owner is due a refund for overpayment of estimated sewer fees or an invoice for cost overruns. Reviews and invoice/refund summaries are forwarded to Municipal Utilities Committee for sign-off prior to presentation to the Township Board for review and approval.
7. Performs a variety of administrative tasks in support of the Municipal Utilities Committee. Duties include, but are not limited to, preparing meeting agendas, compiling necessary data for and preparing the digital information packets, preparing and distributing public hearing notices, making necessary meeting arrangements, recording meeting minutes, maintaining meeting minute books and other administrative records, and performing related meeting follow-up activities as directed. Prepare Township Board agenda information from items reviewed by Committee and forward to Township Clerk for insertion in Board meeting packets.
8. Provides information and assistance to the general public.
9. Works on special projects as assigned by the Township Supervisor and/or Director of Technical Services.

10. Handles purchasing for the DPW and Building & Grounds Departments.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Associate's degree in office management, business or related fields.
2. Two to four years of related administrative experience including preparation of legal documentation.
3. Written, typing and computer skills necessary for the creation and compilation of various documents, communications and reports.
4. Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, contractors, developers, and others. The incumbent is also required to handle problems situations in a tactful, courteous and respectful manner.
5. Physical ability to properly operate required office equipment, retrieve documents from office files, transport items weighing up to 10 pounds, and periodically sit in one position for extended periods of time.
6. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date

APPROVED BY TOWNSHIP BOARD _____



PLANNING/ZONING GOALS & OBJECTIVES – 2024-2025

In furtherance of the current year’s goals and objectives for the Planning/Zoning Department, I submit the following items to be addressed for fiscal year 2024-2025. Please note that these are not in order of priority.

1. Continue to provide excellent, timely customer service to residents, developers, township staff and boards, and outside agencies.
2. Work with residents and developers to create and implement projects that are a benefit to the township.
3. Continue to train planning and zoning staff on wetlands, floodplains, GIS, current trends in planning, and code enforcement. There are multiple sources of free and low-cost training available that staff can attend.
4. Process zoning text/map amendments, as time and budget allow, for the following:
 - a. Amend Zoning Board of Appeals findings of fact so that findings are in-line with Michigan Zoning Enabling Act;
 - b. Consider amending zoning map to remove/reduce the number of split zoned parcels.
 - c. Additional simplifications and clarifications to text /map as time allows.
5. Continue work on CRS and NFIP participation activities.
6. Continue to enforce violations against the zoning and general ordinances by means of the municipal civil infraction penalty structure.
7. Pursue code enforcement against serial ordinance offenders.
8. Work with IT to re-organize P&Z web pages to make site more user friendly and useful to the public.
9. Support Clerk’s department in on-going Municode updates.
10. Create written policy and procedures for escrow accounts and performance bonds.
11. Work with finance director and BS&A to bring P&Z processes and permits on-line.
12. Work with IT to digitize site plan records.

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

(810) 231-1000 Office
(810) 231-4295 Fax



Supervisor: Pat H Item 8.
Clerk: Jim Neilson
Treasurer: Al Carlson
Trustees: Mike Dolan
 Bill Hahn
 Chuck Menzies
 Jason Negri

ZONING BOARD of APPEALS GOALS & OBJECTIVES -2024-2025

The Zoning Board of Appeals will continue to provide site-specific relief to applicants that have a demonstrated practical difficulty in applying the strict standards of the Zoning Ordinance to their properties.

ZBA members need training in making legally sound decisions, either by township counsel or attending outside training. Historically, ZBA members have not taken advantage of outside training opportunities.

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

(810) 231-1000 Office
(810) 231-4295 Fax



Supervisor: Pat H Item 8.
Clerk: Jim Neilson
Treasurer: Al Carlson
Trustees: Mike Dolan
 Bill Hahn
 Chuck Menzies
 Jason Negri

PLANNING COMMISSION GOALS & OBJECTIVES -2024-2025

The Planning Commission will continue to hold two meetings per year, as required by the Michigan Zoning Enabling Act, and meet on an as-needed basis. It is anticipated that the number of meetings necessary to keep pace with special use, site plan review, zoning map and text amendments will continue to increase with renewed interest in both commercial and large-scale residential development in the township.

The Planning Commission, beginning in February 2024, has two large residential developments on their agenda. These two projects will take much of 2024. The Planning Commission is expected to begin work on a number of zoning text amendments later in 2024.

All commissioners are encouraged to attend trainings so that they stay current on trends and legal issues in planning. No and low cost trainings are routinely offered by MAP, MML, MTA, and MSU. Few Commissioners have attended trainings but should be encouraged to do so as a condition of their appointment .

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 8.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
101-702.000-613.000	LAND DIVISION/COMBINATION FEES	600	800	800	800	700
101-702.000-615.000	REZONING FEES	1,000	1,000	1,000	1,000	1,000
101-702.000-616.000	ADDRESS SIGN FEE	-	-	-	-	-
101-702.000-617.000	SITE PLAN FEES	16,579	13,000	2,743	13,000	3,000
101-702.000-618.000	ZONING BOARD OF APPEALS APPLIC	9,550	6,000	3,800	6,000	4,000
	TOTAL ESTIMATED REVENUE	27,729	20,800	8,343	20,800	8,700
ESTIMATED APPROPRIATIONS						
Dept 701.000 - Planning Commission						
101-701.000-704.000	PART-TIME EMPLOYEE SALARIES	470	-	-	-	-
101-701.000-704.100	PER DIEM	3,305	5,640	1,555	5,640	5,640
101-701.000-709.000	TOWNSHIP FICA	289	430	139	430	430
101-701.000-752.000	SUPPLIES & SMALL EQUIPMENT	-	-	-	-	1,600
101-701.000-826.000	LEGAL FEES	-	1,000	-	1,000	1,000
101-701.000-900.000	LEGAL NOTICES/ADVERTISING	645	500	350	500	750
101-701.000-910.000	PROFESSIONAL DEVELOPMENT	-	500	-	500	500
	Totals - Planning Commission	4,709	8,070	2,044	8,070	9,920
Dept 702.000 - Planning & Zoning						
101-702.000-702.000	FULL-TIME EMPLOYEE SALARIES	116,599	138,600	107,063	138,600	142,500
101-702.000-704.000	PART-TIME EMPLOYEE SALARIES	39,309	31,500	18,966	31,500	33,000
101-702.000-704.100	PER DIEM	3,415	4,020	1,480	4,020	4,020
101-702.000-709.000	TOWNSHIP FICA	13,345	13,400	9,812	13,400	14,000
101-702.000-712.000	PAY IN LIEU OF MEDICAL INS	750	-	-	-	-
101-702.000-713.000	OVERTIME	527	-	-	-	-
101-702.000-716.000	DEFINED CONTRIBUTION	14,045	15,500	11,813	15,500	16,000
101-702.000-718.000	HEALTH/DENTAL/VISION INSURANCE	35,253	44,000	25,810	44,000	44,000
101-702.000-725.100	LONG/SHORT TERM DISABILITY	710	880	658	880	880
101-702.000-725.200	LIFE INSURANCE	169	170	109	170	170
101-702.000-826.000	LEGAL FEES	14,870	10,000	1,751	10,000	10,000
101-702.000-853.000	PHONE/COMM/INTERNET	1,005	1,020	765	1,020	1,200
101-702.000-861.000	MILEAGE	148	200	-	200	200
101-702.000-900.000	LEGAL NOTICES/ADVERTISING	2,370	2,000	2,490	3,400	3,500
101-702.000-910.000	PROFESSIONAL DEVELOPMENT	1,049	2,500	70	2,500	2,500
101-702.000-914.000	TUITION REIMBURSEMENT	3,001	6,000	4,063	6,000	6,000
101-702.000-946.000	ENGINEERING SERVICES	-	3,000	-	3,000	3,000
101-702.000-951.000	STORM WATER DISCHARGE	500	500	500	500	500
101-702.000-955.000	SUNDRY	569	300	266	300	300
101-702.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	413	2,500	-	2,500	2,500
101-702.000-981.500	RESERVE FOR VEHICLE PURCHASE	-	-	-	-	2,000
	Totals - Planning & Zoning	248,046	276,090	185,614	277,490	286,270



GOALS AND OBJECTIVES: FY 2024/2025

PARKS AND RECREATION, GRANTS, & ORDINANCE (Township Coordinator)

ADMINISTRATIVE

- Complete update of the Parks and Recreation Administrative Policies & Procedures
- Ensure all proposed park projects comply with Master Plan and ADA Standards
- Work with Treasury for Park & Senior Center Use invoices/payments
 - Scheduling Software - **\$5,000** per year average cost (developing short list)
- Update and promote Adopt-A-Garden/Tree/Bench Donor Program
 - Investigate possible addition of Park features, ie: outdoor games
- **2024 Community Clean-Up Event**
 - April 20, 2024 - 9AM-3PM
 - **\$6,500 Budget was approved 12/5/23**
 - **Same level funding for April 2025**

FORMS & INFORMATION MANAGEMENT

- Maintain Parks/Lakelands Trail/Community Center/ADA website pages
- Maintain Parks & Rec/Lakelands Trail/and Township social media profiles
- Develop/maintain all marketing material for Parks/Trails & supply information kiosks
 - Anticipate roughly **\$500-\$1,000** for Print Budget
 - Looking to create QR codes for Digital Content: Brochures, Maps, & New Resident
 - Use Park Rangers for distribution of materials on Kiosks

SCHOLARSHIP

- Assist user groups with scholarship procedure
- Investigate/coordinate fund raising events for Scholarship, if needed
- Township promised funding

MANLY BENNETT PARK

- Install wayfinding/safety signage in Manly Bennett Park
 - Estimate for Wayfinding - **\$5,000** - Estimate for Rules & Regs - **\$5,000**
- Install safety fencing in Flyer's Field - **\$25,000**
- Coordinate/Assist with Bennett Park & Water Trail Access Improvements #TF22-0107
 - See Grants for Details on Funding & Scope
- Install field gravel and square off all diamonds in East Park - **\$5,000**

COMMUNITY CENTER

- Continue to schedule Community Center Use of facility and to update policies as needed
- Cross-train with Senior staff on building rental and train on future software, if any

GRANTS

- **Current Project: Bennett Park & Water Trail Access Improvements #TF22-0107**
 - Deadline for completion/filing – August 31, 2025
 - Funding: **\$300,000 MDNR, Promised Match from Township \$202,500**
 - **Scope:**
 - Canoe/Kayak Launch or Ramp with 6' Access Pathway
 - Interpretive Signage for Native Plantings & Bench at Launch
 - Paved ADA Parking Spaces within Gravel Lot (West Park)
 - Trail Improvements in West Park, 8' wide or more
 - Playground Improvements with ADA Safety Surfacing
 - Rain Garden with Native Plants (incorporate into playground)
 - Landscaping, Signage, Drinking Fountain
 - Consideration for “Park Within A Park” concept will require additional budget
 - Pursue both Community and MDNR grants for future phases of this vision **\$10,000**
- **Pending Grant: MLLT Zukey Footbridge & Amenities Project #IG-202324346**
 - Anticipates **\$100,000 Wilson Grant & \$40,000 Township Match**
 - If funds are not awarded, high priority project will be fully funded by Township
 - *Have been advised by staff that money is set aside for this project*
- **Pending Grant: Senior/Community Center Expansion Project #LEO/MCSC**
 - Anticipates **\$490,000 LEO Grant, with no Township Match**
 - Recommend funding the Energy Efficient Windows and/or Patio Shade Screen even if the grant funding doesn't come through
 - Estimated Windows at **\$40,000** (increase to \$50,000),
 - Shade Structure/Pergola at **\$125,000** (increase to \$150,000)
 - *Figures from 2023 grant used for estimates*
- **Concept Plan: Future Phases of Bennett Park Intergenerational Park Project**
 - Pursue funding for future upgrades to “Park Within A Park”
 - Funding requests to come to Township Board on a case by case basis
- **Highly recommend having a Master Design Plan for all parks/trails/community center so I have a concept plan ready for any Grant we decide to pursue - Cost not to exceed \$12,000 (quote in 2023 was \$10,500)**
- Continue to seek out opportunities and submit Grants that support Master Plan Design

TRAINING

- Continue On-line webinar training and attend annual Conference MParks
 - Anticipate roughly **\$1,000 Budget per person**

ORDINANCE

- Maintain records for Supplemental updates
- Coordinate all changes to be filed with Municode for codification

CLERK

- **Complete Records Management scanning for Parks/Trails/Grants through Docuware**
- **Scan and organize all archive Park, ADA, Grant, & Ordinance Records**

TO: Township Board

FROM: Deby Henneman, ADAC - Township Coordinator

DATE: April 3, 2024

AGENDA ITEM TOPIC: ADA Transition Plan – 2024 Updates for Budgeting Purposes

Number of Supporting Documents: **1 (Transition Plan as of 4/2/24)**

Requested Action

To review ADA Transition Plan for purposes of the budgeting process and to recommend to the Department Heads which ADA projects, in excess of \$750, should be pursued in the 24/25 FY Budget Cycle, while keeping in mind Level 1 items are the highest priority.

Action should also include directing the ADA Coordinator to complete items which cost \$750 or less, by utilizing Building & Grounds staffing as time allows and as outlined under Section 3.4 in the Administrative Policies and Procedures.

Note: A project budget specific to smaller Township-wide ADA Transition Plan updates would be helpful in order to expedite updates in a timely manner.

Background

The ADA Transition plan has been updated to reflect everything that has been reported to me. Inspections will be made by the end of this calendar year.

I have color coded the plan to track items that have been completed (green), items that are Priority level 1 or partially completed (yellow), and added a column calculating the estimated cost at a 20% increase for budgeting purposes (orange) in 2022. Anything shown in white has not been started or planned for to my knowledge.

Most upgrades to date have been done with staff, or have been completed with minimal costs. If values were shared with me, they were put in this report, however, staff payroll and donated labor should also be considered when calculating costs. Larger projects may have included more than one line item in which case you will see INCL.

Polling location compliance is a high priority.



GOALS AND OBJECTIVES: FY 2024/2025

ADA COORDINATOR (Township Coordinator)

ADMINISTRATIVE

- Archive all records for ADA

TRANSITION PLAN

- Complete annual inspections of all reported upgrades
- Update Transition Plan and distribute annually for development of budget
- Provide staff support on ADA procedure, and reporting of completed projects

SUGGESTED PROJECTS for Department Heads

- Parking lot/transition ramp repairs
 - Township Hall ramp (permanent repair) and curb
 - Fill cracks exceeding 1" in all municipal paved parking lots and paths/trails
 - Upgrades to all gravel lots to ensure accessible route and/or parking
 - Addition of accessible route to all recreation elements/facilities from parking
 - Update all Trailhead ADA parking to include access aisles & signage
 - Consider creating an ADA parking space at top of hill at Winkelhaus
- Public Restroom upgrades – Manly Bennett Park East & West
 - Consideration of Vault Toilet systems, or enclosures for portable toilets
- Hire Vendor to inspect/adjust door opening force on all doors in Township Buildings annually
- Ensure all Election sites are accessible and adequate signage is obtained/installed
- Purchase Assistive Listening Device System for the public, to be shared between Depts
-

TRAINING

- ADA Coordinator Training Certification Program completed
 - Deby Henneman earned ADAC status 1/2024
- Maintain CEUs with online training and conferences, as needed
- Provide staff support, as needed

CURRENT PROJECTS

- Bennett Park & Water Trail Access Improvements #TF22-0107
 - See Grant Report for Details on Funding & Scope

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Board of Education Building - Precinct #3 & #6	Accessible Parking - Sign	No van accessible parking space is marked or noted at the main entrance.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 225.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Temp signage purchased 10/2016 and used for 11/2016 Presidential		\$ 15.00
N/A	Board of Education Building - Precinct #3 & #6	Door - Interior Opening Force	The doors into Room 402 have an opening force too high at 10 lbs. and 9 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00		N/A	We are using for precinct, but are not in control of their maintenance. Highly recommend suggesting these items be done prior to any election.			\$ -
N/A	Board of Education Building - Precinct #3 & #6	Door - Interior Opening Force	The music room door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00		N/A	We are using for precinct, but are not in control of their maintenance. Highly recommend suggesting these items be done prior to any election.			\$ -
N/A	Board of Education Building - Precinct #3 & #6	Door - Interior Opening Force	The second set of doors out of the second room have an opening force too high at 9 lbs. and 12 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00		N/A	We are using for precinct, but are not in control of their maintenance. Highly recommend suggesting these items be done prior to any election.			\$ -
N/A	Board of Education Building - Precinct #3 & #6	Door - Interior Opening Force	The gym doors have an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00		N/A	We are using for precinct, but are not in control of their maintenance. Highly recommend suggesting these items be done prior to any election.			\$ -
N/A	Board of Education Building - Precinct #3 & #6	Door - Interior Opening Force	The doors at the gym entrance have one door with an opening force too high at 13 lbs. and the other door is acceptable.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00		N/A	We are using for precinct, but are not in control of their maintenance. Highly recommend suggesting these items be done prior to any election.			\$ -
X	Board of Education Building - Precinct #3 & #6	Change of Level	There is a drop-off at the door that is too high at 2 1/2 inches.	ADAAG 404.2.4.4	Provide a minimum 5 foot (60 inches) level landing of no more than 2% in all directions at the door. Provide a smooth transition to the door threshold.	1	\$ 850.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Changed route for 11/2016 Presidential Election to avoid this entrance/exit		\$ 130.00
X	Board of Education Building - Precinct #3 & #6	Accessible Parking - Restripe	There is a sign for accessible parking but it is not properly marked. This could be a van accessible space.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 225.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Temp signage purchased 10/2016 and used for 11/2016 Presidential		Included

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
N/A	Board of Education Building - Precinct #3 & #6	Mats	The mat by the main entrance too is too light and could be a tripping hazard.	ADAAG 302.2	Provide a mat with a heavier backing or tape the mat to the floor.	1	\$ 150.00	\$ 180.00		If mats can't be replaced, they should be removed for the election. Suggest we purchase compliant mats to replace them with for inclement weather.			\$ -
N/A	Board of Education Building - Precinct #3 & #6	Mats	The mat at the gym doors is too light and could be a tripping hazard.	ADAAG 302.2	Provide a mat with a heavier backing or tape the mat to the floor.	1	\$ 150.00	\$ 180.00		If mats can't be replaced, they should be removed for the election. Suggest we purchase compliant mats to replace them with for inclement weather.			\$ -
X	Public Works Building	Accessible Parking - Van	The accessible parking does not provide a van accessible space.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 225.00		FY 16/17	Task Scheduled by Building & Grounds	Sealed and re-striped all parking 10/2016. Updated photos required.		\$ 17.75
X	Public Works Building	Accessible Parking - Surface	The access aisle has a large crack that is too wide at 1 inch.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 350.00		FY 16/17	Task Scheduled by Building & Grounds	Sealed and re-striped all parking 10/2016. Updated photos required.		Included in Parking Lot Restriping Project \$20,000 est
X	Public Works Building	Abrupt Transition	The curb ramp has an abrupt transition of 1 inch and a gap too wide at 2 inches where the curb ramp meets the access aisle.	ADAAG 302.3	Fill in or replace section of asphalt parking space to provide a flush transition.	1	\$ 175.00		FY 16/17	Task Scheduled by Building & Grounds	Sealed and re-striped all parking 10/2016. Updated photos required.		Included in Parking Lot Restriping Project \$20,000 est
	Public Works Building	Curb Ramp	The curb ramp has a running slope too steep at 10.8%.	ADAAG 406	Provide a curb ramp with a running slope no steeper than 8.3% and a cross slope no steeper than 2% and a smooth transition to the sidewalk and street gutter. Provide truncated domes the width of the sidewalk and 24 inches deep where it meets the street. Provide a color that contrasts with the walkway surface.	1	\$ 1,575.00	\$ 1,890.00					
	Public Works Building	Door - Closing Speed	The front door has a closing speed too quick at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
	Public Works Building	Door - Interior Opening Force	The public restroom door has an opening force too high at 11 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
	Public Works Building	Toilet - Height	The public restroom toilet has extenders on the toilet seat.	ADAAG 604.4	Remove and replace the toilet with one at a height at 17 inches to 19 inches to the top of the toilet seat.	3	\$ 1,650.00	\$ 1,980.00					

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Public Works Building	Toilet - Centerline	The public restroom toilet centerline is too far from the wall at 19 1/2 inches.	ADAAG 604.2	Provide an off-set drain to relocate the toilet to have a centerline 16 inches to 18 inches from the wall.	3	\$ 1,600.00	\$ 1,920.00					
	Public Works Building	Toilet - Grab Bars	The public restroom toilet does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00	\$ 210.00					
	Public Works Building	Sink - Knee Clearance	The public restroom sink is mounted too low at 25 inches for the knee clearance.	ADAAG 606	Remount the sink to provide a minimum 27 inches knee clearance and a rim height of no higher than 34 inches AFF.	3	\$ 1,950.00	\$ 2,340.00					
	Public Works Building	Sink - Protective Pipe Wrapping	The public restroom sink does not provide protective pipe wrapping.	ADAAG 606.5	Provide a protective cover or protective pipe wrapping on the water shut offs and drain pipes.	3	\$ 75.00	\$ 90.00					
	Public Works Building	Door - Interior Opening Force	The door to the computer room has an opening force too high at 19 lbs. and closes too quickly at 2 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
	Public Works Building	Grate Openings	The grates in the machine room have openings to large at one inch.	ADAAG 403.1	Provide a covering over the grate during the tour such as a mat or other firm surface to prevent walkers and front wheels of wheelchairs from going in-between the grates.		\$ 150.00	\$ 180.00					
	Public Works Building	Door - Interior Opening Force	The door out by the tape room has an opening force too high at 13 lbs.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
	Public Works Building	Cross Slope	The route on the inside has a cross slope too steep at over 5%. Consider using the outside area for the route to the back rooms. Last door has a cross slope too steep at up to 9.6% for 19 feet.	ADAAG 403.3	Remove and regrade section to provide a cross slope no greater than 2%. This would require the removal of the existing curb ramp.	1	\$ 1,800.00	\$ 2,160.00					
	Public Works Building	Accessible Element	There are stairs up to the outdoor viewing tanks. No other means of access is provided or could be reasonably accomplished.	Everyone's Welcome: The Americans with Disabilities Act and Museums - Accessible Facilities and Exhibits	Recommendation: Provide a alternative way to view into the upper area. Option 1: Provide a video of the area that can be viewed in one of the offices. Option 2: Provide a live camera feed to view from down below. Other considerations besides these are possible.	2	\$ 1,500.00	\$ 1,800.00					
X	Firehouse #11 & Precinct #2	Accessible Parking - Van	The parking space does not provide a van accessible sign.	ADAAG 502.6	At the van accessible parking spaces, under the International Symbol of Accessibility sign provide a "Van Accessible" sign mounted 60 inches minimum AFF to the bottom of the sign.	1	\$ 100.00			Van Accessible sign installed by HTFD Staff.	12/27/2021	5/19/2022	N/A

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Firehouse #11 & Precinct #2	Abrupt Transition	The access aisle has a 1 inch abrupt transition where it meets the curb ramp.	ADAAG 303	Remove and replace section of asphalt in the parking space to provide a smooth transition.	1	\$ 175.00	\$ 210.00		Believe this was included in Concrete/Asphalt Repair 10/9/23	9/19/2023		
X	Firehouse #11 & Precinct #2	Door - Exterior Opening Force	The main front doors have an opening force too high at 10 lbs. and closes too quickly at 4 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			Closers were leaking and needed to be replaced. Hired Advanced Safe & Lock.	12/6/2021		\$ 1,107.60
X	Firehouse #11 & Precinct #2	Door - Exterior Opening Force	The emergency exit out of the meeting room has an opening force too high at 12 lbs. and closes too quickly at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			Closers were leaking and needed to be replaced. Hired Advanced Safe & Lock.	12/6/2021		\$ 522.60
X	Firehouse #11 & Precinct #2	Door - Interior Opening Force	The women's restroom door has an opening force too high at 10 lbs. an closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			Door closer was adjusted to meet ADA standard by Advanced Safe & Lock.	11/30/2021		\$ 51.50
X	Firehouse #11 & Precinct #2	Clear Floor Space	The women's restroom has a garbage can in the clear maneuvering space of the door.	ADAAG 404.2.4	Move the trash can to provide a minimum 18 inches maneuvering clearance on the pull side of the door plus a 30 inch by 48 inch clear floor space. Option: Provide an automatic door that complies with ADAAG 404.3.	2	\$ 150.00			Moved trashcan and paper towel holder away from door to allow for clear maneuvering. HTFD Staff completed work.	2/15/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Toilet - Height	The women's restroom toilet is too low at 16 inches.	ADAAG 604.4	Provide a toilet with height at 17 inches to 19 inches to the top of the toilet seat.	3	\$ 1,650.00			Toilet removed and replaced with taller toilet 17"-19" to top. Work by Pinckney Plumbing.	12/23/2021		\$ 830.00
X	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The women's restroom side grab bar is too far from the corner at 13 inches.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the side grab bar to be no more than 12 inches from the corner. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			Relocated grab bar to meet ADA tolerances. Completed by HTFD Staff.	2/15/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The women's restroom rear grab bar has a centerline of only 10 1/2 inches.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the rear grab bar to provide at least 12 inches from the centerline of the toilet to the corner and at least 24 inches from the centerline to the transfer side of the toilet. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			Relocated grab bar to meet ADA tolerances. Completed by HTFD Staff.	2/15/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The women's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			Added vertical grab bar in compliance with ADA standards. Purchase from Amazon, work completed by HTFD Staff.	2/15/2022		\$ 31.00
X	Firehouse #11 & Precinct #2	Toilet - Paper Dispenser	The women's restroom toilet paper is too far in front at 11 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			Relocated existing paper dispenser to meet ADA standards. Work completed by HTFD staff.	2/15/2022		\$ 5.00

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Firehouse #11 & Precinct #2	Sink - Knee Clearance	The women's restroom sink had a knee clearance of only 26 1/4 inch.	ADAAG 606	Remount the sink to provide a minimum 27 inches knee clearance and a rim height of no higher than 34 inches AFF.	3	\$ 1,950.00			Sink remounted at proper height with new supply lines added to reach sink. Work done by Pinckney Plumbing.	12/14/2021		\$ 140.00
X	Firehouse #11 & Precinct #2	Mirror - Height	The women's mirror is mounted too high at 41 3/4 inches AFF.	ADAAG 603.3	Lower the mirror above the sink or countertop to be no higher than 40 inches to the reflective surface. Mirrors not mounted above the sink or a counter top should be mounted no higher than 35 inches to the reflective surface. UD - A full-length mirror would be a recommended option.	4	\$ 500.00			Mirror remounted at 40" above floor and were moved as low as possible to top of sink to comply with ADA standards. Completed by HTFD Staff.	2/15/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Door - Interior Opening Force	The men's restroom door has an opening force too high at 8 lbs. an closes too quickly at 3 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			Door closer was adjusted to meet ADA standard by Advanced Safe & Lock.	11/30/2021		\$ 51.50
X	Firehouse #11 & Precinct #2	Clear Floor Space	The men's restroom has a garbage can in the clear maneuvering space of the door.	ADAAG 404.2.4	Move the trash can to provide a minimum 18 inches maneuvering clearance on the pull side of the door plus a 30 inch by 48 inch clear floor space. Option: Provide an automatic door that complies with ADAAG 404.3.	2	\$ 150.00			Trash Can was remounted to provide the required floor space. Work completed by HTFD Staff.	2/15/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Toilet - Height	The men's restroom toilet is too low at 16 1/4 inches.	ADAAG 604.4	Provide a toilet with height at 17 inches to 19 inches to the top of the toilet seat.	3	\$ 1,650.00			Toilet removed and replaced with taller toilet 17"-19" to top. Work by Pinckney Plumbing.	12/23/2021		\$ 830.00
X	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The men's restroom side grab bar is too far from the corner at 12 3/4 inches.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the side grab bar to be no more than 12 inches from the corner. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			Relocated grab bar to meet ADA tolerances. Completed by HTFD Staff.	2/15/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The men's restroom rear grab bar has a centerline of only 10 1/2 inches.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the rear grab bar to provide at least 12 inches from the centerline of the toilet to the corner and at least 24 inches from the centerline to the transfer side of the toilet. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			Relocated grab bar to meet ADA tolerances. Completed by HTFD Staff.	2/15/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The men's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			Added vertical grab bar in compliance with ADA standards. Purchase from Amazon, work completed by HTFD Staff.	2/15/2022		\$ 31.00
X	Firehouse #11 & Precinct #2	Toilet - Paper Dispenser	The men's restroom toilet paper is too far in front at 12 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			Trash Can was remounted to provide the required floor space. Work completed by HTFD Staff.	2/15/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Sink - Knee Clearance	The men's restroom sink had a knee clearance of only 25 3/4 inch.	ADAAG 606	Remount the sink to provide a minimum 27 inches knee clearance and a rim height of no higher than 34 inches AFF.	3	\$ 1,950.00			Sink remounted at proper height with new supply lines added to reach sink. Work done by Pinckney Plumbing.	12/14/2021		\$ 140.00

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Firehouse #11 & Precinct #2	Mirror - Height	The men's mirror is mounted too high at 41 1/2 inches AFF.	ADAAG 603.3	Lower the mirror above the sink or countertop to be no higher than 40 inches to the reflective surface. Mirrors not mounted above the sink or a counter top should be mounted no higher than 35 inches to the reflective surface. UD - A full-length mirror would be a recommended option.	4	\$ 500.00			Mirror remounted at 40" above floor and were moved as low as possible to top of sink to comply with ADA standards. Completed by HTFD Staff.	2/15/2022		\$ 5.00
	Firehouse #11 & Precinct #2		The main meeting room does not provide assistive listening devices.	ADAAG 219 & ADAAG 706	Provide an assistive listening system for the public seating area as determined by the seating capacity. See ADAAG Table 219.3 for required number of receivers. Option: Consider a portable unit that could be used in various locations.	2	\$ 2,500.00	\$ 3,000.00		Would like to request this be added to the 24/25 FY Budget for ADA Improvements See Township Hall			
X	Firehouse #11 & Precinct #2	Door - Interior Opening Force	The optional men's restroom door has an opening force too high at 9 lbs. and closes too quickly at 3 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			Door closer was adjusted to meet ADA standard by Advanced Safe & Lock.	12/6/2021		\$ 522.60
X	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The optional men's restroom rear grab bar is mounted with an 11 centerline.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the rear grab bar to provide at least 12 inches from the centerline of the toilet to the corner and at least 24 inches from the centerline to the transfer side of the toilet. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			Relocated grab bar to meet ADA tolerances. Completed by HTFD Staff.	2/24/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The men's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			Added vertical grab bar in compliance with ADA standards. Purchase from Amazon, work completed by HTFD Staff.	2/24/2022		\$ 31.00
X	Firehouse #11 & Precinct #2	Toilet - Paper Dispenser	The optional men's restroom toilet paper is mounted to the side.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			Moved trashcan and paper towel holder away from door to allow for clear maneuvering. HTFD Staff completed work.	2/24/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Door - Interior Opening Force	The optional women's restroom door has an opening force too high at 9 lbs. and closes too quickly at 3 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			Door closer was adjusted to meet ADA standard by Advanced Safe & Lock.	11/30/2021		\$ 51.50
X	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The optional women's restroom rear grab bar is mounted with an 11 centerline.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the rear grab bar to provide at least 12 inches from the centerline of the toilet to the corner and at least 24 inches from the centerline to the transfer side of the toilet. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00			Relocated grab bar to meet ADA tolerances. Completed by HTFD Staff.	2/20/2022		\$ 5.00
X	Firehouse #11 & Precinct #2	Toilet - Grab Bars	The women's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00			Added vertical grab bar in compliance with ADA standards. Purchase from Amazon, work completed by HTFD Staff.	2/24/2022		\$ 31.00

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Firehouse #11 & Precinct #2	Toilet - Paper Dispenser	The optional women's restroom toilet paper is mounted in front at 11 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00			Moved trashcan and paper towel holder away from door to allow for clear maneuvering. HTFD Staff completed work.	2/20/2022		\$ 5.00
X	Firehouse #12	Accessible Parking - Sign	No sign is provided at the accessible parking space. Also the space is not noted as van accessible.	ADAAG 502.6	Provide an accessible sign with the International Symbol of Accessibility. Mount the sign at the head of the parking space at 60 inches minimum from the ground to the bottom of the sign. Provide a "Van Accessible" sign mounted 60 inches minimum AFF to the bottom of the sign.	1	\$ 325.00			Van Accessible sign installed by HTFD Staff.	12/27/2021		N/A
X	Firehouse #12	Accessible Parking - Surface	There is a large crack that is 1 inch wide going down the center of the access aisle.	ADAAG 302.3 & ADAAG 502	Fill in gap or replace section of asphalt to provide a level access aisle.	1	\$ 175.00	\$ 210.00	23/24	Included in new concrete/asphalt project	9/19/2023		\$ 14,960.00
X	Firehouse #12	Gap	Where the access aisle meets the walkway there is a 1 inch gap.	ADAAG 302.3	Fill in or replace section of asphalt at the head of the parking space to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 175.00	\$ 210.00	23/24	Included in new concrete/asphalt project	9/19/2023		Incl
X	Firehouse #12	Abrupt Transition	There is a 3/4 inch abrupt transition near the front entrance door.	ADAAG 303	Grind down or replace section of sidewalk to provide a smooth transition.	1	\$ 475.00	\$ 570.00	23/24	Included in new concrete/asphalt project	9/19/2023		Incl
X	Firehouse #12	Automatic Door - Not Working	The automatic door was not working at the time of the survey.	ADAAG 404.3	Provide a regular maintenance of the automatic door to make sure it is always in proper working order.	1	\$ 400.00			Door was serviced and function tested. Working.	12/27/2021		N/A
X	Firehouse #12	Counter - Height	The counter to the entrance is too high at 41 inches AFF.	ADAAG 904.3.3	Provide a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations. In new construction at least one full counter should meet this height.	2	\$ 645.00	\$ 774.00	23/24	Included in Counter Project 8/10/23	8/10/2023		\$ 7,000.00
X	Firehouse #12	Reach Range	The assistance button is mounted too high at 50 1/2 inches AFF.	ADAAG 308	Remount the assistance button to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches.	2	\$ 150.00	\$ 180.00	23/24	Included in Counter Project 8/10/23	8/10/2023		Incl
X	Firehouse #12	Toilet - Grab Bars	The unisex restroom has a rear grab bar with a 11 inch centerline to the corner.	ADAAG 604.5.1 & ADAAG 604.5.2	Relocate the rear grab bar to provide at least 12 inches from the centerline of the toilet to the corner and at least 24 inches from the centerline to the transfer side of the toilet. Mount the grab bars to between 33 inches to 36 inches to the top.	3	\$ 150.00	\$ 180.00		Relocated to ADA Specs	12/8/2022		\$ -
X	Firehouse #12	Toilet - Paper Dispenser	In the unisex restroom the toilet paper is mounted too close at 3 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00	\$ 300.00		Relocated to ADA Specs	12/8/2022		\$ -
X	Firehouse #12	Toilet - Grab Bars	In the unisex restroom, no vertical grab bar is provided	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00	\$ 210.00		Installed to ADA Specs	12/8/2022		\$ -
X	Firehouse #12	Clear Floor Space	The trashcan is in the clear floor space of the sink.	ADAAG 606.2	Relocate the trash can to provide the minimum 30 inches wide by 48 inches deep clear floor space. Train janitorial staff to locate trash cans away from the sink and the toilets clear floor space.	3	\$ 50.00	\$ 60.00		Relocated to ADA Specs	12/8/2022		\$ -

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Firehouse #12	Door - Interior Opening Force	The hall door has an opening force too high at 9 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock.	11/30/2021		\$ 51.50
X	Firehouse #12	Drinking Fountain	The drinking fountain is a wheelchair height only.	ADAAG 211 & ADAAG 602	Provide another individual drinking fountain at a standing height between 38 inches minimum to 43 inches maximum to the spout. Option: Remove existing drinking fountain and install a single Hi-Lo drinking fountain that provides a wheelchair accessible fountain with a spout at 36 inches maximum and a standing drinking fountain with a height between 38 inches minimum and 43 inches maximum. The toe clearance should be a minimum of 9 inches.	4	\$ 2,300.00	\$ 2,760.00		Access to that area will no longer be public, and fountain will not be accessed by public.	12/8/2022		\$ -
X	Firehouse #12	Door - Interior Opening Force	The men's locker-room door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock.	11/30/2021		\$ 51.50
X	Firehouse #12	Stall - Hardware	The men's locker-room stall door does not provide in inside handle.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00	\$ 240.00		Installed to ADA Specs	12/8/2022		\$ -
X	Firehouse #12	Toilet - Paper Dispenser	The men's locker-room toilet paper is mounted too close at 2 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00	\$ 300.00		Relocated to ADA Specs	12/8/2022		\$ -
X	Firehouse #12	Toilet - Grab Bars	In the men's locker-room, no vertical grab bar is provided	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00	\$ 210.00		Installed to ADA Specs	12/8/2022		\$ -
X	Firehouse #12	Door - Interior Opening Force	The men's locker-room to the shower has an opening force too high at 9 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock.	11/30/2021		\$ 51.50
X	Firehouse #12	Door - Interior Opening Force	The men's locker-room door to the fitness area has an opening force too high at 11 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock.	11/30/2021		\$ 51.50
X	Firehouse #12	Door - Interior Opening Force	The women's locker-room door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock.	11/30/2021		\$ 51.50
X	Firehouse #12	Door - Interior Opening Force	The second door into the women's locker-room has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock.	11/30/2021		\$ 51.50
X	Firehouse #12	Toilet - Paper Dispenser	The women's locker-room toilet paper is only 3 inches in front of the toilet.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00	\$ 300.00		Relocated to meet ADA Specifications	12/8/2022		\$ -

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Firehouse #12	Toilet - Grab Bars	In the women's locker-room no vertical grab bar is provided	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00	\$ 210.00		Installed to ADA Specs	12/8/2022		\$ -
X	Firehouse #12	Stall - Hardware	The women's locker-room stall door does not provide an inside handle.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00	\$ 240.00		Installed to ADA Specs	12/8/2022		-
X	Firehouse #12	Door - Interior Opening Force	The door to the lockers has an opening force too high at 8 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock	11/30/2021		\$ 51.50
X	Firehouse #12	Door - Interior Opening Force	The first door to the fitness room has an opening force to high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock	11/30/2021		\$ 51.50
X	Firehouse #12	Door - Interior Opening Force	The second door into the fitness room has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock	11/30/2021		\$ 51.50
X	Firehouse #12	Clear Floor Space	The water bottles are stored in the clear maneuvering space of the door and should be removed.	ADAAG 404.2.4	Move the water bottles to provide a minimum 18 inches maneuvering clearance on the pull side of the door. Option: Provide an automatic door that complies with ADAAG 404.3.	2	\$ 150.00	\$ 180.00		Water bottles interfering with clear maneuvering space have been relocated	12/8/2022		\$ -
X	Firehouse #12	Door - Interior Opening Force	The door from the building out to the vehicle bays has an opening force too high at 10 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock.	11/30/2021		\$ 90.50
X	Firehouse #12	Toilet - Grab Bars	The restroom in the Bay has a side grab bar only 36 inches long.	ADAAG 604.5.1 & ADAAG 609	Provide a side grab bar a minimum of 42 inches long and a maximum of 12 inches from the corner. The grab bar should be mounted 33 inches to 36 inches AFF to the top of the grab bar.	3	\$ 175.00	\$ 210.00		Installed to ADA Specs	12/8/2022		\$ -
X	Firehouse #12	Toilet - Grab Bars	The restroom in the Bay does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00	\$ 210.00		Installed to ADA Specs	12/8/2022		\$ -
X	Firehouse #12	Stall - Coat Hook	The restroom in the Bay has a coat hook too high at 73 inches AFF.	ADAAG 308	Lower the existing coat hook or add a second coat hook at 48 inches AFF.	4	\$ 50.00	\$ 60.00	23/24	Done by staff	12/8/2022		\$ -
X	Firehouse #12	Door - Interior Opening Force	The red door out of the bay to the parking has an opening force too high at 15 lbs. and closes too quickly at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00			Door closer adjusted to meet ADA standards. Work by Advanced Safe & Lock.	11/30/2021		\$ 90.50

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
IP	Firehouse #12	Accessible Parking - New	The back area does not provide an accessible parking space.	ADAAG 502	Provide one accessible parking space with an access aisle a minimum of 60 inches plus a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route. UD - Provide a Universally Designed parking space with a minimum 11 foot (132 inches) parking space and a minimum 5 foot (60 inches) access aisle.	1	\$ 1,175.00	\$ 1,410.00		This was marked as employee parking, however, technically an ADA space is still required at any entries used by staff. This would also be needed if the building was ever used for public events and that entrance was used.		Alteration not compliant	
IP	Firehouse #12	Curb Ramp	There is a curb from the accessible parking to the red door but no curb ramp.	ADAAG 406	Provide a curb ramp with a running slope no steeper than 8.3% and a cross slope no steeper than 2% and a smooth transition to the sidewalk and street gutter. Provide truncated domes the width of the sidewalk and 24 inches deep where it meets the street. Provide a color that contrasts with the walkway surface.	1	\$ 1,575.00	\$ 1,890.00		This was marked as employee parking, however, technically an ADA space is still required at any entries used by staff. This would also be needed if the building was ever used for public events and that entrance was used.		Alteration not compliant	
IP	Township Hall & AV Counting Board	Gap	The main curb ramp has a gap where the parking space and curb ramp meet.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch at the curb ramp.	1	\$ 175.00	\$ 210.00		Task completed by Building & Grounds		Repair was made but requires more work - DAH	
IP	Township Hall & AV Counting Board	Gap	The curb ramp is in poor condition with a gap that is too wide and deep.	ADAAG 302.3	Fill in to provide a level surface at the curb ramp. This may require replacement of the curb ramp.	1	\$ 475.00	\$ 570.00		Task completed by Building & Grounds		Repair was made but requires more work - DAH	
	Township Hall & AV Counting Board	Gap	The second curb ramp has a gap too wide at 1 inch where the parking and the curb ramp meet.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch at the curb ramp.	1	\$ 175.00	\$ 210.00		Has been included in ADA Goals and Objectives		If this building is being used for Elections, this really should be done by August 2024	
X	Township Hall & AV Counting Board	Signage	The board room entrance has two signs noting it accessible but not the main entrance.	ADAAG 216.3 & ADAAG 703.5	Remove one of the signs and place one sign at the left of the Boardroom door and pointing to the main entrance.	1	\$ 150.00		FY 16/17	Task completed by Building & Grounds at direction of ADA Coordinator	Sign moved by B&G 11/2016, both doors are now marked		\$ -
X	Township Hall & AV Counting Board	Signage	No permanent sign is provided indicating this as the accessible main entrance.	ADAAG 216.6, ADAAG 703.2.1 and ADAAG 703.5	Provide a directional sign with the International Symbol of Accessibility with an arrow to the accessible entrance and mark that entrance with an International Symbol of Accessibility signage.	1	\$ 225.00		FY 16/17	Task completed by Building & Grounds at direction of ADA Coordinator	Sign moved by B&G 11/2016, both doors are now marked		\$ -
	Township Hall & AV Counting Board	Mats	A mat inside the board room door is too light and could be a tripping hazard.	ADAAG 302.2	Provide a mat with a heavier backing or tape the mat to the floor.	1	\$ 150.00	\$ 180.00					
	Township Hall & AV Counting Board	Door - Interior Opening Force	The Boardroom door has an opening force too high at 7 seconds and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00					

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
IP	Township Hall & AV Counting Board	Clear Floor Space	The table at the Boardroom door interferes with the clear maneuvering space.	ADAAG 404.2.4	Move the table to provide a minimum 18 inches maneuvering clearance on the pull side of the door. Option: Provide an automatic door that complies with ADAAG 404.3.	2	\$ 150.00	\$ 180.00	FY 16/17	I keep moving table, and someone keeps moving it back.	Moved table away from door by 18" on 5/10/17, 2018, 2019, 2022	Continuously... I finally gave up moving it - suggest buying a smaller table. 4/2/24 DH	\$ -
	Township Hall & AV Counting Board	Assisted Listening Devices	The Boardroom does not provide assistive listening devices.	ADAAG 219 & ADAAG 706	Provide an assistive listening system for the public seating area as determined by the seating capacity. See ADAAG Table 219.3 for required number of receivers. Option: Consider a portable unit that could be used in various locations.	2	\$ 2,500.00	\$ 3,000.00	24/25 FY requested	Would like to request this be added to the 24/25 FY Budget for ADA Improvements See Fire			
	Township Hall & AV Counting Board	Door - Interior Opening Force	The emergency doors have an opening force too high at 10 lbs. and closes too quickly at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 200.00	\$ 240.00		Hire vendor to inspect/adjust doors annually			
	Township Hall & AV Counting Board	Emergency Egress	The exit door does not provide a pad outside of the door swing or an accessible route to the walkway for 10 feet. This would be for emergency egress.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. You may want to consider a curb ramp near this area to easily get into the parking lot.	1	\$ 350.00	\$ 420.00		This improvement is highly recommended especially since we are using the Board Room for Elections. Would recommend we look into this for 24/25 FY. 4/2/24 DH			
	Township Hall & AV Counting Board	Door - Interior Opening Force	The doors to the informal meeting room has one door that closes too quickly at 4 seconds and one door with an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00					
	Township Hall & AV Counting Board	Coat Hook	The two sets of coat hooks are mounted too high at 54 inches AFF.	ADAAG 222.1 & ADAAG 308	Provide 5% of the coat hooks, but not less than one, at a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. Consider adding additional coat hooks at the lower height.	4	\$ 200.00	\$ 240.00		Julie is doing this at Senior Center, and installing a shelf/rod at accessible height under the current bar. We should follow suit. 4/2/24 DAH			
	Township Hall & AV Counting Board	Drinking Fountain	The drinking fountain provides a wheelchair height but not a standing height.	ADAAG 211 & ADAAG 602	Provide another individual drinking fountain at a standing height between 38 inches minimum to 43 inches maximum to the spout. Option: Remove existing drinking fountain and install a single Hi-Lo drinking fountain that provides a wheelchair accessible fountain with a spout at 36 inches maximum and a standing drinking fountain with a height between 38 inches minimum and 43 inches maximum. The toe clearance should be a minimum of 9 inches.	4	\$ 2,300.00	\$ 2,760.00	25/26 or 26/27	We should eliminate drinking fountain and put a water refill station in which complies with operable parts. 4/2/24 DAH This can be done in a future FY.			
	Township Hall & AV Counting Board	Door - Interior Opening Force	The hall door near the drinking fountain and restrooms closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Township Hall & AV Counting Board	Signage	The men's restroom sign is mounted on the door and not of an accessible design.	ADAAG 216.2 & ADAAG 703	The permanent room sign should be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00	\$ 210.00		Public/Board Room Restroom Project at Township Hall	Fall 2023		
	Township Hall & AV Counting Board	Door - Interior Opening Force	The men's restroom door has an opening force too high at 17 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
X	Township Hall & AV Counting Board	Sink - Protective Pipe Wrapping	The men's restroom sink does not provide protective pipe wrapping.	ADAAG 606.5	Provide a protective cover or protective pipe wrapping on the water shut offs and drain pipes.	3	\$ 75.00	\$ 90.00		Public/Board Room Restroom Project at Township Hall	Fall 2023		
X	Township Hall & AV Counting Board	Sink - Faucet	The men's restroom sink does not provide accessible sink faucet.	ADAAG 606.4	Provide a lever-operated, push-type or electronically controlled faucet. Self-closing faucets should remain open for at least 10 seconds. Push-type or lever-operated faucets should require not more than 5 lbs. to operate.	3	\$ 600.00	\$ 720.00		Public/Board Room Restroom Project at Township Hall	Fall 2023		
X	Township Hall & AV Counting Board	Toilet - Accessible Stall Design	The men's restroom stall is not of an accessible design.	ADAAG 604 & ANSI 604.5.1	Provide an accessible stall that is a minimum of 60 inches wide and a minimum of 56 inches deep with a minimum 42 inches side grab bar mounted 12 inches maximum from the corner and a 36 inches rear grab bar mounted 12 inches minimum from the centerline and 24 inches from the centerline to the transfer side of the toilet. Also provide a vertical grab bar that is 18 inches minimum in length and mounted 39 inches to 41 inches from the floor and 39 inches to 41 inches to the centerline from the back wall. The toilet centerline should be 16 inches to 18 inches from the nearest wall and a minimum 17 inches to a maximum 19 inches to the top of the seat. This will require removal of the adjacent toilet and taking over that space. Check plumbing codes to determine if this is acceptable related to the fixture count.	3	\$ 4,500.00	\$ 5,400.00		Public/Board Room Restroom Project at Township Hall	Fall 2023		
X	Township Hall & AV Counting Board	Signage	The women's restroom sign is mounted on the door and not of an accessible design.	ADAAG 216.2 & ADAAG 703	The permanent room sign should be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00	\$ 210.00		Public/Board Room Restroom Project at Township Hall	Fall 2023		
	Township Hall & AV Counting Board	Door - Interior Opening Force	The women's restroom door has an opening force too high at 18 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually	Fall 2023		
X	Township Hall & AV Counting Board	Sink - Protective Pipe Wrapping	The women's restroom sink does not provide protective pipe wrapping.	ADAAG 606.5	Provide a protective cover or protective pipe wrapping on the water shut offs and drain pipes.	3	\$ 75.00	\$ 90.00		Public/Board Room Restroom Project at Township Hall	Fall 2023		

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Township Hall & AV Counting Board	Clear Floor Space	The women's restroom sink is partially blocked by the storage cabinet and does not provide the clear floor space for pulling under the sink.	ANSI 606	Remove the storage cabinet to provide the clear floor space to pull underneath the sink.	3	\$ 50.00	\$ 60.00		Public/Board Room Restroom Project at Township Hall	Fall 2023		
X	Township Hall & AV Counting Board	Toilet - Accessible Stall Design	The women's restroom stall is not of an accessible design.	ADAAG 604 & ANSI 604.5.1	Provide an accessible stall that is a minimum of 60 inches wide and a minimum of 56 inches deep with a minimum 42 inches side grab bar mounted 12 inches maximum from the corner and a 36 inches rear grab bar mounted 12 inches minimum from the centerline and 24 inches from the centerline to the transfer side of the toilet. Also provide a vertical grab bar that is 18 inches minimum in length an mounted 39 inches to 41 inches from the floor and 39 inches to 41 inches to the centerline from the back wall. The toilet centerline should be 16 inches to 18 inches from the nearest wall and a minimum 17 inches to a maximum 19 inches to the top of the seat. This will require removal of the adjacent toilet and taking over that space. Check plumbing codes to determine if this is acceptable related to the fixture count.	3	\$ 4,500.00	\$ 5,400.00		Public/Board Room Restroom Project at Township Hall	Fall 2023		
	Township Hall & AV Counting Board	Door - Hardware	The door at the restrooms near the Boardroom has round door hardware.	ADAAG 404.2.7	Replace door hardware with hardware that does not require tight grasping, tight pinching or twisting of the wrist, such as lever hardware.	1	\$ 350.00	\$ 420.00					
	Township Hall & AV Counting Board	Door - Interior Opening Force	The door at the restrooms near the Boardroom has a broken closer but will be assumed is not accessible.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
X	Township Hall & AV Counting Board	Counter - Height	The Treasurer Department counter is too high at 41 inches AFF.	ADAAG 904.3.3	Provide a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations. In new	2	\$ 645.00	\$ 774.00	23/24	Common Counter installed near Clerk Area which meets height requirements and can be used by all Departments to assist residents.	Dec-23		
X	Township Hall & AV Counting Board	Counter - Height	The Assessing Department counter is too high at 41 inches AFF.	ADAAG 904.3.3	Provide a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations.	2	\$ 645.00	\$ 774.00	23/24	Common Counter installed near Clerk Area which meets height requirements and can be used by all Departments to assist residents.	Dec-23		
X	Township Hall & AV Counting Board	Counter - Height	The Zoning, Utilities and Clear large counter is too high at 36 inches.	ADAAG 904.3.3	Provide a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations. Consider a centralized section that could be used by all departments as needed.	2	\$ 645.00	\$ 774.00	23/24	Common Counter installed near Clerk Area which meets height requirements and can be used by all Departments to assist residents.	Dec-23		

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Township Hall & AV Counting Board	Reach Range - Brochure	The brochure holder is mounted too high 62 inch AFF and 76 inch AFF to the top holders.	ADAAG 308	Lower the brochure/flyer holder to be at 48 inches AFF. Or distribute the materials so each type is at a lower height. UD - Mount all brochure racks no higher than 48 inches AFF.	4	\$ 100.00	\$ 120.00		Suggest making adjustments to materials so that duplicate information is available at 2 different heights. Also provide a QR code to go to a Digital "Welcome Wagon" DAH is working on this. 4/2/24			
	Township Hall & AV Counting Board	Door - Interior Opening Force	The staff women's restroom door has an opening force too high at 8 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
X	Township Hall & AV Counting Board	Toilet - Height	The staff women's restroom toilet is mounted too low at 16 inches.	ADAAG 604.4	Provide a toilet with height at 17 inches to 19 inches to the top of the toilet seat.	3	\$ 1,650.00	\$ 1,980.00		Completed Spring 2024			
	Township Hall & AV Counting Board	Toilet - Paper Dispenser	The staff women's restroom toilet paper is mounted too far away at 11 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00	\$ 300.00		Recommend that Employee Restrooms be lined up for renovations by 25/26 FY. 4/2/24 DAH			
	Township Hall & AV Counting Board	Toilet - Grab Bars	The staff women's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00	\$ 210.00		Recommend that Employee Restrooms be lined up for renovations by 25/26 FY. 4/2/24 DAH			
	Township Hall & AV Counting Board	Stall - Hardware	The staff women's restroom stall door is not self-closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00	\$ 210.00		Recommend that Employee Restrooms be lined up for renovations by 25/26 FY. 4/2/24 DAH			
	Township Hall & AV Counting Board	Stall - Hardware	The staff women's restroom stall door does not provide handles on both sides.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00	\$ 240.00		Recommend that Employee Restrooms be lined up for renovations by 25/26 FY. 4/2/24 DAH			
	Township Hall & AV Counting Board	Door - Interior Opening Force	The staff men's restroom door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
	Township Hall & AV Counting Board	Toilet - Height	The staff men's restroom toilet is mounted too low at 16 inches.	ADAAG 604.4	Provide a toilet with height at 17 inches to 19 inches to the top of the toilet seat.	3	\$ 1,650.00	\$ 1,980.00		Recommend that Employee Restrooms be lined up for renovations by 25/26 FY. 4/2/24 DAH			
	Township Hall & AV Counting Board	Toilet - Paper Dispenser	The staff men's restroom toilet paper is mounted too far away at 10 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00	\$ 300.00		Recommend that Employee Restrooms be lined up for renovations by 25/26 FY. 4/2/24 DAH			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Township Hall & AV Counting Board	Toilet - Grab Bars	The staff men's restroom does not provide a vertical grab bar.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00	\$ 210.00		Recommend that Employee Restrooms be lined up for renovations by 25/26 FY. 4/2/24 DAH			
	Township Hall & AV Counting Board	Stall - Hardware	The staff men's restroom stall door is not self-closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00	\$ 210.00		Recommend that Employee Restrooms be lined up for renovations by 25/26 FY. 4/2/24 DAH			
	Township Hall & AV Counting Board	Stall - Hardware	The staff men's restroom stall door does not provide handles on both sides.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00	\$ 240.00		Recommend that Employee Restrooms be lined up for renovations by 25/26 FY. 4/2/24 DAH			
	Township Library & Precinct #8	Accessible Parking - Slope	The cross slope in the parking space nearest the entrance is too steep at 3.2%.	ADAAG 502.4	Regrade the parking spaces on the shortest accessible route to be no steeper than 2% in all directions.	1	\$ 1,000.00	\$ 1,200.00					
	Township Library & Precinct #8	Gap	The gap at the head of the access aisle by the curb ramp is too wide at 1 inch.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch. This maybe address during the leveling process.	1	\$ 175.00	\$ 210.00					
	Township Library & Precinct #8	Running Slope	The running slope up to the public entrance is too high at up to 9.8% for 8 feet.	ADAAG 403.3	Remove and regrade section to provide an accessible route with a running slope no greater than 5% and a cross slope no greater than 2% for 16 feet.	1	\$ 1,525.00	\$ 1,830.00					
X	Township Library & Precinct #8	Mats	There are 7 mats at the entrance to the library that are too light and could be a tripping hazard.	ADAAG 302.2	Provide a mat with a heavier backing or tape the mat to the floor.	1	\$ 1,050.00		FY 16/17	Library took initiative on their list of tasks	Library ordered and installed ADA compliant mats from Rental Company 8/17/16	2016 DAH	Included in rental agreement
	Township Library & Precinct #8	Door - Interior Opening Force	The door into the library has an opening force too high at 8 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
	Township Library & Precinct #8	Counter - No Clear Space	A lower counter is provided at the service area but is covered with items.	ADAAG 904.3.3	Keep the counter area clear of items so it is useable when requested or needed.	2	\$ 50.00	\$ 60.00					
X	Township Library & Precinct #8	Clear Floor Space	Remove the small shelf at Computer Station #2 and #4 to provide the clear floor space requirement.	ADAAG 226 & ADAAG 902	Remove the small shelving to provide a knee and toe clearance between 17 inches to 25 inches.	2	\$ 300.00		FY 16/17	Library took initiative on their list of tasks	Library removed small shelf on station #2 and #4 8/23/16	2016 DAH	Labor
	Township Library & Precinct #8	Clear Floor Space	The Audio Room is too narrow at 32 inches because of the shelving unit.	ADAAG 403.5.1	Move the shelving unit to provide a clear accessible route that is a minimum 36 inches wide but can narrow down to 32 inches but for no more that 24 inches.	1	\$ 100.00	\$ 120.00					

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Township Library & Precinct #8	Reach Range - Brochure	The smaller brochure rack is mounted 58 inches AFF to the to holder.	ADAAG 308	Lower the brochure/flyer holder to be at 48 inches AFF. Or distribute the materials so each type is at a lower height. UD - Mount all brochure racks no higher that 48 inches AFF.	4	\$ 100.00	\$ 120.00		Suggest making adjustments to materials so that duplicate information is available at 2 different heights.			
	Township Library & Precinct #8	Reach Range - Brochure	The large brochure rack is too high at 61 inches AFF and 71 inches AFF to the brochure holder.	ADAAG 308	Lower the brochure/flyer holder to be at 48 inches AFF. Or distribute the materials so each type is at a lower height. UD - Mount all brochure racks no higher that 48 inches AFF.	4	\$ 100.00	\$ 120.00		Suggest making adjustments to materials so that duplicate information is available at 2 different heights.			
	Township Library & Precinct #8	Door - Interior Opening Force	The women's restroom door opening force is too high at 13 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
	Township Library & Precinct #8	Stall - Hardware	The women's restroom stall door is not self closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00	\$ 210.00		Restrooms should be designed for ADA Compliance when remodeled. 4/2/24 DAH			
	Township Library & Precinct #8	Stall - Hardware	The women's restroom stall does not provide an inside handle.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00	\$ 240.00		Restrooms should be designed for ADA Compliance when remodeled. 4/2/24 DAH			
	Township Library & Precinct #8	Toilet - Paper Dispenser	The women's restroom toilet paper is mounted too far in front at 15 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00	\$ 300.00		Restrooms should be designed for ADA Compliance when remodeled. 4/2/24 DAH			
	Township Library & Precinct #8	Toilet - Disposal	The women's tampon disposal is mounted too far way at 30 inches.	ADAAG 308	Relocate the feminine napkin disposal to be no more than 9 inches maximum in front of the toilet if mounted on the sidewall or no more than 20 inches from the toilet if mounted on the back wall. The tampon trash can should be mounted no higher than 48 inches on either wall.	4	\$ 100.00	\$ 120.00		Restrooms should be designed for ADA Compliance when remodeled. 4/2/24 DAH			
	Township Library & Precinct #8	Door - Interior Opening Force	The men's restroom door opening force is too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		Restrooms should be designed for ADA Compliance when remodeled. 4/2/24 DAH			
	Township Library & Precinct #8	Stall - Hardware	The men's restroom stall door is not self closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00	\$ 210.00		Restrooms should be designed for ADA Compliance when remodeled. 4/2/24 DAH			
	Township Library & Precinct #8	Stall - Hardware	The men's restroom stall does not provide an inside handle.	ADAAG 604.8.1.2	Provide door pulls complying with ADAAG 404.2.7 on both sides of the door near the latch.	3	\$ 200.00	\$ 240.00		Restrooms should be designed for ADA Compliance when remodeled. 4/2/24 DAH			
	Township Library & Precinct #8	Toilet - Paper Dispenser	The men's restroom toilet paper is mounted too far in front at 15 inches.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00	\$ 300.00		Restrooms should be designed for ADA Compliance when remodeled. 4/2/24 DAH			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Township Library & Precinct #8	Door - Interior Opening Force	Meeting Room A door has an opening force too high at 9 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
	Township Library & Precinct #8	Door - Interior Opening Force	Meeting Room B door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
	Township Library & Precinct #8	Door - Exterior Opening Force	Two exit doors are alarmed but it is assumed the opening force and/or closing speed is too high.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 200.00	\$ 240.00					
	Township Library & Precinct #8	Coat Hook	The two coat hangers are mounted too high at 53 inches AFF.	ADAAG 222.1 & ADAAG 308	Provide 5% of the coat hooks, but not less than one, at a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. Consider adding additional coat hooks at the lower height.	4	\$ 200.00	\$ 240.00		Suggest installing a smaller portion of rod at a compliant height beneath existing rack.			
	Township Library & Precinct #8	Protruding Object	The two coat hangers protrude out too far at 53 inches AFF.	ADAAG 307	Provide a cane detectable barrier, such as a side panel, that is below 27 inches and the width of the protruding object.	1	\$ 600.00	\$ 720.00					
	Township Library & Precinct #8	Door - Exterior Opening Force	The door out to the parking lot is alarmed but is assumed to have an opening force too high and/or close too quickly.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	1	\$ 100.00	\$ 120.00					
	Township Library & Precinct #8	Door - Exterior Opening Force	The door out to the garden area has an opening force too high at 14 lbs.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	1	\$ 100.00	\$ 120.00					
	Lakeland Trail - Village Trailhead	Trash Can	A blue trash can to the east of the Village Trailhead parking is 4 feet off of the trail/accessible route.	<u>Proposed</u> Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00	\$ 60.00	Long Range in the 5-year Parks & Recreation Master Plan	Requested all trash cans be moved within 24" of paved paths as part of the Parks Maintenance list created July 2023.			
	Lakeland Trail - Village Trailhead	Accessible Parking - Access Aisle	The Village Trailhead has 17 parking's space but 4 accessible spaces of which two do not provide access aisles.	ADAAG 502	Unless this parking space gets heavy use consider changings at least two parking spaces or three parking's space back to regular parking space. Restrip with white paint to cover the present blue color.	1	\$ 300.00	\$ 360.00		These will need to be restriped when parking lot is sealed, which we should plan on by 25/26 FY			
	Lakeland Trail - Village Trailhead	Trash Can	The trash can near the parking lot is off the accessible route for 6 feet.	<u>Proposed</u> Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00	\$ 60.00	Long Range in the 5-year Parks & Recreation Master Plan	Requested all trash cans be moved within 24" of paved paths as part of the Parks Maintenance list created July 2023.			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Lakeland Trail - Village Trailhead	Trash Can	The recycle can and trailhead information sign are 5 feet off the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 175.00	\$ 210.00		Requested all trash cans be moved within 24" of paved paths as part of the Parks Maintenance list created July 2023.			
	Lakeland Trail - Village Trailhead	Signage	No trailhead sign is provided with details on the trail surface, slopes, etc.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.11	Trail Recommendation: Provide a trailhead sign that includes information on 1) the length of the trail or trail segment, 2) Surface type, 3) Typical and minimum tread width, 4) Typical and maximum running slope, 5) and typical and maximum cross slope.	2	\$ 250.00	\$ 300.00					
X	Lakeland Trail - West	Truncated Domes	The truncated domes at the west side of Hamburg Road are in poor condition.	ADAAG 705	Provide truncated domes that go the width of the trail and 24 inches deep where it meets the road. Provide a color that contrast with the walkway surface. Truncated dome tiles are typically a more durable solution.	1	\$ 525.00		FY 17/18 in 5-year Parks Master Plan	Truncated Domes completed on all intersections	2021		30,000 less \$6,000 received from Friends of Lakelands Trail (Grant)
	Lakeland Trail - West	Reach Range - Dispenser	The dog dispenser and trash can is 8 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 275.00	\$ 330.00					
X	Lakeland Trail - West	Bench	The bench at Hamburg Road does not provide a route to it for 5 feet or companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: Provide at least 20% but no less than two benches to provide a clear ground space of at least 30 inches by 48 inches positioned near the bench with one side adjoining the walkway. The clear ground space should have a slope no steeper than 2% in all directions. The clear ground space should not overlap the accessible route or another clear ground space. UD - Provide benches with armrests, backs, seat height between 17 inches AFF to 19 inches AFF maximum and no gaps between the seat and backrest.	2	\$ 350.00			Bench with companion seating was installed, and this bench which was referenced in 2016 has been removed. New bench was part of the Commemorative Bench Program, and funded by a resident.			\$ -
	Lakeland Trail - West	Trash Can	A trash can to the west of the Hamburg Road is 4 feet off of the trail/accessible route.	<u>Proposed</u> Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00	\$ 60.00	Long Range in the 5-year Parks & Recreation Master Plan	Requested all trash cans be moved within 24" of paved paths as part of the Parks Maintenance list created July 2023.			
	Lakeland Trail - West	Trash Can	The dog dispenser and trash can is 8 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 350.00	\$ 420.00		Requested all dog waste bins be moved within 24" of paved paths as part of the Parks Maintenance list created July 2023.			
X	Lakeland Trail - West	Bench	A bench at the 7 Mile Marker is not on an accessible route or provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: Provide at least 20% but no less than two benches to provide a clear ground space of at least 30 inches by 48 inches positioned near the bench with one side adjoining the walkway. The clear ground space should have a slope no steeper than 2% in all directions. The clear ground space should not overlap the accessible route or another clear ground space. UD - Provide benches with armrests, backs, seat height between 17 inches AFF to 19 inches AFF maximum and no gaps between the seat and backrest.	2	\$ 350.00			Bench with companion seating was installed, and this bench which was referenced in 2016 has been removed. New bench was part of the Commemorative Bench Program, and funded by a resident.			\$ -

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Lakeland Trail - Merrill Road	Gap	There is a gap on the north side of tracks of 3/4 inch.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 175.00	\$ 210.00	In 5-year Parks Master Plan				
	Lakeland Trail - Merrill Road	Gap	The train tracks have a gap too wide at 3 1/2 inches.	ADAAG 402 & ADAAG 810.10	Provide wheel flanges the provide an opening no greater than 2 1/2 inches.	1	\$ 500.00	\$ 600.00	In 5-year Parks Master Plan				
	Lakeland Trail - Merrill Road	Cross Slope	The trail along Merrill Road has a cross slope too steep at up to 3.2% for 60 feet. This slope collects debris.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: Remove and regrade section to provide a cross slope no steeper than 2%.	2	\$ 2,100.00	\$ 2,520.00	In 5-year Parks Master Plan				
	Lakeland Trail - Merrill Trailhead	Abrupt Transition	A sunken area at the turn up to Merrill Trailhead parking is too deep at 1 inch.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.6	Trail Recommendation: Fill in or replace section of asphalt trail to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 175.00	\$ 210.00					
	Lakeland Trail - Merrill Trailhead	Running Slope	The running slope of the east trail is 7.9% for 120 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: While the present trial slopes meet the propose requirements, consider when resurfacing the trial in the future to lessen the slope to the greatest extent possible. 5% or less running sloped would be preferred.	NA	NA						
	Lakeland Trail - Merrill Trailhead	Running Slope	The running slope for the trial at the Gulch sign is 6.7% for 32 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: While the present trial slopes meet the propose requirements, consider when resurfacing the trial in the future to lessen the slope to the greatest extent possible. 5% or less running sloped would be preferred.	NA	NA						
	Lakeland Trail - Merrill Trailhead	Cross Slope	The cross slope of the trail at the intersection of walkways is too steep at 6.1% for 38 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: When concrete, asphalt or boards are used then the cross slope can be no steeper than 2%.	2	\$ 1,350.00	\$ 1,620.00					
IP	Lakeland Trail - Merrill Trailhead	Bench	The bench at the turn from the trail to the parking lot is not connected to the accessible route or provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trial.	2	See Previous Notes on Benches.			Bench was installed for Neilson/Kooble, need to install gravel path to feature in Spring 2024. Suggest doing these improvements with the West Park Improvements which will take place by Spring 2025.			
IP	Lakeland Trail - Merrill Trailhead	Bench	The bench at the parking lot is not connected to the accessible route or provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trial.	2	See Previous Notes on Benches.			Bench was installed for Neilson/Kooble, need to install gravel path to feature in Spring 2024. Suggest doing these improvements with the West Park Improvements which will take place by Spring 2025.			
	Lakeland Trail - Merrill Trailhead	Trash Can	The dog dispenser and trash can is 8 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 275.00	\$ 330.00					

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Lakeland Trail - Merrill Trailhead	Accessible Route - New	The information bulletin board and payment box is not on an accessible route for 25 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 875.00	\$ 1,050.00		QR Code system has been suggested. Accessible route to kiosk should be provided.			
	Lakeland Trail - Merrill Trailhead	Signage	No trailhead sign is provided with details on the trail surface, slopes, etc.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.11	Trail Recommendation: Provide a trailhead sign that includes information on 1) the length of the trail or trail segment, 2) Surface type, 3) Typical and minimum tread width, 4) Typical and maximum running slope, 5) and typical and maximum cross slope.	2	\$ 250.00	\$ 300.00		Detailed Map should be developed, then QR code could get folks to the information on our website which could give details on an accessible page.			
X	Lakeland Trail - Merrill Trailhead	Portable Toilet - Accessible Route	The portable toilet is not on an accessible route for 12 feet.	ADAAG 213.2	When the company delivers a portable toilet make sure they locate them on an accessible route. Option: Create an accessible route that complies with ADAAG 403.	3	N/A		FY 17/18 in 5-year Parks Master Plan	Screening should be provided for portable toilets, and paths should be better delineated and/or provided.	FY 19/20 Requested the vendor relocate all units - DH	Inspection takes place each year by Parks Coordinator	\$ -
	Lakeland Trail - Merrill Trailhead	Accessible Parking - Van	The accessible parking is not marked with a van accessible sign.	ADAAG 502.6	At the van accessible parking spaces, under the International Symbol of Accessibility sign provide a "Van Accessible" sign mounted 60 inches minimum AFF to the bottom of the sign.	1	\$ 100.00	\$ 120.00					
	Lakeland Trail - Merrill Trailhead	Bench	The benches and trash cans just west of Merrill Road heading west are not on an accessible route for 40 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench and Trash Can Recommendation: Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches and connect to the companion seating of the bench.	2	\$ 1,400.00	\$ 1,680.00		These are in the Boy Scout respite area, which is an area listed as needing updates for the Commemorative Bench Program.			
	Lakeland Trail - Merrill Trailhead	Gap	The gaps at the short wooden bridge to the benches and trash can are too wide at 3/4 inch.	ADAAG 302.3	Adjust and add sections of the wooden walkway to provide openings no greater than 1/2 inch. (Small bridge in Scout Respite area)	1	\$ 350.00	\$ 420.00		These are in the Boy Scout respite area, which is an area listed as needing updates for the Commemorative Bench Program.			
	Lakeland Trail - Merrill Trailhead	Gap	The east side for the bridge over the river has a gap and sunken area.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 175.00	\$ 210.00		Huron River Bridge which is slated for replacement. Grants pending. Supervisor Project.			
	Lakeland Trail - Merrill Trailhead	Gap	The bridge boards have gaps too wide at up to 1 inch.	ADAAG 302.3	Adjust and add sections of the wooden walkway to provide an opening no greater than 1/2 inch.	1	\$ 1,000.00	\$ 1,200.00		Huron River Bridge which is slated for replacement. Grants pending. Supervisor Project.			
	Lakeland Trail - Merrill Trailhead	Bench	The bench near the bridge does not provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	See Previous Notes on Benches.			Started an Adopt a Bench / Tree Program			
	Lakeland Trail - Merrill Trailhead	Accessible Route - New	The dog dispenser near the boardwalk for the swamp is 5 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 175.00	\$ 210.00					

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Lakeland Trail - Merrill Trailhead	Trash Can	A blue trash can near the boardwalk for the swamp is 5 feet off of the accessible route.	<u>Proposed</u> Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00	\$ 60.00					
X	Lakeland Trail - Near Pettys	Truncated Domes	The Pettys Road crossing truncated domes are in poor condition on both sides.	ADAAG 705	Provide truncated domes that go the width of the trail and 24 inches deep where it meets the road. Provide a color that contrast with the walkway surface. Truncated dome tiles are typically a more durable solution.	1	\$ 1,050.00	\$ 1,260.00	FY 17/18 in 5-year Parks Master Plan	Truncated Domes completed on all intersections	2021		30,000 less \$6,000 received from Friends of Lakelands Trail (Grant)
	Lakeland Trail - Near Pettys	Accessible Route - Surface	The cross of Pettys Road is in poor condition with gaps, abrupt transitions and broken surfaces.	ADAAG 403.1	Resurface the street to provide a trail crossing surface that is firm and stable with a running slope no steeper than 5% and a cross slope not steeper than 2%, a minimum clear width of 36 inches and gaps no wider than 1/2 inches and abrupt transitions no higher than 1/2 inches.	1	\$ 750.00	\$ 900.00					
	Lakeland Trail - Near Pettys	Abrupt Transition	Two sunken areas are located just west of Pettys Road and are too deep at 1 inch.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.6	Trail Recommendation: Fill in or replace section of asphalt trail to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 350.00	\$ 420.00					
	Lakeland Trail - Behind Carpet Depot	Abrupt Transition	A small bridge just before the train tracks has abrupt transitions of 1 inch on either side.	ADAAG 303	Remove and replace section of asphalt to provide a smooth transition.	1	\$ 350.00	\$ 420.00		This project is slated for the 24/25 FY, Grant is pending. 4/2/24 DAH			
	Lakeland Trail - Behind Carpet Depot	Gap	The small bridge before the train tracks has gaps too wide at up to 1 inch. The boards are in poor condition.	ADAAG 302.3	Adjust and add sections of the wooden walkway to provide openings no greater than 1/2 inch.	1	\$ 1,500.00	\$ 1,800.00		This project is slated for the 24/25 FY, Grant is pending. 4/2/24 DAH			
	Lakeland Trail - Behind Carpet Depot	Cross Slope	The cross slope of the trail south of the train crossing is too steep at 6.4% for 20 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: Provide a cross slope that can be no steeper than 2%.	2	\$ 700.00	\$ 840.00					
	Lakeland Trail - Behind Carpet Depot	Running Slope	The running slope of the trail south of the train track is 13.1% for 30 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: Lessen the running slope to be no more than 12.5% for 10 feet or lessen the slope to be no more than 5% for 75 feet or complies with Table 1017.7.1, Running Slope and Resting Intervals.	2	\$ 2,625.00	\$ 3,150.00					
	Lakeland Trail - Behind Carpet Depot	Gap	The train tracks have a gap too wide at 3 inches.	ADAAG 402 & ADAAG 810.10	Provide wheel flanges the provide an opening no greater than 2 1/2 inches.	1	\$ 500.00	\$ 600.00					
	Lakeland Trail - Merrill Trailhead	Running Slope	The running slope of the trail north of the tracks is too steep at 12.0% for 3 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: Lessen the running slope to be no more than 5% for 8 feet or complies with Table 1017.7.1, Running Slope and Resting Intervals.	2	\$ 300.00	\$ 360.00					

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Lakeland Trail - Behind Carpet Depot	Bench	The bench just past the train crossing is not on an accessible route for 14 feet and does not provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	See Previous Notes on Benches.			Started an Adopt a Bench / Tree Program			
X	Lakeland Trail - Near Girard	Truncated Domes	The truncated domes at Girard Drive are in poor condition on both sides.	ADAAG 705	Provide truncated domes that go the width of the trail and 24 inches deep where it meets the road. Provide a color that contrast with the walkway surface. Truncated dome tiles are typically a more durable solution.	1	\$ 1,050.00		FY 17/18 in 5-year Parks Master Plan	Truncated Domes completed on all intersections	2021		30,000 less \$6,000 received from Friends of Lakelands Trail (Grant)
IP	Lakeland Trail - Near Kress	Accessible Route - Surface	The bridge before Kress Road has boards that are in poor condition and create an uneven surface.	ADAAG 302.3	Replace the wooden walkway to provide openings no greater than 1/2 inch and a smooth transition to the trail. (Bridge was replaced in 2017 which corrected this situation, however, smooth transition is still needed.	1	\$ 2,500.00	\$ 3,000.00	FY 16/17		Boards Replaced April 2017 - Transition grade still needs repair		\$ 8,520.00
X	Lakeland Trail - Near Kress	Truncated Domes	The Kress Road crossing truncated domes are in poor condition on both sides.	ADAAG 705	Provide truncated domes that go the width of the trail and 24 inches deep where it meets the road. Provide a color that contrast with the walkway surface. Truncated dome tiles are typically a more durable solution.	1	\$ 1,050.00		FY 17/18 in 5-year Parks Master Plan	Truncated Domes completed on all intersections	2021		30,000 less \$6,000 received from Friends of Lakelands Trail (Grant)
	Lakeland Trail - Near Kress	Accessible Route - Surface	The crossing of Kress Road is in poor condition with gaps, abrupt transitions and broken surfaces.	ADAAG 403.1	Resurface the street to provide a trail crossing surface that is firm and stable with a running slope no steeper than 5% and a cross slope not steeper than 2%, a minimum clear width of 36 inches and gaps no wider than 1/2 inches and abrupt transitions no higher than 1/2 inches.	1	\$ 750.00	\$ 900.00					
IP	Lakeland Trail - Near Kress	Bench	The bench and railroad sign is 6 feet off the accessible route and does not provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	See Previous Notes on Benches.		FY 20.21	Started an Adopt a Bench / Tree Program			
	Lakeland Trail - Near Kress	Accessible Route - New	The dog dispenser near bench and sign is 6 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 200.00	\$ 240.00					
	Lakeland Trail - Pettysville	Running Slope	The south side trail to the tunnel has a running slope up to 11.1% for 95 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: While the present trial slopes meet the propose requirements, consider when resurfacing the trial in the future to lessen the slope to the greatest extent possible. 5% or less running sloped would be preferred.	NA	NA						
	Lakeland Trail - Pettysville	Running Slope	The north side trail to the tunnel has a running slope up to 8.5% for 149 feet.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.7.1	Trail Recommendation: While the present trial slopes meet the propose requirements, consider when resurfacing the trial in the future to lessen the slope to the greatest extent possible. 5% or less running sloped would be preferred.	NA	NA						
	Lakeland Trail - Pettysville	Accessible Route - New	The dog dispenser and trash can is 5 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 275.00	\$ 330.00					

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Lakeland Trail - Pettysville	Cross Slope	The cross slope in front of the bench is too steep at up to 4.0% for 34 feet.	ADAAG 403.3	Remove and regrade section to provide a cross slope no greater than 2%.	2	\$ 1,200.00	\$ 1,440.00					
IP	Lakeland Trail - Pettysville Trailhead	Bench - Companion Seating	The bench does not provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	<u>See Previous Notes on Benches.</u>		FY 20.21	Started an Adopt a Bench / Tree Program			
	Lakeland Trail - Pettysville Trailhead	Accessible Route - New	The trail head bulletin board is not on an accessible route for 20 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 700.00	\$ 840.00	FY 18/19 in 5-year Parks Master Plan				
	Lakeland Trail - Pettysville Trailhead	Signage	No trailhead sign is provided with details on the trail surface, slopes, etc.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.11	Trail Recommendation: Provide a trailhead sign that includes information on 1) the length of the trail or trail segment, 2) Surface type, 3) Typical and minimum tread width, 4) Typical and maximum running slope, 5) and typical and maximum cross slope.	2	\$ 250.00	\$ 300.00					
	Lakeland Trail - Pettysville Trailhead	Accessible Parking - Van	The accessible parking does not note a clearly marked van accessible parking space or a van accessible sign.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 225.00	\$ 270.00	FY 18/19 in 5-year Parks Master Plan				
	Lakeland Trail - Pettysville Trailhead	Accessible Parking - New	No accessible parking is provided at the present portable toilets or BMX area.	ADAAG 502	Provide one accessible parking space with an access aisle a minimum of 60 inches plus a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route. UD - Provide a Universally Designed parking space with a minimum 11 foot (132 inches) parking space and a minimum 5 foot (60 inches) access aisle.	1	\$ 1,175.00	\$ 1,410.00	FY 18/19 in 5-year Parks Master Plan				
	Lakeland Trail - Pettysville Trailhead	Accessible Route - New	No accessible route is provided to the portable toilet for 7 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the portable toilets to the extra asphalt area near the present accessible parking.	3	\$ 250.00	\$ 300.00	FY 18/19 in 5-year Parks Master Plan				
	Lakeland Trail - Pettysville Trailhead	Accessible Route - New	No accessible route is provided to a BMX area for 60 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,100.00	\$ 2,520.00	FY 19/20 in 5-year Parks Master Plan				
	Lakeland Trail - Pettysville Trailhead	Trash Can	A blue trash can to the west of the Pettysville Trailhead parking is 3 feet off of the trail/accessible route.	<u>Proposed</u> Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00	\$ 60.00					

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
IP	Lakeland Trail - Pettysville Trailhead	Bench - Companion Seating	The bench and changing route sign is 6 feet off the accessible route and does not provide companion seating.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1011	Bench Recommendation: See previous notes on benches. Distribute the accessible benches along the full width of the trail.	2	See Previous Notes on Benches.		FY 20.21	Started an Adopt a Bench / Tree Program	7 benches installed in 2022 along LT. Concrete pads and bench placement accommodate companion seat.		Donor funds cost. Hamburg staff handles installation.
	Lakeland Trail - Pettysville	Gap	There is a gap in the trail that is too big at 1 inch. This is located behind Firehouse #11.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017.6	Trail Recommendation: Fill in or replace section of asphalt trail to provide a flush transition or an opening no greater than 1/2 inch.	2	\$ 175.00	\$ 210.00					
	Lakeland Trail - Pettysville Trail	Trash Can	The dog dispenser and trash can near Chambers Road is 4 feet off of the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 150.00	\$ 180.00					
X	Lakeland Trail - Near Chambers	Truncated Domes	The truncated domes at Chamber Road are in poor condition on both sides.	ADAAG 705	Provide truncated domes that go the width of the trail and 24 inches deep where it meets the road. Provide a color that contrast with the walkway surface. Truncated dome tiles are typically a more durable solution.	1	\$ 1,050.00		FY 17/18 in 5-year Parks Master Plan	Truncated Domes completed on all intersections	2021		30,000 less \$6,000 received from Friends of Lakelands Trail (Grant)
	Lakeland Trail - Near Chambers	Accessible Route - Surface	The road crossing at Chambers Road is gravel.	ADAAG 403.1	Resurface the street to provide a trail crossing surface that is firm and stable with a running slope no steeper than 5% and a cross slope not steeper than 2%, a minimum clear width of 36 inches and gaps no wider than 1/2 inches and abrupt transitions no higher than 1/2 inches.	1	\$ 750.00	\$ 900.00					
X	Lakeland Trail - Near Chambers	Abrupt Transition	The bridge just past Chambers Road has abrupt transition at the edges of 1 inch.	ADAAG 303	Remove and replace section of asphalt to provide a smooth transition. Some of the boards appear loose and could also be screwed down tighter.	1	\$ 350.00		FY 22/23	Hay Creek Bridge Project - Completed 2022 - MDNR Grant #TF20-0145	9/7/2022	IMEG	\$200,280.93
X	Lakeland Trail - Near Chambers	Gap	The bridge just past Chambers Road has gaps too wide at 1 inch.	ADAAG 302.3	Adjust and add sections of the wooden walkway to provide openings no greater than 1/2 inch.	1	\$ 1,500.00		FY 22/23	Hay Creek Bridge Project - Completed 2022 - MDNR Grant #TF20-0146	9/8/2022	IMEG	\$200,280.93
	Lakeland Trail - Pettysville Trail	Trash Can	The trash can past Chambers Road is 8 feet off the accessible route.	<u>Proposed</u> Outdoor Developed Areas Guidelines 1011	Trash Can Recommendation: Relocate trash can nearer the trail as part of your regular policy. For a forward approach provide a trash can within 24 inches and a minimum clear ground space of 36 inches by 48 inches or for a side approach provide a trash can within 24 inches and a minimum clear ground space of 30 inches by 60 inches.	4	\$ 50.00	\$ 60.00					
	Lakeland Trail - Pettysville Trail	Accessible Route - New	The dog waste bags and trash can is 6 feet off the accessible route.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches. Option: Relocate the dispenser and trash can within 2 feet for the trail.	2	\$ 150.00	\$ 180.00					
X	Livingston County Wildlife - Precinct #7	Accessible Parking - Access Aisle	Two accessible parking space are provided but neither one has an access aisle.	ADAAG 502.3	Restripe the accessible parking space's access aisle to provide an access aisle that is a minimum of 60 inches.	1	\$ 200.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Temp signage purchased 10/2016 and used for 11/2016 Presidential		\$ 120.00

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
N/A	Livingston County Wildlife - Precinct #7	Abrupt Transition	There is a 3/4 inch abrupt transition at the base of the ramp and parking lot.	ADAAG 303	Remove and replace section of asphalt to provide a smooth transition. This maybe corrected when replacing the concrete noted below.	1	\$ 175.00			We are using for precinct, but are not in control of their maintenance. Highly recommend suggesting these items be done prior to any election.			
N/A	Livingston County Wildlife - Precinct #7	Cross Slope	The cross slope at the bottom of the ramp is too steep at up to 4.1% for 8 feet.	ADAAG 403.3	Remove and regrade section to provide a cross slope no greater than 2%.	1	\$ 550.00			We are using for precinct, but are not in control of their maintenance.			
N/A	Livingston County Wildlife - Precinct #7	Ramp - Handrails	The ramp does not provide proper handrail extensions, the handrails would be required to extend an additional 7 feet at the bottom (on both sides) and the present handrails are not of a proper design for 20 feet.	ADAAG 405.8	Provide handrails with extensions on both sides of the ramp for a total of 54 feet. Mount the handrails to 34 inches to 38 inches to the top of the gripping surface.	1	\$ 2,100.00			We are using for precinct, but are not in control of their maintenance.			
X	Livingston County Wildlife - Precinct #7	Door - Hardware	The interior front door hardware is round.	ADAAG 404.2.7	Replace door hardware with hardware that does not require tight grasping, tight pinching or twisting of the wrist, such as lever hardware.	1	\$ 350.00		FY 16/17	Task Completed by Parks & ADA Coordinator	10/2016 Purchased and used Accessible Knob cover for 11/2016 Presidential Election		\$ 8.00
G	Manly Bennett Park - West	Accessible Parking - New	There are 4 accessible parking spaces but the parking lot is gravel only. The size of the parking lot appears to require more accessible parking.	ADAAG 502	Provide one accessible parking space with an access aisle a minimum of 60 inches plus a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route. UD - Provide a Universally Designed parking space with a minimum 11 foot (132 inches) parking space and a minimum 5 foot (60 inches) access aisle.	1	\$ 3,525.00	\$ 4,230.00	FY 17/18 in 5-year Parks Master Plan	Parking is included in Trust Fund Grant and renovations to take place in the 24/25 FY			
G	Manly Bennett Park - West	Accessible Route - New	No accessible route is provided west of the soccer fields - unpaved	ADAAG 502	Provide continuation with a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	1	\$ 50,000.00	\$ 60,000.00	FY 18/19 in 5-year Parks Master Plan	Trail improvements are included in Trust Fund Grant and renovations to take place in the 24/25 FY			
G	Manly Bennett Park - West	Accessible Parking - Van	No van accessible parking space is indicated.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 1,175.00	\$ 1,410.00	FY 17/18 in 5-year Parks Master Plan	Parking is included in Trust Fund Grant and renovations to take place in the 24/25 FY			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
G	Manly Bennett Park - West	Accessible Route - New	No accessible route is provided from the two accessible parking areas for 11 feet. Provide one at each parking area.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	1	\$ 775.00	\$ 930.00	FY 18/19 in 5-year Parks Master Plan	Parking is included in Trust Fund Grant and renovations to take place in the 24/25 FY			
	Manly Bennett Park - West	Accessible Route - New	No accessible route is provided to the brochure and bulletin board for 21 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 700.00	\$ 840.00	FY 18/19 in 5-year Parks Master Plan				
	Manly Bennett Park - West	Handrails	The walkway up to the gazebo is a ramp slope but no handrails are provided for 8 feet.	ADAAG 403.3	Remove and regrade section to provide an accessible route with a running slope no greater than 5% and a cross slope no greater than 2% for 14 feet. This could address the abrupt transition issue noted below.	2	\$ 500.00	\$ 600.00	FY 18/19 in 5-year Parks Master Plan				
	Manly Bennett Park - West	Abrupt Transition	There is an abrupt transition too high at 1 1/2 inches at the gazebo.	ADAAG 303	Remove and replace section of asphalt to provide a smooth transition.	1	\$ 175.00	\$ 210.00	FY 18/19 in 5-year Parks Master Plan				
	Manly Bennett Park	Reach Range - Dispenser	The hand sanitizer in the portable toilet is too high at 55 inches AFF.	ADAAG 213.2	Confirm with the company that you use that their portable toilets are fully accessible and meet all accessibility standards.	3	NA						
	Manly Bennett Park - West	Protruding Object	The AED protrudes out at 7 inches and is 57 inches to the bottom.	ADAAG 307	Relocate the element out of the accessible route or provide a cane detectable barrier such as a permanent trash can mounted underneath and no higher than 27 inches AFF to the bottom of the trash can.	1	\$ 150.00	\$ 180.00	FY 17/18 in 5-year Parks Master Plan				
	Manly Bennett Park - West	Reach Range - Dispenser	The AED is not within reach range.	ANSI 308	Remount the AED to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. If concern for children playing with this then lower to what is determined as the best possible height.	2	\$ 150.00	\$ 180.00					
G	Manly Bennett Park - West	Gap	There are 8 gaps in the walkway that are too wide at up to 1 inch for 14 feet.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 1,400.00	\$ 1,680.00	FY 17/18 in 5-year Parks Master Plan				
N/A	Manly Bennett Park - West	Counter - Height	There are two counters provided but both are mounted too high at 40 inches.	ADAAG 904.3.3	Provide one of the counters with a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations. In new construction at least one full counter should meet this height. West Park Concession Stand.	2	\$ 645.00	\$ 774.00	FY 18/19 in 5-year Parks Master Plan	West Park Concession Stand is Closed and not being used. 4/2/24. In Master Plan for upgrade/restoration. 4/2/24 DAH			
N/A	Manly Bennett Park - West	Protruding Object	The two counters protrude out 10 1/4 inches at 40 inches to the bottom.	ADAAG 307	Provide a cane detectable barrier below 27 inches and the width of the protruding object. West Park Concession Stand.	1	\$ 600.00	\$ 720.00	FY 18/19 in 5-year Parks Master Plan	West Park Concession Stand is Closed and not being used. 4/2/24. In Master Plan for upgrade/restoration. 4/2/24 DAH			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
N/A	Manly Bennett Park - West Concession	Signage	The women's restrooms sign is mounted too high at 63 inches to the bottom letters.	ADAAG 216.2 & ADAAG 703	The permanent room sign should be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00	\$ 210.00		West Park Concession Stand is Closed and not being used. 4/2/24 In Master Plan for upgrade/restoration. 4/2/24 DAH			
N/A	Manly Bennett Park - West Concession	Door - Interior Opening Force	The women's restroom door opening force is too high at 16 lbs.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		West Park Concession Stand is Closed and not being used. 4/2/24 In Master Plan for upgrade/restoration. 4/2/24 DAH			
N/A	Manly Bennett Park - West Concession	Door - Hardware	The women's restroom lock is not of an accessible design.	ADAAG 309	Provide a lock with an operable part that does not require tight grasping, pinching or twisting of the wrist and does not require more than 5 lbs. of pressure to operate.	3	\$ 750.00	\$ 900.00		West Park Concession Stand is Closed and not being used. 4/2/24 In Master Plan for upgrade/restoration. 4/2/24 DAH			
N/A	Manly Bennett Park - West Concession	Reach Range - Dispenser	The women's restroom paper towel dispenser is mounted too high at 54 1/2 inches AFF.	ADAAG 308	Remount the paper towel dispenser to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches.	3	\$ 150.00	\$ 180.00		West Park Concession Stand is Closed and not being used. 4/2/24 In Master Plan for upgrade/restoration. 4/2/24 DAH			
N/A	Manly Bennett Park - West Concession	Signage	The men's restrooms sign is mounted too high at 63 inches to the bottom letters.	ADAAG 216.2 & ADAAG 703	The permanent room sign should be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00	\$ 210.00		West Park Concession Stand is Closed and not being used. 4/2/24 In Master Plan for upgrade/restoration. 4/2/24 DAH			
N/A	Manly Bennett Park - West Concession	Door - Interior Opening Force	The men's restroom door opening force is too high at 16 lbs.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		West Park Concession Stand is Closed and not being used. 4/2/24 In Master Plan for upgrade/restoration. 4/2/24 DAH			
N/A	Manly Bennett Park - West Concession	Door - Hardware	The men's restroom lock is not of an accessible design.	ADAAG 309	Provide a lock with an operable part that does not require tight grasping, pinching or twisting of the wrist and does not require more than 5 lbs. of pressure to operate.	3	\$ 750.00	\$ 900.00		West Park Concession Stand is Closed and not being used. 4/2/24 In Master Plan for upgrade/restoration. 4/2/24 DAH			
N/A	Manly Bennett Park - West Concession	Reach Range - Dispenser	The men's restroom paper towel dispenser is mounted too high at 55 inches AFF.	ADAAG 308	Remount the paper towel dispenser to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches.	3	\$ 150.00	\$ 180.00		West Park Concession Stand is Closed and not being used. 4/2/24 In Master Plan for upgrade/restoration. 4/2/24 DAH			
N/A	Manly Bennett Park - West Concession	Clear Floor Space	The mop cleaning bucket is in the clear floor space of the men's restroom toilet.	ADAAG 305	Relocate the mop cleaning bucket to provide a clear floor space of at least 30 inches wide by 48 inches deep that is connected by an accessible route.	2	\$ 250.00	\$ 300.00		West Park Concession Stand is Closed and not being used. 4/2/24 In Master Plan for upgrade/restoration. 4/2/24 DAH			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
G	Manly Bennett Park - West	Gap	A gap from the walkway to the playground ramp is too wide at 8 inches.	ADAAG 1008.2.5	Provide a ramp extension or transition plate from the ramp to the walkway. Option: Fill in gap with walkway material and provide a smooth transition.	2	\$ 300.00	\$ 360.00	FY 17/18 in 5-year Parks Master Plan	Playground is slated for replacement 24/25 FY under Trust Fund Grant. 4/2/24 DAH			
G	Manly Bennett Park - West	Playground - Transfer Platform	The playground does not provide a proper transfer platform or ramp to the elevated play components.	ADAAG 1008.3.1	If possible add a transfer platform or ramp to connect to at least 50% of these elevated play components. Because of the age and design of this playground it may need to be considered for replacement.	2	\$ 2,000.00	\$ 2,400.00	FY 17/18 in 5-year Parks Master Plan	Playground is slated for replacement 24/25 FY under Trust Fund Grant. 4/2/24 DAH			
G	Manly Bennett Park - West	Playground - Surface Slope	The slopes at the spinner are too steep at 20.2% and 28.3%.	ADAAG 1008.2	Provide regular maintenance of the surface to provide a running slope and a cross slope no steeper than 2%. The surface should meet all ASTM standards for fall zones.	2	\$ 200.00	\$ 240.00		Playground is slated for replacement 24/25 FY under Trust Fund Grant. 4/2/24 DAH			
G	Manly Bennett Park - West	Playground - Surface Slope	The swings have slopes too steep at 12.7% to 19.3% and seat heights between 25 inches and 30 inches.	ADAAG 1008.4.4	Provide a regular maintenance to the play surface to provide a seat less than 24 inches off the ground and a slope under the swings no greater than 2%. Consider a mat under the swing to prevent kick-out of surface material. An accessible swing with a seat would be recommended at some point.	2	\$ 100.00	\$ 120.00		Playground is slated for replacement 24/25 FY under Trust Fund Grant. 4/2/24 DAH			
G	Manly Bennett Park - West	Bench	The benches at the playground are too high at 19 inches to 22 1/2 inches.	Proposed Outdoor Areas Standards ADAAG 1011	Bench Recommendation: Lower a bench or provide additional playground surface material to provide a seat height between 17 inches AFF minimum to 19 inches AFF maximum. UD - Provide benches with armrests, backs and no gaps between the seat and backrest.	2	\$ 1,400.00	\$ 1,680.00	MNRTF Grant applied for to replace WP Playground 2022	Playground is slated for replacement 24/25 FY under Trust Fund Grant. 4/2/24 DAH			
	Manly Bennett Park - Flyers	Accessible Parking - New	No accessible parking is provided at each bleacher.	ADAAG 502	Provide one accessible parking space with an access aisle a minimum of 60 inches plus a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route. UD - Provide a Universally Designed parking space with a minimum 11 foot (132 inches) parking space and a minimum 5 foot (60 inches) access aisle.	1	\$ 1,175.00	\$ 1,410.00					
	Manly Bennett Park - Flyers	Accessible Parking - Van	No van accessible space is provided. See note above related to parking in this area.	ADAAG 502	Provide one of the accessible parking spaces to provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route.	1	\$ 1,175.00	\$ 1,410.00					
	Manly Bennett Park - Flyers	Accessible Route - New	No accessible route is provided to the practice pad area for 50 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,750.00	\$ 2,100.00	FY 20/21 in 5-year Parks Master Plan				
	Manly Bennett Park - Flyers	Accessible Route - New	No accessible route is provided to the work table for 60 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,100.00	\$ 2,520.00	FY 20/21 in 5-year Parks Master Plan				

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Manly Bennett Park - Flyers	Picnic Table	No accessible picnic tables are provided at the main tent area.	<u>Proposed</u> Outdoor Developed Areas Guidelines ADAAG 245 & 1011	Picnic Table Recommendation: At least 20% of picnic tables, but no less than two, be of an accessible design, connected to an accessible route. Relocate or purchase two accessible picnic tables (\$750/each) and locate them on an accessible surface (\$1,000).	2	\$ 3,500.00	\$ 4,200.00	FY 17/18 in 5-year Parks Master Plan				
	Manly Bennett Park - Flyers	Accessible Route - New	No accessible route is provided to the large picnic shelter with grills for 142 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 4,975.00	\$ 5,970.00	FY 20/21 in 5-year Parks Master Plan				
	Manly Bennett Park - Flyers	Picnic Table	The large picnic shelter have 3 picnic tables but none are accessible.	<u>Proposed</u> Outdoor Developed Areas Guidelines ADAAG 245 & 1011	Picnic Table Recommendation: At least 20% of picnic tables, but no less than two, be of an accessible design, connected to an accessible route. Relocate or purchase two accessible picnic tables (\$750/each) and locate them on an accessible surface (\$1,000).	2	\$ 3,500.00	\$ 4,200.00	FY 17/18 in 5-year Parks Master Plan				
	Manly Bennett Park - Football #2	Accessible Parking - New	No accessible parking is provided at the rugby field.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 1,175.00	\$ 1,410.00	FY 20/21 in 5-year Parks Master Plan				
	Manly Bennett Park - Football #2	Accessible Route - New	No accessible route is provided to the bleachers and player benches for 334 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 11,700.00	\$ 14,040.00	FY 20/21 in 5-year Parks Master Plan				
	Manly Bennett Park - Football #2	Bleacher - Companion Seating	No companion seating is provide at the bleachers.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 1,200.00	\$ 1,440.00	FY 20/21 in 5-year Parks Master Plan				
	Manly Bennett Park - Football #2	Player Bench - Companion Seating	No companion seating is provided at the player benches.	ADAAG 221.2.1.4 & 802.1	Connect the accessible route to the companion seating space on next to the player bench that has a 36 inches by 48 inches clear floor space from the front or rear or provide a 36 inches by 60 inches clear floor space for a side approach.	2	\$ 300.00	\$ 360.00					
	Manly Bennett Park - Volleyball	Accessible Parking - New	No accessible parking is provided at the sand volleyball.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 1,175.00	\$ 1,410.00					
	Manly Bennett Park - Volleyball	Accessible Route - New	No accessible route is provided to the sand volleyball for 64 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,250.00	\$ 2,700.00					
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the west bleachers for 57 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,000.00	\$ 2,400.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #1	Bleacher - Companion Seating	No companion seating is provide to the west bleachers.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 600.00	\$ 720.00		Added to the G&O for Parks 24/25 FY			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the west player bench for 22 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 775.00	\$ 930.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #1	Player Bench - Companion Seating	No companions seating is provided at the west player bench.	ADAAG 221.2.1.4 & 802.1	Connect the accessible route to the companion seating space on next to the player bench that has a 36 inches by 48 inches clear floor space from the front or rear or provide a 36 inches by 60 inches clear floor space for a side approach.	2	\$ 300.00	\$ 360.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the second set of west bleachers for 40 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,400.00	\$ 1,680.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #1	Bleacher - Companion Seating	No companion seating is provide to the west bleachers.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 600.00	\$ 720.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the equipment box for 31 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,100.00	\$ 1,320.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the north bleachers for 51 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,800.00	\$ 2,160.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #1	Bleacher - Companion Seating	No companion seating is provided at the north bleachers.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 600.00	\$ 720.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #1	Accessible Route - New	No accessible route is provided to the north player bench for 36 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,275.00	\$ 1,530.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #1	Player Bench - Companion Seating	No companion seating is provided to the north player bench.	ADAAG 221.2.1.4 & 802.1	Connect the accessible route to the companion seating space on next to the player bench that has a 36 inches by 48 inches clear floor space from the front or rear or provide a 36 inches by 60 inches clear floor space for a side approach.	2	\$ 300.00	\$ 360.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #2/3	Accessible Route - New	No accessible route is provided to the east bleachers for 55 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,925.00	\$ 2,310.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #2/3	Bleacher - Companion Seating	No companion seating is provide to the east bleachers.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 600.00	\$ 720.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #2/3	Accessible Route - New	No accessible route is provided to the east player bench for 35 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,225.00	\$ 1,470.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #2/3	Player Bench - Companion Seating	No companions seating is provided at the east player bench.	ADAAG 221.2.1.4 & 802.1	Connect the accessible route to the companion seating space on next to the player bench that has a 36 inches by 48 inches clear floor space from the front or rear or provide a 36 inches by 60 inches clear floor space for a side approach.	2	\$ 300.00	\$ 360.00		Added to the G&O for Parks 24/25 FY			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Manly Bennett Park - Baseball #2/3	Accessible Route - New	No accessible route is provided to the north player bench for 35 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,225.00	\$ 1,470.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #2/3	Player Bench - Companion Seating	No companion seating is provided to the north player bench.	ADAAG 221.2.1.4 & 802.1	Connect the accessible route to the companion seating space on next to the player bench that has a 36 inches by 48 inches clear floor space from the front or rear or provide a 36 inches by 60 inches clear floor space for a side approach.	2	\$ 300.00	\$ 360.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #2/3	Accessible Route - New	No accessible route is provide to the furthest north and east bleachers for 80 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,800.00	\$ 3,360.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - Baseball #2/3	Bleacher - Companion Seating	No companion seating is provided at the bleachers furthest north and east.	ADAAG 221.2.1 & 802.1	Provide the appropriate number of wheelchair spaces (30 inches X 48 inches space) per total number of seats (\$300 per space) with a slope of 2% in all directions. Connect this wheelchair space to the accessible route.	2	\$ 600.00	\$ 720.00		Added to the G&O for Parks 24/25 FY			
	Manly Bennett Park - East	Accessible Route - New	No accessible route is provide to the batting cages for 15 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 525.00	\$ 630.00	FY 20/21 in 5-year Parks Master Plan	Added to the G&O for Parks 24/25 FY			
X	Manly Bennett Park - East	Signage	At the playground two accessible parking spaces are noted but do not provide signage.		See Note Below		See Below						
IP	Manly Bennett Park - East	Accessible Parking - Restripe	At the playground two accessible parking spaces are noted but there are no access aisles marked out.	ADAAG 502	Provide one of the accessible parking spaces to provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. The other parking space can share this access aisle. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route.	1	\$ 2,350.00	\$ 2,820.00		Entire East Park Parking Lot should be filled and resealed again... it is in poor repair. ADA Parking Spaces will need to be relocated and restriped due to EP Playground Upgrade.	Sealed and restriped all paved parking 9/20/16. Needs to be done again 20/21. West Park Parking requires paved ADA spaces and new signage		Included in Parking Lot Restriping Project \$20,000 est
IP	Manly Bennett Park	Accessible Parking - New	The size of this parking lot requires 3 more accessible parking spaces to the two existing space.	ADAAG 502	Provide one accessible parking space with an access aisle a minimum of 60 inches plus a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface. Locate the accessible parking space on the shortest accessible route. UD - Provide a Universally Designed parking space with a minimum 11 foot (132 inches) parking space and a minimum 5 foot (60 inches) access aisle.	1	\$ 3,525.00	\$ 4,230.00	FY 16/17	Entire East Park Parking Lot should be filled and resealed again... it is in poor repair. ADA Parking Spaces will need to be relocated and restriped due to EP Playground Upgrade.	Sealed and restriped all paved parking 9/20/16. Needs to be done again 20/21. West Park Parking requires paved ADA spaces and new signage		Included in Parking Lot Restriping Project \$20,000 est
X	Manly Bennett Park	Gap	There are gaps with grass in-between bollards.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 175.00	\$ 210.00		Sidewalk being replaced with East Park Playground Upgrade 2022			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Manly Bennett Park - East	Gap	There are 4 large gaps around the playground walkways.	ADAAG 302.3	Fill in or replace section of asphalt sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 700.00	\$ 840.00		Sidewalk being replaced with East Park Playground Upgrade 2022			
X	Manly Bennett Park - East	Accessible Route - New	No access is provided to the sand surface or with different interactive play equipment.	ADAAG 240.2 & ADAAG 1008.4.3	Consider one or two play components such as a sand digger, raised sand table, etc. that can be used from the accessible route up to the sand play area.	2	\$ 2,000.00	\$ 2,400.00	FY 20/21	East Park Playground Upgrade 2022			
X	Manly Bennett Park - East	Playground - Curb Ramp	There is a 4 inch drop-off onto the playground surface.	ADAAG 1008.2	Provide a curb ramp from the accessible walkway to the playground surface with a running slope no steeper than 8.3% and a cross slope no steeper than 2%.	2	\$ 1,575.00	\$ 1,890.00		East Park Playground Upgrade 2023			
X	Manly Bennett Park - East	Playground - Ground Level Play Components	There are 8 elevated play components but only 2 ground level play components.	ADAAG 240.2	Provide one more ground level play component on an accessible route that provides an experience such as rocking, swinging, sliding, interactive, spinning or climbing experience.	2	\$ 1,000.00	\$ 1,200.00		East Park Playground Upgrade 2024			
X	Manly Bennett Park - East	Playground - Surface Slope	The swings have a slope too steep at up to 5.7% and the swings are between 26 inches and 28 inches above the surface. The mat under a swing sticks up.	ADAAG 1008.4.4	Provide a regular maintenance to the play surface to provide a seat less than 24 inches off the ground and a slope under the swings no greater than 2%. Consider a mat under the swing to prevent kick-out of surface material. An accessible swing with a seat would be recommended at some point.	2	\$ 100.00	\$ 120.00		East Park Playground Upgrade 2025			
	Manly Bennett Park - East	Grill - Route	The grill is 11 feet off the accessible surface.	<u>Proposed</u> ADAAG 403 and ADAAG 1011.1	Grill Accessible Route Recommendation: Provide an accessible route with a cross slope no steeper than 2%, running slope no steeper than 5% and a surface that is firm and stable. Connect this route to the clear floor space of the grill.	2	\$ 400.00	\$ 480.00					
	Manly Bennett Park - East	Grill - Surface	The grill does not provide an accessible surface around it.	<u>Proposed</u> ADAAG 1011.1	Grill Clear Floor Space Recommendation: Provide a 48 inches by 48 inches clear ground space on all usable side of the grill and connected to an accessible route.	2	\$ 250.00	\$ 300.00					
	Manly Bennett Park - East	Protruding Object	The defibulator protrudes out 7 inches at 57 inches to the bottom.	ADAAG 307	Relocate the element out of the accessible route or provide a cane detectable barrier such as a permanent trash can mounted underneath and no higher than 27 inches AFF to the bottom of the trash can.	1	\$ 150.00	\$ 180.00	FY 17/18 in 5-year Parks Master Plan				
	Manly Bennett Park - East Concession	Reach Range - Dispenser	The defibulator is mounted too high at 65 1/2 inch to the handle.	ANSI 308	Remount the AED to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. If concern for children playing with this then lower to what is determined as the best possible height.	2	\$ 150.00	\$ 180.00					
N/A	Manly Bennett Park - East Concession	Counter - Height	There are two counters provided but both are too high at 35 inches and 38 inches.	ADAAG 904.3.3	Provide one of the counters with a section of counter that is 28 inches to 34 inches AFF and is at least 24 inches long in alterations. In new construction at least one full counter should meet this height.	2	\$ 645.00	\$ 774.00		East Park Concession Stand is not open to the public. 4/2/24 DAH			
	Manly Bennett Park - East	Accessible Route - New	No accessible route is provided to the picnic shelter and grill for 65 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 2,275.00	\$ 2,730.00	FY 20/21 in 5-year Parks Master Plan				

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Manly Bennett Park - East	Grill - Route	The grill by the picnic shelter is located in the grass. Connect this to the new accessible route noted above.	<u>Proposed</u> ADAAG 1011.1	Grill Clear Floor Space Recommendation: Provide a 48 inches by 48 inches clear ground space on all usable side of the grill and connected to an accessible route.	2	\$ 250.00	\$ 300.00					
	Manly Bennett Park - East	Picnic Table	Two picnic tables are provided that are 37 feet long each.	<u>Proposed</u> Outdoor Developed Areas Guidelines ADAAG 245 & 1011	Picnic Table Recommendation: Provide picnic tables that have a clear floor space of 30 inches minimum by 48 inches minimum, a table top between 28 inches minimum of 34 inches maximum and a minimum 27 inches knee clearance. The knee clearance should go 17 inches to 25 inches under the top. For these large of a picnic table it would require 3 accessible cut-out areas at each table for a total of 6 accessible area.	2	\$ 1,500.00	\$ 1,800.00					
	Manly Bennett Park - East T'Ball	Accessible Parking - New	For the young children ball fields there is no accessible parking.	ADAAG 502.2	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Also provide a "Van Accessible" sign mounted under the International Symbol of Accessibility Sign. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide.	1	\$ 1,175.00	\$ 1,410.00	FY 20/21 in 5-year Parks Master Plan				
	Manly Bennett Park - East T'Ball	Accessible Route - New	For the young children ball fields there is no accessible route for 103 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 3,600.00	\$ 4,320.00	FY 20/21 in 5-year Parks Master Plan				
X	Manly Bennett Park - East T'Ball	Portable Toilet	A portable toilet is provided but is not of an accessible design or on an accessible surface.	ADAAG 213.2	For portable toilets, provide at least 5% but no less than one be of an accessible portable toilet design on an accessible route and designed with the International Symbol of Accessibility. When the company delivers a portable toilet make sure they locate them on an accessible route.	3	N/A		FY 17/18 in 5-year Parks Master Plan	FY 19/20 Requested the vendor provide additional ADA units - DH	Inspection takes place each year by Parks Coordinator		\$ -
X	Police Department	Gap	The accessible parking for the Police Department has a gap too wide at 1 inch.	ADAAG 302.3	Fill in or replace section of asphalt parking to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 350.00		FY 16/17	Sealed and re-stripped all parking 9/20/16. Updated photos required.			Included in Parking Lot Restriping Project \$20,000 est
X	Police Department	Signage	The entrance to the Police Department does not provide signage indicating it as the accessible entrance.	ADAAG 216.6, ADAAG 703.2.1 and ADAAG 703.5	Provide a sign with the International Symbol of Accessibility at the accessible entrance.	1	\$ 225.00		FY 20/21	B&G installed @ 48" height at entrance	3/1/2021		?
X	Police Department	Door - Interior Opening Force	The door into the integration room has an opening force is too high at 7 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00		FY 17/18	Hired vendor to complete	3/15/2018		\$ 198.00
X	Police Department	Door - Interior Opening Force	The door to the jail area has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00		FY 17/18	Hired vendor to complete	3/15/2018		Incl

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Police Department	Toilet - Paper Dispenser	The toilet paper in the jail cell is located in the wall.	ADAAG 604.7	Remove the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00		FY 20/21	Installed bars based on suggested height	3/16/2021		\$ 300.00
X	Police Department	Toilet - Grab Bars	No vertical grab bar is provided at the toilet.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00		FY 20/21	Installed bars based on suggested height	3/16/2021		Incl
X	Police Department	Door - Interior Opening Force	The door to the public restroom has an opening force too high at 8 lbs. and closes too quickly at 3 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00		FY 17/18	Hired vendor to complete	3/15/2018		Incl
X	Police Department	Toilet - Grab Bars	No vertical grab bar is provided at the toilet.	ANSI 604.5.1	Provide a vertical grab bar that is 18 inches minimum in length, is mounted 39 inches minimum to 41 inches maximum from the floor to the bottom of the bar, and the centerline is located 39 inches minimum of 41 inches maximum from the back wall.	3	\$ 175.00		FY 20/21	Installed bars based on suggested height	3/16/2021		Incl
X	Police Department	Reach Range - Dispenser	The public restroom soap dispenser is mounted too high at 49 1/2 inches AFF.	ADAAG 308	Mount the soda dispenser to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches.	3	\$ 100.00		FY 20/21	Remounted soap dispenser to side of sink area, completed	3/16/2021		\$ 50.00
X	Police Department	Sink - Faucet	The sink in the public restroom does not provide accessible sink hardware.	ADAAG 606.4	Provide a lever-operated, push-type or electronically controlled faucet. Self-closing faucets should remain open for at least 10 seconds. Push-type or lever-operated faucets should require not more than 5 lbs. to operate.	3	\$ 600.00		FY 20/21	Installed a new sink faucet, ADA compliant model, lever-operated	3/16/2021		\$ 218.61
X	Police Department	Reach Range - Brochure	The top part of the brochure rack is mounted too high at 51 inches AFF.	ADAAG 308	Lower the brochure/flyer holder to be at 48 inches AFF. Or distribute the materials so each type is at a lower height. UD - Mount all brochure racks no higher than 48 inches AFF.	4	\$ 100.00		FY 17/18	A new brochure rack was ordered that meets ADA standards.	3/19/2018		\$ 158.29
X	Senior Community Center and Precinct #4	Gap	A gap near the curb ramp is too wide at 3/4 inch.	ADAAG 302.3	Fill in or replace section of sidewalk to provide a flush transition or an opening no greater than 1/2 inch.	1	\$ 475.00		FY 17/18 in 5-year Parks Master Plan	Work completed in 2021	FY 20/21 vendor hired to make corrections - Clerk		
X	Senior Community Center and Precinct #4	Protruding Object - Branches	The bushes near the entrance protrude into the walkway.	ADAAG 307	Trim the bushes to provide an 80 inches minimum clear head space and back to the edge of the walkway.	1	\$ 50.00		FY 18/19	Bush was removed by Senior Center volunteers	FY 18/19	4/12/2019	\$ -
IP	Senior Community Center and Precinct #4	Coat Hook	The two sets coat hangers at the entrance are too high at 57 inches AFF.	ADAAG 222.1 & ADAAG 308	Provide 5% of the coat hangers, at a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. Option: Mount the appropriate number of coat hooks at the lower height.	4	\$ 200.00	\$ 240.00	24/25	A new coat shelf with rod will be installed at a lower/compliant height. 4/2/24 DAH			
	Senior Community Center and Precinct #4	Door - Exterior Opening Force	The exit door near the computer room has an opening force too high at 13 lbs. and closes too quickly at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Senior Community Center and Precinct #4	Abrupt Transition	The exit door has a drop-off too steep at 1 1/2 inches.	ADAAG 303	Replace section of sidewalk to provide a smooth transition.	1	\$ 475.00	\$ 570.00		Sidewalk was replaced/upgraded?			
	Senior Community Center and Precinct #4	Door - Interior Opening Force	The computer door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
X	Senior Community Center and Precinct #4	Knee Clearance	The lower keyboard interferes with the knee clearance.	ADAAG 226 & ADAAG 902	Remove the keyboard under the table to provide the proper knee clearances for a person in a wheelchair.	2	\$ 150.00	\$ 180.00	FY 21/22 in 5-year Parks Master Plan	Keyboard shelf was removed from Desk by Senior Center volunteers	FY 18/19	4/12/2019	\$ -
	Senior Community Center and Precinct #4	Door - Interior Opening Force	The door to the pool room has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
	Senior Community Center and Precinct #4	Door - Interior Opening Force	The main room doors near the entrance have an opening force too high at 9 lbs. and 10 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
X	Senior Community Center and Precinct #4	Door - Interior Opening Force	The door to the shuffle board has a opening force too high at 11 lbs. and closes too quickly at 2 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00	23/24	Doors that lead to the outdoor patio area have been replaced and are now ADA Compliant.	Mar-23		\$ 12,291.00
X	Senior Community Center and Precinct #4	Door - Interior Opening Force	The door to the shuffle board has a 1 inch abrupt transitions at the door threshold.	ADAAG 404.2.5	Provide a threshold at the doorway that is no more than 1/2 inches high and beveled at a 1:2 slope. This maybe a threshold that is wider than normal.	1	\$ 300.00	\$ 360.00	23/24	Doors that lead to the outdoor patio area have been replaced and are now ADA Compliant.	Mar-23		Incl
X	Senior Community Center and Precinct #4	Accessible Route - New	No accessible route is provided to the shuffle board surface for 3 feet.	ADAAG 403	Provide an accessible route by relocating the furniture to provide a minimum 36 inch space. This space can narrow down to 32 inches but no more than 24 inches.	3	\$ 100.00			Shuffleboard removed and Outdoor Patio installed from doors. Accessible path kept open near building. ADA doors being installed.	Mar-23		Incl
X	Senior Community Center and Precinct #4	Cross Slope	The walkway by the shuffle board has a cross slope too steep at up to 4.1% for 30 feet.	ADAAG 403.3	Attempt a "mud jacking" technique or remove and regrade section to provide a cross slope no greater than 2%. Option: Move the tables and benches away from the wall and out since the route along the building is an accessible slope.	1	\$ 2,850.00			Shuffleboard removed and Outdoor Patio installed from doors. Accessible path kept open near building. ADA doors being installed.	2021		Incl
X	Senior Community Center and Precinct #4	Cross Slope	The north walkway has a cross slope too steep at up to 3.2% for 13 feet.	ADAAG 403.3	Attempt a "mud jacking" technique or remove and regrade section to provide a cross slope no greater than 2%. Option: Move the tables and benches away from the wall and out since the route along the building is an accessible slope.	1	\$ 1,250.00			Outdoor Patio installed from doors. Accessible path kept open near building. ADA doors being installed.	2021		
X	Senior Community Center and Precinct #4	Door - Exterior Opening Force	The north exit door out of the main room has an opening force too high at 13 lbs. and closes too quickly at 4 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00	\$ 120.00		Doors that lead to the outdoor patio area have been replaced and are now ADA Compliant.	Mar-23		Incl

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Senior Community Center and Precinct #4	Reach Range - Brochure	The flyer rack has handouts above 48 inches and up to 56 inches.	ADAAG 308	Lower the brochure/flyer holder to be at 48 inches AFF. Or distribute the materials so each type is at a lower height. UD - Mount all brochure racks no higher than 48 inches AFF.	4	\$ 100.00	\$ 120.00		Rearranged the materials so they are in 2 places to comply			\$ -
	Senior Community Center and Precinct #4	Door - Interior Opening Force	The second set of doors into the main room has an opening force too high at 11 lbs. and 9 lbs. and close too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
X	Senior Community Center and Precinct #4	Drinking Fountain	The drinking fountain provides an wheelchair height only.	ADAAG 211 & ADAAG 602	Provide another individual drinking fountain at a standing height between 38 inches minimum to 43 inches maximum to the spout. Option: Remove existing drinking fountain and install a single Hi-Lo drinking fountain that provides a wheelchair accessible fountain with a spout at 36 inches maximum and a standing drinking fountain with a height between 38 inches minimum and 43 inches maximum. The toe clearance should be a minimum of 9 inches.	4	\$ 2,300.00	\$ 2,760.00	FY 21/22 in 5-year Parks Master Plan	Installed drinking fountain with water bottle filling station to accommodate both heights. Partially funded with LCCOA Grant in the amount of \$1,000	2023	2023	\$ 2,000.00
	Senior Community Center and Precinct #4	Door - Interior Opening Force	The Foot Care room door has an opening force too high at 10 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00	\$ 120.00		Hire vendor to inspect/adjust doors annually			
X	Senior Community Center and Precinct #4	Signage	The men's restroom sign is mounted on the door and is not of an accessible design.	ADAAG 216.2 & ADAAG 703	The permanent room sign should be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00	\$ 210.00	23/24 FY	Staff installed the sign at the proper height.			
X	Senior Community Center and Precinct #4	Sink - Protective Pipe Wrapping	The men's restroom sink does not provide protective pipe wrapping.	ANSI 606.6	Provide a protective cover or protective pipe wrapping on the water shut offs and drain pipes.	3	\$ 75.00	\$ 90.00	FY 21/22 in 5-year Parks Master Plan		Jan-24		Incl
X	Senior Community Center and Precinct #4	Toilet - Accessible Stall Door	The men's restroom stall door is not self closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00	\$ 210.00	FY 21/22 in 5-year Parks Master Plan		Jan-24		Incl
X	Senior Community Center and Precinct #4	Toilet - Accessible Stall Door	The men's restroom stall door lock is not of an accessible design.	ADAAG 604.8.1.2	Provide stall door hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist to operate. UD Provide a loop handle on the inside of the stall to assist with closing of the door from the inside.	3	\$ 300.00	\$ 360.00	FY 21/22 in 5-year Parks Master Plan		Jan-24		Incl

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Senior Community Center and Precinct #4	Toilet - Accessible Stall Design	The men's restroom accessible stall is too narrow at 43 inches.	ADAAG 604 & ANSI 604.5.1	Provide an accessible stall that is a minimum of 60 inches wide and a minimum of 56 inches deep with a minimum 42 inches side grab bar mounted 12 inches maximum from the corner and a 36 inches rear grab bar mounted 12 inches minimum from the centerline and 24 inches from the centerline to the transfer side of the toilet. Also provide a vertical grab bar that is 18 inches minimum in length an mounted 39 inches to 41 inches from the floor and 39 inches to 41 inches to the centerline from the back wall. The toilet centerline should be 16 inches to 18 inches from the nearest wall and a minimum 17 inches to a maximum 19 inches to the top of the seat. This will require removal of the adjacent toilet and taking over that space. Check plumbing codes to determine if this is acceptable related to the fixture count.	3	\$ 4,500.00	\$ 5,400.00	FY 21/22 in 5-year Parks Master Plan		Jan-24		Incl
X	Senior Community Center and Precinct #4	Toilet - Centerline	The men's restroom accessible stall toilet has a centerline of 21 1/2 inches.		See Note Above		See Note Above		FY 21/22 in 5-year Parks Master Plan		Jan-24		Incl
X	Senior Community Center and Precinct #4	Toilet - Height	The men's restroom toilet seat has extenders.		See Note Above		See Note Above				Jan-24		Incl
X	Senior Community Center and Precinct #4	Toilet - Paper Dispenser	The men's restroom toilet paper dispenser is too far in front of the toilet at 16 inches and mounted on the wrong wall.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do no mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00	\$ 300.00	FY 19/20	New dispensers were purchased and installed at ADA Compliant heights	Dec-19		174.00 for both W&M
X	Senior Community Center and Precinct #4	Reach Range - Dispenser	The men's restroom seat cover dispenser is mounted too high at 59 inches.	ADAAG 308	Remount the seat cover dispenser to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. If over an object or away from the accessible route provide a reach range no higher than 44 inches AFF maximum reach range over an object 20 inches to a maximum of 25 inches deep or a side reach of 46 inches AFF maximum over an object 10 inches to a maximum of 24 inches.	2	\$ 150.00	\$ 180.00			Jan-24		Incl
X	Senior Community Center and Precinct #4	Signage	The women's restroom sign is mounted on the door and is not of an accessible design.	ADAAG 216.2 & ADAAG 703	The permanent room sign should to be mounted on the wall at the latch side of the door at 48 inches minimum from the baseline of the lowest tactile character to 60 inches maximum from the baseline of the highest character with raised lettering and numbers plus Braille.	4	\$ 175.00	\$ 210.00	23/24 FY	Staff installed the sign at the proper height.			
X	Senior Community Center and Precinct #4	Sink - Protective Pipe Wrapping	The women's restroom sink does not provide protective pipe wrapping.	ANSI 606.6	Provide a protective cover or protective pipe wrapping on the water shut offs and drain pipes.	3	\$ 75.00	\$ 90.00	FY 21/22 in 5-year Parks Master Plan		Jan-24		Incl
X	Senior Community Center and Precinct #4	Toilet - Accessible Stall Door	The women's restroom stall door is not self closing.	ADAAG 604.8.1.2	Provide the hinges to allow for the stall door to be self-closing.	3	\$ 175.00	\$ 210.00	FY 21/22 in 5-year Parks Master Plan		Jan-24		Incl

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	Senior Community Center and Precinct #4	Toilet - Accessible Stall Door	The women's restroom stall door lock is not of an accessible design.	ADAAG 604.8.1.2	Provide stall door hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist to operate. UD Provide a loop handle on the inside of the stall to assist with closing of the door from the inside.	3	\$ 300.00	\$ 360.00	FY 21/22 in 5-year Parks Master Plan		Jan-24		Incl
X	Senior Community Center and Precinct #4	Toilet - Accessible Stall Design	The women's restroom accessible stall is too narrow at 43 inches.	ADAAG 604 & ANSI 604.5.1	Provide an accessible stall that is a minimum of 60 inches wide and a minimum of 56 inches deep with a minimum 42 inches side grab bar mounted 12 inches maximum from the corner and a 36 inches rear grab bar mounted 12 inches minimum from the centerline and 24 inches from the centerline to the transfer side of the toilet. Also provide a vertical grab bar that is 18 inches minimum in length and mounted 39 inches to 41 inches from the floor and 39 inches to 41 inches to the centerline from the back wall. The toilet centerline should be 16 inches to 18 inches from the nearest wall and a minimum 17 inches to a maximum 19 inches to the top of the seat. This will require removal of the adjacent toilet and taking over that space. Check plumbing codes to determine if this is acceptable related to the fixture count.	3	\$ 4,500.00	\$ 5,400.00	FY 21/22 in 5-year Parks Master Plan		Jan-24		Incl
X	Senior Community Center and Precinct #4	Toilet - Centerline	The women's restroom accessible stall toilet has a centerline of 21 inches.		See Note Above		See Note Above		FY 21/22 in 5-year Parks Master Plan		Jan-24		Incl
X	Senior Community Center and Precinct #4	Toilet - Height	The women's restroom toilet seat has extenders.		See Note Above		See Note Above				Jan-24		Incl
X	Senior Community Center and Precinct #4	Toilet - Paper Dispenser	The women's restroom toilet paper dispenser is too far in front of the toilet at 16 inches and mounted on the wrong wall.	ADAAG 604.7	Remount the toilet paper dispenser to be no lower than 15 inches, no higher than 48 inches AFF and a centerline of the dispenser that is a minimum of 7 inches to a maximum of 9 inches in front of the toilet. Do not mount the toilet paper dispenser behind the side grab bar.	3	\$ 250.00		FY 19/20	New dispensers were purchased and installed at ADA Compliant heights	Dec-19		\$174.00 for both W&M
X	Senior Community Center and Precinct #4	Reach Range - Dispenser	The women's restroom seat cover dispenser is mounted too high at 59 inches.	ADAAG 308	Remount the seat cover dispenser to provide a reach range no higher than 48 inches AFF for a forward reach over an obstruction no deeper than 20 inches or a side reach of 48 inches AFF over an object no deeper than 10 inches. If over an object or away from the accessible route provide a reach range no higher than 44 inches AFF maximum reach range over an object 20 inches to a maximum of 25 inches deep or a side reach of 46 inches AFF maximum over an object 10 inches to a maximum of 24 inches.	2	\$ 150.00	\$ 180.00			Jan-24		Incl

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
	Winelhaus Park	Accessible Parking - Van	The ability to make an compliant accessible route would be difficult because of the terrain. It is recommended to provide a van accessible parking space near the chained entrance to the park and the horseshoe pits.	ADAAG 502	Provide a van accessible parking space that is a minimum of 11 feet wide with an access aisle a minimum of 5 feet wide. Option: A van accessible space can be 8 feet wide if the access aisle is a minimum of 8 feet wide. Also provide a sign with the International Symbol of Accessibility at the head and middle of the parking space. The parking space and access aisle should be no steeper than 2% in all directions and on a firm and stable surface.	1	\$ 1,175.00	\$ 1,410.00		Added to Master Design Plan ideas, perhaps will require a purchase of the property to warrant investment.			
	Winelhaus Park	Accessible Route - New	There is no accessible route to the horse shoe pit for 53 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,850.00	\$ 2,220.00		Upgrades to this leased property should be discussed and put into the Parks & Recreation Master Plan. 4/2/24 DAH			
	Winelhaus Park	Accessible Route - New	There is no accessible route to the gazebo for 45 feet.	ADAAG 403	Provide a new accessible route with a running slope no steeper than 5% and a cross slope no steeper than 2% and a minimum clear width of 36 inches.	2	\$ 1,575.00	\$ 1,890.00		Upgrades to this leased property should be discussed and put into the Parks & Recreation Master Plan. 4/2/24 DAH			
	Winelhaus Park	Picnic Table	There is no picnic table on an accessible surface or of an accessible design.	<u>Proposed</u> Outdoor Developed Areas Guidelines ADAAG 245 & 1011	Picnic Table Recommendation: At least 20% of picnic tables, but no less than two, be of an accessible design, connected to an accessible route. Relocate or purchase two accessible picnic tables (\$750/each) and locate them on an accessible surface (\$1,000).	2	\$ 3,500.00	\$ 4,200.00		Upgrades to this leased property should be discussed and put into the Parks & Recreation Master Plan. 4/2/24 DAH			
	Winelhaus Park	Ramp	There is no ramp provided to the gazebo.	ADAAG 405.8	Provide a new ramp with a running slope no steeper than 8.3%, a cross slope no steeper than 2% and handrails on both sides that are mounted to 34 inches to 38 inches to the top of the gripping surface.	2	\$ 1,500.00	\$ 1,800.00		Upgrades to this leased property should be discussed and put into the Parks & Recreation Master Plan. 4/2/24 DAH			
	Winelhaus Park	Trail Surface	There is no accessible trail surface provided.	<u>Proposed</u> Outdoor Areas Standards ADAAG 1017	Trail Recommendation: When upgrading the trail surface, provide a surface material such as a 3/4 inches minus limestone with a 50% mix of dust that is firm and stable with a slope no steeper than 2% for a cross slope and no steeper than 5% for a running slope. Provide this surface at the benches, trash cans and signs along the way. See the proposed standards for slope requirements steeper than 5%.	2	\$ 3,000.00	\$ 3,600.00		Upgrades to this leased property should be discussed and put into the Parks & Recreation Master Plan. 4/2/24 DAH			
X	St. Paul Church - Precinct #1 & #5	Accessible Parking - Sign	The parking sign near the front entrance is mounted too low.	ADAAG 502.6	Remount the existing accessible parking sign so it is a minimum of 60 inches from the finish grade to the bottom of the sign.	1	\$ 225.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Temp signage purchased 10/2016 and used for 11/2016 Presidential	Must be inspected each election. New staff must be notified of new procedure each time.	\$ 55.00

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
X	St. Paul Church - Precinct #1 & #5	Accessible Parking - Sign	Three accessible parking spaces do not provide signage.	ADAAG 502.6	Provide signs with the International Symbol of Accessibility. Mount the sign at the head of the parking space at 60 inches minimum from the ground to the bottom of the sign.	1	\$ 975.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Temp signage purchased 10/2016 and used for 11/2016 Presidential	Must be inspected each election. New staff must be notified of new procedure each time.	\$ 55.00
X	St. Paul Church - Precinct #1 & #5	Accessible Parking - Sign	The last accessible parking space sign is mounted too low	ADAAG 502.6	Remount the existing accessible parking sign so it is a minimum of 60 inches from the finish grade to the bottom of the sign.	1	\$ 225.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Temp signage purchased 10/2016 and used for 11/2016 Presidential	Must be inspected each election. New staff must be notified of new procedure each time.	Included
X	St. Paul Church - Precinct #1 & #5	Ramp - Handrails	The rear entrance ramp does not provide handrails on both sides.	ADAAG 405.8	Provide handrails with extensions on wall side of the ramp for a total of 17 feet. Mount the handrails to 34 inches to 38 inches to the top of the gripping surface.	1	\$ 700.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Direct all voter traffic through front for both precincts, door is Accessible	Must be inspected each election. New staff must be notified of new procedure each time.	\$ 130.00
X	St. Paul Church - Precinct #1 & #5	Ramp - Edge Protection	The rear entrance ramp does not provide edge protection for 17 feet.	ADAAG 405.9	Provide edge protect on the ramp that is a curb at least 4 inches high or a railing that is no more than 4 inches above the ramp surface.	1	\$ 700.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Direct all voter traffic through front for both precincts, door is Accessible	Must be inspected each election. New staff must be notified of new procedure each time.	Included
X	St. Paul Church - Precinct #1 & #5	Abrupt Transition	The rear entrance door has an abrupt transition of 1 inch.	ADAAG 303	Grind down or replace section of sidewalk to provide a smooth transition.	1	\$ 475.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Direct all voter traffic through front for both precincts, door is Accessible	Must be inspected each election. New staff must be notified of new procedure each time.	Included
X	St. Paul Church - Precinct #1 & #5	Door - Exterior Opening Force	The rear entrance exterior ramp door has an opening force too high at 7 lbs. and 11 lbs. and the right door closes too quickly at 3 seconds.	NA	Recommendation: While not specifically address by the ADA it would be recommended to adjust the closer so the door opening force is no heavier than 8.5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	3	\$ 100.00		FY 16/17	Task Completed by Parks & ADA Coordinator	Direct all voter traffic through front for both precincts, door is Accessible	Must be inspected each election. New staff must be notified of new procedure each time.	Included
N/A	St. Paul Church - Precinct #1 & #5	Door - Interior Opening Force	The two doors to Sheldon Hall have an opening force too high at 8 lbs.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 200.00			We are using for precinct, but are not in control of their maintenance. Highly recommend suggesting these items be done prior to any election.			
N/A	St. Paul Church - Precinct #1 & #5	Door - Interior Opening Force	The hall door has an opening force too high at 10 lbs. and closes too quickly at 4 seconds.	ADAAG 404.2.8 & ADAAG 404.2.9	Adjust the closer so the door opening force is no heavier than 5 lbs. to open and takes a minimum of 5 seconds to close or provide an automatic door opener at the door.	2	\$ 100.00			We are using for precinct, but are not in control of their maintenance. Highly recommend suggesting these items be done prior to any election.			

Completed	Location	Barrier Element	Access Issue	ADAAG/ANSI	Solution	Priority	Projected Cost	Adjusted Cost	FY Scheduled	Comments	Date Completed	Work Inspected	Final Cost
N/A	St. Paul Church - Precinct #1 & #5	Mats	The front mat is too light and could be a tripping hazard.	ADAAG 302.2	Provide a mat with a heavier backing or tape the mat to the floor.	1	\$ 150.00	\$ 180.00		If mats can't be replaced, they should be removed for the election. Suggest we purchase compliant mats to replace them with for inclement weather.			

Memorandum

To: Deby Hennemann, Hamburg Township
From: Cindy Todd, Spicer Group
RE: Bennett Park & Water Trail Access Improvements #TF22-0107

Project Update:

- Property Suvey completed
- Kick off meeting completed
- Letter agreement for concept “park in a park” – March 2024
- Concept plan “park in a park” April – May 2024
- Design and construction documents June – October 2024
 - 30 % review – Hamburg – July 2024
 - 90 % review – Hamburg – September 2024
- DNR review – September – November 2024
- Bid advertisement - December 2024
- Bid award – January 2025
- Construction - March – July 2025

CLERK'S OFFICE GOALS AND OBJECTIVES FOR FY 2024/2025

Clerk/Elections

- Conduct 2024 August Primary & November Elections w/ 9 days of early voting **\$200,000**
- Post-Election Retention, Cleanup, Audits
- Redistricting Education
- Election Inspectors – Status check, Recruitment, co-chair training, employment/emergency contact form updates
- Maintain voter registration records throughout the year in QVF Refresh and master card file (daily function)
- Comply with recertification as now required every two years by statute
- Keep current on changes in election law – Monitor/Input on Legislation in consideration
- Educate public on new election laws. Newsletters/Website (updates)
- Equipment – HART Maintenance **\$7704** (years 6-10)
- Fire Safe Records **\$11,000**
- Continued Education (CERA, CMC) **\$8000**
- Vehicle **\$25,000**

FOIA Requests

- Process Freedom of Information Act (FOIA) requests and coordinate with Department Heads who provide requested records to ensure FOIA deadlines are met.
- Software **\$5000**

Publishing Legal Notices

- Continue to assist departments in getting hearings and other legal notices published in the Livingston Daily Press & Argus. **\$Marcy**

Cemeteries

- Assist Sexton whenever necessary/possible
- Training – Start crossover training again
- Signage and Fencing **\$10,000 - \$20,000**

- Contractual Services (A to Z) **\$35,000**
- Update/Care **\$15,000**
- Equipment **\$5000**
- Sexton **\$12,000**
- Part-time Wages **\$7000**
- Sundry **\$1000**

Parks & Recreation

- Continue working with Parks & Recreation Committee members and provide oversight for park usage
- Administer Trust Fund Grant
- West Park Construction Project - **Funded**
- Continue repairs/improvements in Park
Same funding as last year

Senior/Community Center

- Continue working closely with Julie and the Senior Advisory Board

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 10.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 215.000 - Clerk's Department						
101-215.000-702.000	FULL-TIME EMPLOYEE SALARIES	73,117	81,000	59,559	81,000	86,000
101-215.000-703.200	ELECTED OFFICIALS SALARIES	80,762	84,475	58,792	80,453	84,475
101-215.000-709.000	TOWNSHIP FICA	12,428	13,250	9,753	13,250	13,600
101-215.000-712.000	PAY IN LIEU OF MEDICAL INS	-	-	-	-	750
101-215.000-713.000	OVERTIME	7,508	7,500	8,702	9,500	6,000
101-215.000-716.000	DEFINED CONTRIBUTION	21,004	22,300	15,641	22,300	23,000
101-215.000-718.000	HEALTH/DENTAL/VISION INSURANCE	47,874	47,200	32,334	47,200	45,000
101-215.000-725.100	LONG/SHORT TERM DISABILITY	900	1,100	724	1,100	1,100
101-215.000-725.200	LIFE INSURANCE	186	200	104	200	200
101-215.000-853.000	PHONE/COMM/INTERNET	1,020	1,020	765	1,020	1,020
101-215.000-861.000	MILEAGE	317	1,200	77	1,200	1,500
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	6,083	7,000	4,248	7,000	7,000
101-215.000-914.000	TUITION REIMBURSEMENT	-	-	-	-	2,000
101-215.000-931.000	EQUIPMENT MAINT/REPAIR	38	1,000	-	1,000	1,000
101-215.000-955.000	SUNDRY	2,210	2,000	1,189	2,000	3,000
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	944	2,000	1,569	2,000	2,000
101-215.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	5,000	6,000	-	6,000	5,000
	Totals - Clerk's Department	259,392	277,245	193,458	275,223	282,645
Dept 262.000 - Elections						
101-262.000-702.000	FULL-TIME EMPLOYEE SALARIES	100,925	111,100	78,593	111,100	119,000
101-262.000-707.000	TEMPORARY EMPLOYEES	66,784	100,000	44,978	100,000	90,000
101-262.000-709.000	TOWNSHIP FICA	10,304	18,250	8,622	18,250	18,000
101-262.000-712.000	PAY IN LIEU OF MEDICAL INS	-	-	-	-	2,250
101-262.000-713.000	OVERTIME	9,954	25,000	15,382	25,000	30,000
101-262.000-716.000	DEFINED CONTRIBUTION	14,264	18,000	10,665	18,000	16,200
101-262.000-718.000	HEALTH/DENTAL/VISION INSURANCE	42,069	36,900	23,573	36,900	31,000
101-262.000-725.100	LONG/SHORT TERM DISABILITY	644	725	520	725	800
101-262.000-725.200	LIFE INSURANCE	172	250	93	250	250
101-262.000-752.001	SUPPLIES FOR ELECTIONS	20,969	47,000	53,230	53,230	60,000
101-262.000-861.000	MILEAGE	361	4,000	457	4,000	1,000
101-262.000-900.000	LEGAL NOTICES/ADVERTISING	210	13,000	80	13,000	2,000
101-262.000-910.000	PROFESSIONAL DEVELOPMENT	3,892	11,800	13,578	13,578	7,000
101-262.000-931.000	EQUIPMENT MAINT/REPAIR	7,838	10,000	8,984	10,000	10,000
101-262.000-955.000	SUNDRY	12,928	15,000	807	15,000	15,000
101-262.000-980.000	OFFICE EQUIP & FURNITURE	3,531	5,000	-	5,000	5,000
101-262.000-980.500	RESERVE FOR EQUIPMENT PURCHASE	-	5,000	-	5,000	5,000
	Totals - Elections	294,844	421,025	259,564	429,033	412,500
Dept 567.000 - Cemetery						
101-567.000-704.000	PART-TIME EMPLOYEE SALARIES	17,780	18,000	12,385	18,000	18,000
101-567.000-709.000	TOWNSHIP FICA	1,387	1,409	964	1,409	1,500
101-567.000-801.000	CONTRACTUAL SERVICES	25,550	31,200	28,920	31,200	35,000
101-567.000-853.000	PHONE/COMM/INTERNET	420	420	245	420	-
101-567.000-931.000	EQUIPMENT MAINT/REPAIR	1,696	4,000	1,139	4,000	-
101-567.000-949.500	MAUSOLEUM MARKETING EXPENSE	-	-	-	-	1,000
101-567.000-955.000	SUNDRY	7,573	7,000	5,678	7,000	10,000
101-567.000-980.000	OFFICE EQUIP & FURNITURE	-	1,000	-	1,000	1,000
	Totals - Cemetery	54,406	63,029	49,331	63,029	66,500

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 10.

Dept 751.000 - Recreation Board

101-751.000-702.000	FULL-TIME EMPLOYEE SALARIES	37,436	42,200	30,815	42,200	45,500
101-751.000-704.000	PART-TIME EMPLOYEE SALARIES	7,914	7,180	6,484	8,500	22,200
101-751.000-704.100	PER DIEM	2,871	3,900	975	3,900	4,000
101-751.000-709.000	TOWNSHIP FICA	3,605	3,900	2,928	3,900	5,500
101-751.000-713.000	OVERTIME	66	-	-	-	-
101-751.000-716.000	DEFINED CONTRIBUTION	4,875	5,500	3,709	5,500	6,000
101-751.000-718.000	HEALTH/DENTAL/VISION INSURANCE	17,836	17,300	12,086	17,300	18,500
101-751.000-725.100	LONG/SHORT TERM DISABILITY	290	280	211	280	300
101-751.000-725.200	LIFE INSURANCE	75	100	55	100	150
101-751.000-727.000	WORKERS' COMPENSATION	451	920	914	914	2,000
101-751.000-752.000	SUPPLIES & SMALL EQUIPMENT	3,527	3,600	978	3,600	4,000
101-751.000-758.000	DIESEL FUEL	2,233	2,000	1,513	2,000	-
101-751.000-809.000	JANITORIAL SERVICES	325	-	-	-	-
101-751.000-826.000	LEGAL FEES	153	500	34	500	-
101-751.000-840.000	LIABILITY/CASUALTY INSURANCE	(114)	900	865	865	1,000
101-751.000-900.000	LEGAL NOTICES/ADVERTISING	479	500	-	500	-
101-751.000-900.100	PRINTING	-	1,500	-	1,500	-
101-751.000-910.000	PROFESSIONAL DEVELOPMENT	1,083	2,500	1,454	2,500	2,500
101-751.000-917.000	SEWER USAGE	467	650	482	650	-
101-751.000-919.000	TRASH DISPOSAL	1,966	2,200	1,466	2,200	-
101-751.000-920.000	ELECTRIC	2,727	2,500	3,139	4,200	-
101-751.000-921.000	NATURAL GAS/HEAT	56	100	-	100	-
101-751.000-930.005	MAINTENANCE PARK FACILITIES	21,691	100,000	17,205	100,000	25,000
101-751.000-930.015	RESERVE FOR PARKS MAINTENANCE	835	4,500	4,500	4,500	-
101-751.000-930.020	SPORTS FIELD MAINTENANCE	15,838	15,000	12,573	15,000	15,000
101-751.000-930.200	PLAYGROUND MAINTENANCE & REPAIR	129,568	5,000	-	5,000	-
101-751.000-930.300	PLAYGROUND & ADULT WORKOUT RESERVE	610	1,000	-	1,000	-
101-751.000-942.000	PORTABLE TOILETS	17,038	30,000	15,573	30,000	30,000
101-751.000-943.000	TOWNSHIP COMMUNITY EVENTS	3,291	7,500	400	7,500	7,500
101-751.000-946.000	ENGINEERING & PLANNING SERVICES	14,376	20,000	-	20,000	-
101-751.000-955.000	SUNDRY	795	2,000	-	2,000	2,000
101-751.000-955.278	EVERY CHILD SHALL PLAY SCHOLARSHIP	-	500	375	500	500
101-751.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	500	750	95	750	750
101-751.000-967.600	WINKELHAUS PARK	477	1,000	-	1,000	1,000
101-751.000-967.700	SPECIAL PROJECTS - PARKING LOTS	-	-	-	-	190,000
101-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVEMENT	37,644	50,000	5,186	50,000	50,000
101-751.000-975.300	GRANT MATCH	-	260,000	-	260,000	205,000
101-751.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	20,000	25,000	-	25,000	25,000
101-751.000-980.500	RESERVE FOR EQUIPMENT PURCHASE	13,776	-	-	-	-
	Totals - Recreation Board	364,760	620,480	124,014	623,459	663,400

Dept 800.000 - Lakeland Trail

101-800.000-826.000	LEGAL FEES	-	500	-	500	500
101-800.000-840.000	LIABILITY/CASUALTY INSURANCE	201	250	167	250	250
101-800.000-920.000	ELECTRIC	221	300	89	300	300
101-800.000-938.000	LAKELAND TRAIL MAINTENANCE	22,027	50,000	1,445	50,000	50,000
101-800.000-938.500	LL TRAIL RAILROAD MAINT FEE	1,000	1,000	1,000	1,000	1,000
101-800.000-942.000	PORTABLE TOILETS	10,824	22,000	17,216	22,000	24,000
101-800.000-946.000	ENGINEERING SERVICES	9,532	-	-	-	-
101-800.000-955.000	SUNDRY	500	500	-	500	500
101-800.000-975.300	GRANT MATCH	160,331	20,000	-	20,000	20,000
101-800.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	-	4,000	-	4,000	4,000
	Totals - Lakeland Trail	204,637	98,550	19,918	98,550	100,550



Hamburg Senior Center
 10407 Merrill Road ♦ P.O. Box 157
 Hamburg, MI 48139
 810.222.1140 ♦ Fax: 810.231.3877
www.hamburg.mi.us

Senior Center Goals and Objectives Fiscal Year 2024-2025

Programming

- Continue to develop and implement new programs to meet the needs and demands of our seniors with a focus on health education and exercise.

Membership

- Continue to accommodate growing membership (currently at 1400).
 - Continue weekly and monthly correspondence to keep members and the community informed of activities, programs, and services.
 - Continue to use Facebook as a marketing tool for Senior Center and programs.
 - Continue to learn new techniques in Excel to manage membership database and extract member information.

Education

- Continue to foster the development and knowledge base of staff and volunteers.
 - Use National Institute of Senior Centers for training and information regarding senior centers and the aging population.
 - Participate in yearly NCOA conference.
 - Safety and CPR/AED training for staff and volunteers
 - Utilize local senior services to train staff and volunteers on the distinct needs of seniors.

Staffing

- Staff the Senior Center with two paid staff at 8 hours per day.
 - Continue to utilize volunteers at the front desk, kitchen, and for activities.

Transportation

- Continue to develop and collaborate with LETS on Senior Center transportation.
 - Continue rides to and from the center.
 - Plan destination trips to area attractions in and out of county
 - Encourage members to utilize the bus for medical appointments and essential trips.
 - Continue to work with LETS to provide additional busing on high volume outings.

Building Maintenance:

- Continue with regular updates and maintenance of building.
 - Continue with daily cleaning and maintenance of building.
 - Research and purchase patio shade structure.
 - Update front landscaping.

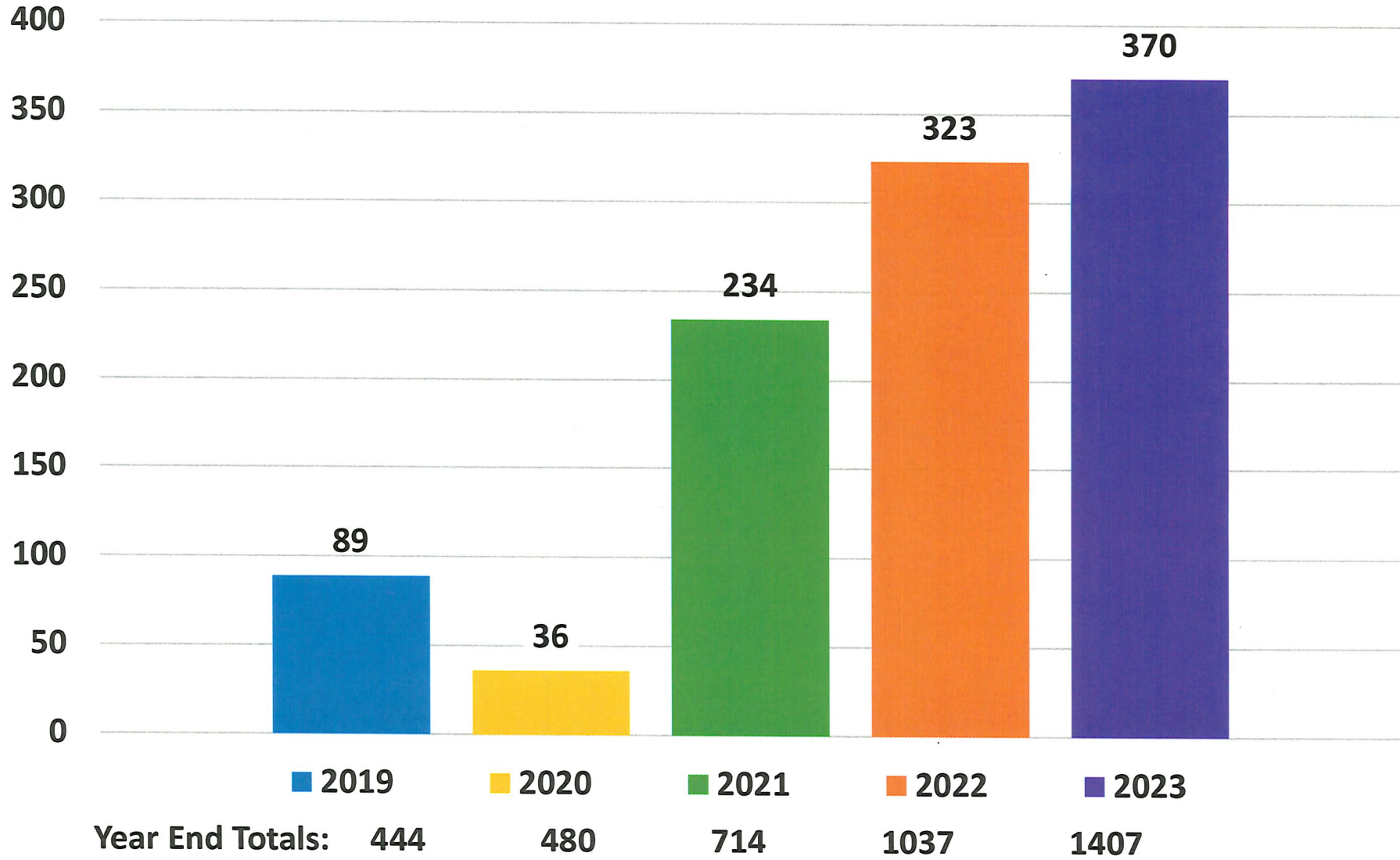
ADA Compliance:

- Continue to work with ADA Coordinator to bring Senior Center into ADA compliance.
 - Install a lower coat rack in the lobby for ADA compliance.
 - Work with ADA Coordinator and Buildings and Grounds to maintain or adjust door opening force for interior doors.

Building Study:

- Explore ways to accommodate our rapidly growing membership.
 - Consider Civil Engineering plan to investigate expansion of current building.
 - Work with a professional to help rework current building usage to accommodate more programming.

Yearly Membership Increase





Hamburg Senior Center
 10407 Merrill Road ♦ P.O. Box 157
 Hamburg, MI 48139
 810.222.1140 ♦ Fax: 810.231.3877
www.hamburg.mi.us

Date: March 4, 2024
 To: Mike Dolan
 From: Julie Eddings, Senior Program Director
 Re: 2024/2025 Budget

GL Number	Line Item	Current Budget	Requested Budget
208-820.000-704.000	Part Time	\$52,500	Increase to accommodate extra hours for part time staff with events and absences
208-820.000-900.200	Newsletter	\$1,000	\$6,000 Increase to accommodate growing membership and printing costs of newsletter. <ul style="list-style-type: none"> • MailerLite-\$126 • Canva-\$300 • Nwsltr -\$5000
208-820.000-801.000	Contract Services	\$22,000	\$24,000

Budget for:

- Blueprints
- Engineering Costs (utilizing grants)
- All other Senior Center Budget Line Items Remain the same

February 29, 2024

To: Pat Hohl, Supervisor
Mike Dolan, Clerk

From: Michelle DeLancey, Director of Accounting and Human Resources

Subject: Accounting Department Goals and Objective for FY 2024-25

The following are goals and objectives for fiscal year 2024-25 for the Hamburg Township Accounting Department. Items 1 thru 8 are new for fiscal year 2024-25, while item 9 thru 19 continue to be annually goals and objectives.

1. Work with Planning & Zoning to bring the departments processes and permits online.
2. Continue the implementation of paperless sewer and tax bills (eBills), and automatic (APP) bill payments with Treasury and IT.
3. Research with BS&A the potential for online access and payment for the Special Assessment District module for residents and outside entities.
4. Work with Township Coordinators to research and potentially implement flat rate invoicing.
5. Implement QR codes on quarterly utility bills.
6. Work with BS&A to connect/re-connect modules to minimize waste and inefficiency of resources.
7. Continue the implementation of Automated Clearing House (ACH) and Electronic Funds Transfer (EFT) for accounts payable.
8. Create and implement policies and procedures for the board to address personnel matters (i.e. raises, new hires, restructuring of departments).
9. Work toward continuing a strong audit for the Township and Portage Sewer Authority.
10. Continue to streamline and digitize the accounts payable and purchasing processes to minimize waste and inefficiency of resources in all departments.

11. Receive additional BS&A training to better understand the programs and to use them to their full potential.
12. Continue to provide guidance and training within the Human Resource Department, along with keeping up on new laws and procedures, for the Director of Accounting and Human Resources and the Accounting and Benefits Coordinator.
13. Research the state's MiDEAL fuel card program for potential improved savings, security, and accounting.
14. Continue to maintain the employee handbook and the policy and procedures manual.
15. Evaluate the BS&A programs to make sure the Township is using these programs to obtain the highest level of performance. BS&A provides the Township a platform to reduce manual journal entries, provide real time data, assist in being paperless, and management of employee's time.
16. Continue multi-year capital budgeting. The capital budget should be at least six years and reviewed by the Board by law. This will assist in monitoring the long-term needs of the Township by reviewing the conditions of current capital assets and then identifying projects or assets that need to be completed or purchased. Long-term capital budgeting can be effective in avoiding emergency purchases/projects which may potentially decrease operating cash and adversely affect future years budgets.
17. Continue to maintain that all the accounting requirements are met for the ARPA funds.
18. Maintain the educational and training opportunities within the accounting department through organizations such as Michigan Government Finance Officers Association, Michigan Treasurers Association, Association of Public Treasurers of American and Canada, Michigan Department of Treasury, Government Finance Officer Association, Society of Human Resources Management, BS&A, and others.
 - a. The Director of Accounting will continue to take classes that will improve their accounting standards, human resources, and software knowledge.
 - b. The Accounting and Benefits Coordinator will continue to take classes that will improve their knowledge with accounting, human resources, benefits, software, changes with the ACA and Federal Tax laws.
 - c. The Accounting Specialist will continue to take classes that will improve their knowledge with accounting and software.
19. Implement sexual harassment and hostile work environment, 1st and 2nd amendment auditors training during onboarding, and on an annual basis.

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
101-000.000-402.000	CURRENT PROPERTY TAX	984,167	1,048,888	1,048,887	1,048,887	1,067,846
101-000.000-412.000	DELINQUENT PP TAX	6,222	2,500	3,065	3,065	3,100
101-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	601	2,000	(407)	(407)	2,000
101-000.000-434.000	TRAILER PARK TAX FEES	1,996	2,200	1,498	2,200	1,500
101-000.000-447.000	PROPERTY TAX ADMIN FEE	374,954	393,480	393,480	393,480	395,000
101-000.000-448.000	SET COLLECTION FEE	26,264	27,000	26,164	27,000	27,000
101-000.000-477.000	FRANCHISE FEE - CABLE	332,971	350,000	159,745	350,000	350,000
101-000.000-478.000	SPECIAL USE PERMITS	750	750	-	750	750
101-000.000-479.000	LAND USE PERMITS	24,885	26,100	30,035	30,035	28,000
101-000.000-485.000	DOG LICENSES	290	300	179	300	250
101-000.000-501.000	FEDERAL GRANT REVENUE	-	-	-	-	-
101-000.000-528.000	OTHER FEDERAL GRANTS	333,809	1,278,000	1,277,324	1,277,324	-
101-000.000-540.000	STATE GRANTS	-	12,000	12,000	12,000	-
101-000.000-574.000	STATE SHARED REVENUES	2,370,008	2,421,991	1,266,431	2,421,991	2,470,000
101-000.000-577.000	STATE ROW MAINTENANCE FEE-CABLE	10,442	12,000	11,860	12,000	12,000
101-000.000-606.000	FOIA REQUESTS	1,067	500	59	500	500
101-000.000-607.000	NON-TAX ADMIN FEE	9,681	5,000	2,600	5,000	3,000
101-000.000-631.000	SCHOOL ELECTION CHARGES	-	-	-	-	-
101-000.000-636.000	COPIES/MAPS	63	50	54	54	50
101-000.000-643.000	SALE OF CEMETERY LOTS	9,500	17,000	21,400	21,400	15,000
101-000.000-643.001	CEMETERY SERVICES OPEN/CLOSE	14,129	11,000	9,979	11,000	10,000
101-000.000-645.000	MAUS SALES REVENUE	13,965	6,500	587	6,500	1,000
101-000.000-651.000	PARKS & RECREATION FEES	20,899	15,000	15,516	15,516	15,000
101-000.000-651.001	SENIOR CENTER RENTALS	4,555	3,000	3,210	3,210	3,000
101-000.000-657.000	ORDINANCE FINES	-	-	-	-	-
101-000.000-659.000	RETURNED CHECK FEE	72	100	108	108	100
101-000.000-664.000	INTEREST REVENUE	230,766	185,000	124,804	185,000	220,000
101-000.000-665.010	INTEREST REVENUE MAUS INSTALL AGREEMENT	-	-	-	-	-
101-000.000-667.000	RENTAL INCOME	25,000	4,200	2,800	4,200	2,200
101-000.000-671.000	OTHER REVENUE - CONTRACT SERVICE	18,000	15,000	12,000	15,000	15,000
101-000.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	125,609	69,000	69,000	69,000	-
101-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	10,483	66,000	65,165	66,000	65,000
101-000.000-677.000	SUNDRY	28	50	200	200	200
101-000.000-685.003	OPIOID SETTLEMENT	-	4,900	4,904	4,904	-
101-000.000-699.590	FROM SEWER ENTERPRISE	115,000	115,000	95,833	115,000	115,000

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
101-702.000-613.000	LAND DIVISION/COMBINATION FEES	600	800	800	800	700
101-702.000-615.000	REZONING FEES	1,000	1,000	1,000	1,000	1,000
101-702.000-616.000	ADDRESS SIGN FEE	-	-	-	-	-
101-702.000-617.000	SITE PLAN FEES	16,579	13,000	2,743	13,000	3,000
101-702.000-618.000	ZONING BOARD OF APPEALS APPLIC	9,550	6,000	3,800	6,000	4,000
101-000.000-664.000	INTEREST REVENUE	12,540	17,500	14,828	17,500	19,000
101-000.000-699.101	TRANSFER IN 101-OPERATIONS	266,667	595,831	496,526	595,831	-
	TOTAL ESTIMATED REVENUE	5,373,112	6,728,640	5,178,175	6,735,348	4,850,196
ESTIMATED APPROPRIATIONS						
Dept 101.000 - Township Board						
101-101.000-703.100	TRUSTEES SALARIES	30,267	31,780	22,700	30,267	31,780
101-101.000-704.100	PER DIEM	6,305	8,840	4,225	8,840	8,840
101-101.000-709.000	TOWNSHIP FICA	2,798	3,107	2,060	3,107	3,110
101-101.000-716.000	DEFINED CONTRIBUTION	4,001	4,062	2,677	4,062	4,100
101-101.000-801.500	ECONOMIC DEVELOPMENT CONSULTANT	10,246	20,300	10,359	20,300	10,000
101-101.000-826.000	LEGAL FEES	25,636	30,000	9,290	30,000	15,000
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	5,675	9,500	3,608	9,500	4,500
101-101.000-910.000	PROFESSIONAL DEVELOPMENT	-	250	-	250	250
101-101.000-946.000	ENGINEERING/PROFESSIONAL SERV	25,384	31,500	23,838	31,500	24,000
101-101.000-955.000	SUNDRY	2,563	6,500	(696)	6,500	2,500
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	12,267	18,500	18,242	18,500	18,500
101-101.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	170,812	1,278,000	1,288,224	1,288,224	-
	Totals - Township Board	295,955	1,442,339	1,384,527	1,451,050	122,580
Dept 171.000 - Township Supervisor						
101-171.000-702.000	FULL-TIME EMPLOYEE SALARIES	12,492	10,300	7,512	10,300	11,100
101-171.000-703.200	ELECTED OFFICIALS SALARIES	80,762	84,475	58,792	80,453	84,475
101-171.000-709.000	TOWNSHIP FICA	7,193	7,300	5,104	7,300	7,400
101-171.000-716.000	DEFINED CONTRIBUTION	11,574	12,400	8,162	11,800	12,500
101-171.000-718.000	HEALTH/DENTAL/VISION INSURANCE	20,548	21,800	15,235	21,800	10,600
101-171.000-725.100	LONG/SHORT TERM DISABILITY	555	600	418	600	600
101-171.000-725.200	LIFE INSURANCE	102	100	57	100	100
101-171.000-853.000	PHONE/COMM/INTERNET	600	600	450	600	600
101-171.000-861.000	MILEAGE	-	500	650	650	650
101-171.000-967.000	SPECIAL PROJECTS	-	-	-	-	104
	Totals - Township Supervisor	133,827	138,075	96,380	133,603	173,025

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 201.000 - Accounting						
101-201.000-702.000	FULL-TIME EMPLOYEE SALARIES	250,348	205,500	142,394	205,500	235,000
101-201.000-709.000	TOWNSHIP FICA	19,440	15,700	10,927	15,700	18,000
101-201.000-712.000	PAY IN LIEU OF MEDICAL INS	4,500	-	-	-	-
101-201.000-713.000	OVERTIME	17	-	-	-	500
101-201.000-716.000	DEFINED CONTRIBUTION	32,395	27,000	18,039	27,000	30,500
101-201.000-718.000	HEALTH/DENTAL/VISION INSURANCE	35,033	68,600	51,796	68,600	68,500
101-201.000-725.100	LONG/SHORT TERM DISABILITY	1,307	1,400	898	1,400	1,300
101-201.000-725.200	LIFE INSURANCE	274	350	152	350	250
101-201.000-853.000	PHONE/COMM/INTERNET	150	600	450	600	600
101-201.000-861.000	MILEAGE	438	1,500	293	1,500	1,500
101-201.000-910.000	PROFESSIONAL DEVELOPMENT	1,719	8,500	4,264	8,500	8,500
101-201.000-914.000	TUITION REIMBURSEMENT	-	6,000	-	-	-
101-201.000-955.000	SUNDRY	120	250	19	250	100
101-201.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	1,184	2,000	673	2,000	1,000
	Totals - Accounting	346,925	337,400	229,907	331,400	365,750
Dept 215.000 - Clerk's Department						
101-215.000-702.000	FULL-TIME EMPLOYEE SALARIES	73,117	81,000	59,559	81,000	86,000
101-215.000-703.200	ELECTED OFFICIALS SALARIES	80,762	84,475	58,792	80,453	84,475
101-215.000-709.000	TOWNSHIP FICA	12,428	13,250	9,753	13,250	13,600
101-215.000-712.000	PAY IN LIEU OF MEDICAL INS	-	-	-	-	750
101-215.000-713.000	OVERTIME	7,508	7,500	8,702	9,500	6,000
101-215.000-716.000	DEFINED CONTRIBUTION	21,004	22,300	15,641	22,300	23,000
101-215.000-718.000	HEALTH/DENTAL/VISION INSURANCE	47,874	47,200	32,334	47,200	45,000
101-215.000-725.100	LONG/SHORT TERM DISABILITY	900	1,100	724	1,100	1,100
101-215.000-725.200	LIFE INSURANCE	186	200	104	200	200
101-215.000-853.000	PHONE/COMM/INTERNET	1,020	1,020	765	1,020	1,020
101-215.000-861.000	MILEAGE	317	1,200	77	1,200	1,500
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	6,083	7,000	4,248	7,000	7,000
101-215.000-914.000	TUITION REIMBURSEMENT	-	-	-	-	2,000
101-215.000-931.000	EQUIPMENT MAINT/REPAIR	38	1,000	-	1,000	1,000
101-215.000-955.000	SUNDRY	2,210	2,000	1,189	2,000	3,000
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	944	2,000	1,569	2,000	2,000
101-215.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	5,000	6,000	-	6,000	2,000
	Totals - Clerk's Department	259,392	277,245	193,458	275,223	282,645

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 228.000 - Technical/Utilities						
101-228.000-702.000	FULL-TIME EMPLOYEE SALARIES	140,514	112,250	82,777	112,250	120,700
101-228.000-702.500	LEAVE TIME PAYOUT	1,336	850	821	850	900
101-228.000-704.000	PART-TIME EMPLOYEE SALARIES	11,310	-	-	-	-
101-228.000-709.000	TOWNSHIP FICA	11,945	8,700	6,591	8,700	9,400
101-228.000-712.000	PAY IN LIEU OF MEDICAL INS	3,000	3,000	2,250	3,000	3,000
101-228.000-713.000	OVERTIME	82	250	-	250	100
101-228.000-716.000	DEFINED CONTRIBUTION	16,594	14,000	9,449	14,000	14,400
101-228.000-718.000	HEALTH/DENTAL/VISION INSURANCE	17,173	9,900	6,906	9,900	9,900
101-228.000-725.100	LONG/SHORT TERM DISABILITY	838	700	528	700	700
101-228.000-725.200	LIFE INSURANCE	154	125	74	125	115
101-228.000-853.000	PHONE/COMM/INTERNET	-	420	315	420	420
101-228.000-861.000	MILEAGE	214	500	-	500	250
101-228.000-910.000	PROFESSIONAL DEVELOPMENT	-	500	-	500	250
101-228.000-955.000	SUNDRY	55	-	-	-	-
	Totals - Technical/Utilities	203,213	151,195	109,712	151,195	160,135
Dept 229.000 - Computer/Cable						
101-229.000-704.000	PART-TIME EMPLOYEE SALARIES	186	2,200	1,307	2,200	2,300
101-229.000-709.000	TOWNSHIP FICA	14	170	100	170	180
101-229.000-853.000	PHONE/COMM/INTERNET	3,801	-	-	-	-
101-229.000-933.000	SOFTWARE MAINTENANCE	74,468	120,000	125,707	126,000	130,000
101-229.000-946.000	ENGINEERING SERVICES	135	2,700	375	2,700	2,500
101-229.000-955.000	SUNDRY	22	250	-	250	250
101-229.000-980.000	CAPITAL EQUIPMENT	19,517	6,000	5,401	6,000	22,000
101-229.000-980.500	RESERVE FOR CABLE TV EQUIP PURCHASE	-	-	-	-	-
	Totals - Computer/Cable	98,144	131,320	132,891	137,320	157,230
Dept 247.000 - Board of Review						
101-247.000-704.100	PER DIEM	1,105	2,800	1,105	2,800	2,800
101-247.000-709.000	TOWNSHIP FICA	85	214	85	214	214
101-247.000-900.000	LEGAL NOTICES/ADVERTISING	315	500	140	500	500
101-247.000-955.000	SUNDRY	99	300	287	300	300
	Totals - Board of Review	1,603	3,814	1,617	3,814	3,814

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 253.000 - Treasurer						
101-253.000-702.000	FULL-TIME EMPLOYEE SALARIES	73,751	64,472	47,895	64,472	67,700
101-253.000-703.200	ELECTED OFFICIALS SALARIES	41,573	42,238	29,396	40,226	42,238
101-253.000-704.000	PART-TIME EMPLOYEE SALARIES	58,302	43,800	42,586	43,800	51,200
101-253.000-709.000	TOWNSHIP FICA	13,331	11,600	9,939	11,600	12,400
101-253.000-712.000	PAY IN LIEU OF MEDICAL INS	250	3,000	2,250	3,000	3,000
101-253.000-713.000	OVERTIME	236	5,400	7,267	8,000	4,000
101-253.000-716.000	DEFINED CONTRIBUTION	13,037	12,600	8,026	12,600	13,000
101-253.000-718.000	HEALTH/DENTAL/VISION INSURANCE	44,872	24,800	15,521	24,800	24,800
101-253.000-725.100	LONG/SHORT TERM DISABILITY	437	480	342	480	480
101-253.000-725.200	LIFE INSURANCE	97	150	51	150	150
101-253.000-851.000	POSTAGE	15,493	10,900	10,925	10,925	11,000
101-253.000-853.000	PHONE/COMM/INTERNET	970	1,020	765	1,020	1,020
101-253.000-861.000	MILEAGE	1,123	950	489	950	950
101-253.000-902.100	TAX ROLL PREP/TAX BILL PREP	2,090	4,750	-	4,750	4,900
101-253.000-910.000	PROFESSIONAL DEVELOPMENT	248	1,100	1,091	1,100	1,200
101-253.000-916.000	TRAINING	3,054	2,250	69	2,250	1,500
101-253.000-955.000	SUNDRY	236	200	56	200	200
101-253.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	692	750	145	750	750
101-253.000-980.500	RESERVE FOR EQUIPMENT PURCHASE	-	-	-	-	800
	Totals - Treasurer	269,793	230,460	176,813	231,073	241,288
Dept 257.000 - Assessing						
101-257.000-801.000	CONTRACTUAL SERVICES	323,924	330,500	280,189	330,500	354,000
101-257.000-902.200	ASSESSMENT ROLL PREP	5,737	6,500	4,988	6,500	6,500
101-257.000-955.000	SUNDRY	-	-	984	984	1,000
	Totals - Assessing	329,661	337,000	286,161	337,984	361,500

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 262.000 - Elections						
101-262.000-702.000	FULL-TIME EMPLOYEE SALARIES	100,925	111,100	78,593	111,100	119,000
101-262.000-707.000	TEMPORARY EMPLOYEES	66,784	100,000	44,978	100,000	90,000
101-262.000-709.000	TOWNSHIP FICA	10,304	18,250	8,622	18,250	18,000
101-262.000-712.000	PAY IN LIEU OF MEDICAL INS	-	-	-	-	2,250
101-262.000-713.000	OVERTIME	9,954	25,000	15,382	25,000	30,000
101-262.000-716.000	DEFINED CONTRIBUTION	14,264	18,000	10,665	18,000	16,200
101-262.000-718.000	HEALTH/DENTAL/VISION INSURANCE	42,069	36,900	23,573	36,900	31,000
101-262.000-725.100	LONG/SHORT TERM DISABILITY	644	725	520	725	800
101-262.000-725.200	LIFE INSURANCE	172	250	93	250	250
101-262.000-752.001	SUPPLIES FOR ELECTIONS	20,969	47,000	53,230	53,230	60,000
101-262.000-861.000	MILEAGE	361	4,000	457	4,000	1,000
101-262.000-900.000	LEGAL NOTICES/ADVERTISING	210	13,000	80	13,000	2,000
101-262.000-910.000	PROFESSIONAL DEVELOPMENT	3,892	11,800	13,578	13,578	7,000
101-262.000-931.000	EQUIPMENT MAINT/REPAIR	7,838	10,000	8,984	10,000	10,000
101-262.000-955.000	SUNDRY	12,928	15,000	807	15,000	15,000
101-262.000-980.000	OFFICE EQUIP & FURNITURE	3,531	5,000	-	5,000	5,000
101-262.000-980.500	RESERVE FOR EQUIPMENT PURCHASE	-	5,000	-	5,000	5,000
	Totals - Elections	294,844	421,025	259,564	429,033	412,500
Dept 265.000 - Township Buildings						
101-265.000-702.000	FULL-TIME EMPLOYEE SALARIES	74,179	93,300	73,090	93,300	117,900
101-265.000-702.500	LEAVE TIME PAYOUT	-	250	205	250	225
101-265.000-704.000	PART-TIME EMPLOYEE SALARIES	77,381	94,250	60,605	94,250	100,700
101-265.000-709.000	TOWNSHIP FICA	13,590	17,000	11,207	17,000	17,100
101-265.000-713.000	OVERTIME	5,403	3,500	2,581	3,500	3,500
101-265.000-716.000	DEFINED CONTRIBUTION	12,139	10,500	9,029	10,500	10,700
101-265.000-718.000	HEALTH/DENTAL/VISION INSURANCE	31,314	29,500	24,960	29,500	29,500
101-265.000-725.100	LONG/SHORT TERM DISABILITY	659	750	724	750	750
101-265.000-725.200	LIFE INSURANCE	182	200	144	200	160
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	8,655	7,000	5,824	7,000	9,000
101-265.000-758.000	DIESEL FUEL	3,424	4,000	2,096	4,000	4,000
101-265.000-759.000	VEHICLE FUEL	8,110	8,000	5,157	8,000	8,000
101-265.000-768.000	UNIFORMS/ACCESSORIES	3,370	2,500	899	2,500	2,000
101-265.000-801.000	CONTRACTUAL SERVICES	1,896	2,000	1,507	2,000	2,000
101-265.000-853.000	PHONE/COMM/INTERNET	385	420	315	420	420
101-265.000-861.000	MILEAGE	-	250	-	250	250

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
101-265.000-910.000	PROFESSIONAL DEVELOPMENT	841	750	(1,246)	750	1,000
101-265.000-917.000	SEWER USAGE	3,359	4,500	3,471	4,500	4,703
101-265.000-919.000	TRASH DISPOSAL	1,549	1,700	919	1,700	1,800
101-265.000-920.000	ELECTRIC	18,584	21,000	12,007	21,000	20,000
101-265.000-921.000	NATURAL GAS/HEAT	5,923	6,000	3,232	6,000	6,000
101-265.000-930.000	MAINTENANCE TWP HALL	13,342	13,000	14,810	16,000	12,000
101-265.000-930.003	MAINTENANCE FIRE HALL	-	25,000	25,000	25,000	-
101-265.000-930.004	MAINTENANCE DPW GARAGE/OLD PACKR	5,525	1,000	-	1,000	2,000
101-265.000-930.008	MAINTENANCE LIBRARY	1,060	1,500	1,138	1,500	1,500
101-265.000-930.020	MAINTENANCE - FERTILIZER	1,269	1,500	544	1,500	1,500
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	8,368	10,500	9,316	10,500	10,000
101-265.000-932.000	VEHICLE MAINTENANCE	11,689	10,500	9,866	10,500	12,000
101-265.000-955.000	SUNDRY	1,232	500	235	500	500
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	55,393	280,000	279,911	280,000	75,000
101-265.000-980.100	ARPA FUNDS STORAGE FACILITY	162,998	-	-	-	-
101-265.000-981.000	CAPITAL EXPENSE - VEHICLE	47,303	-	-	-	-
101-265.000-981.500	RESERVE FOR VEHICLE PURCHASE	-	5,000	-	5,000	5,000
	Totals - Township Buildings	579,121	655,870	557,544	658,870	459,208
Dept 275.000 - Other Expenses						
101-275.000-704.200	PORTAGE/BASE LAKES GROSS WAGES	500	1,500	600	1,500	1,500
101-275.000-708.000	UNEMPLOYMENT COMPENSATION	470	1,800	1,641	1,800	6,000
101-275.000-709.000	TOWNSHIP FICA	39	115	46	115	115
101-275.000-718.500	HEALTH CARE REIMBURSEMENT	79,823	80,000	47,125	80,000	85,000
101-275.000-727.000	WORKERS' COMPENSATION	4,084	10,000	9,416	10,000	12,500
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	23,102	22,000	20,789	22,000	22,000
101-275.000-759.000	VEHICLE FUEL	-	1,800	1,346	1,800	2,250
101-275.000-801.000	CONTRACTUAL SERVICES	7,029	12,500	-	12,500	12,500
101-275.000-840.000	LIABILITY/CASUALTY INSURANCE	22,010	30,000	28,314	30,000	30,000
101-275.000-851.000	POSTAGE	11,269	15,000	12,080	15,000	16,000
101-275.000-853.000	PHONE/COMM/INTERNET	3,595	7,500	5,807	7,500	7,800
101-275.000-910.000	PROFESSIONAL DEVELOPMENT	3,681	2,200	-	2,200	2,200
101-275.000-931.000	EQUIPMENT MAINT/REPAIR	1,475	4,000	3,794	4,000	4,500
101-275.000-946.000	ENGINEERING SERVICES	300	3,500	-	3,500	3,500
101-275.000-953.000	PAYROLL PROCESSING	16,843	18,000	4,793	18,000	
101-275.000-954.000	AUDIT	29,640	47,700	47,695	47,700	
101-275.000-955.000	SUNDRY	6,774	7,000	10,168	11,500	12,000

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
101-275.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	2,519	2,000	248	2,000	2,000
101-275.000-960.000	FOIA EXPENSES	98	100	115	200	200
101-275.000-980.000	OFFICE EQUIP & FURNITURE	-	22,000	799	22,000	7,000
101-275.000-995.208	TRANSFER OUT RECREATION FUND	266,667	595,831	496,526	595,831	-
101-275.000-995.591	TRANSFER OUT WATER FUND	154,000	154,000	128,333	154,000	154,000
	Totals - Other Expenses	633,918	1,038,546	819,635	1,043,146	429,065
Dept 345.000 - Public Safety (Police & Fire)						
101-345.000-704.100	PER DIEM	715	1,040	650	1,040	1,040
101-345.000-709.000	TOWNSHIP FICA	55	80	50	80	80
	Totals - Public Safety (Police & Fire)	770	1,120	700	1,120	1,120
Dept 448.000 - Street Lighting						
101-448.000-926.000	STREET LIGHTING	14,942	17,500	10,851	17,500	17,500
	Totals - Street Lighting	14,942	17,500	10,851	17,500	17,500
Dept 567.000 - Cemetery						
101-567.000-704.000	PART-TIME EMPLOYEE SALARIES	17,780	18,000	12,385	18,000	18,000
101-567.000-709.000	TOWNSHIP FICA	1,387	1,409	964	1,409	1,500
101-567.000-801.000	CONTRACTUAL SERVICES	25,550	31,200	28,920	31,200	35,000
101-567.000-853.000	PHONE/COMM/INTERNET	420	420	245	420	-
101-567.000-931.000	EQUIPMENT MAINT/REPAIR	1,696	4,000	1,139	4,000	-
101-567.000-949.500	MAUSOLEUM MARKETING EXPENSE	-	-	-	-	1,000
101-567.000-955.000	SUNDRY	7,573	7,000	5,678	7,000	10,000
101-567.000-980.000	OFFICE EQUIP & FURNITURE	-	1,000	-	1,000	1,000
	Totals - Cemetery	54,406	63,029	49,331	63,029	66,500
Dept 701.000 - Planning Commission						
101-701.000-704.000	PART-TIME EMPLOYEE SALARIES	470	-	-	-	-
101-701.000-704.100	PER DIEM	3,305	5,640	1,555	5,640	5,640
101-701.000-709.000	TOWNSHIP FICA	289	430	139	430	430
101-701.000-752.000	SUPPLIES & SMALL EQUIPMENT	-	-	-	-	1,600
101-701.000-826.000	LEGAL FEES	-	1,000	-	1,000	1,000
101-701.000-900.000	LEGAL NOTICES/ADVERTISING	645	500	350	500	750
101-701.000-910.000	PROFESSIONAL DEVELOPMENT	-	500	-	500	500
	Totals - Planning Commission	4,709	8,070	2,044	8,070	110

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 702.000 - Planning & Zoning						
101-702.000-702.000	FULL-TIME EMPLOYEE SALARIES	116,599	138,600	107,063	138,600	142,500
101-702.000-704.000	PART-TIME EMPLOYEE SALARIES	39,309	31,500	18,966	31,500	33,000
101-702.000-704.100	PER DIEM	3,415	4,020	1,480	4,020	4,020
101-702.000-709.000	TOWNSHIP FICA	13,345	13,400	9,812	13,400	14,000
101-702.000-712.000	PAY IN LIEU OF MEDICAL INS	750	-	-	-	-
101-702.000-713.000	OVERTIME	527	-	-	-	-
101-702.000-716.000	DEFINED CONTRIBUTION	14,045	15,500	11,813	15,500	16,000
101-702.000-718.000	HEALTH/DENTAL/VISION INSURANCE	35,253	44,000	25,810	44,000	44,000
101-702.000-725.100	LONG/SHORT TERM DISABILITY	710	880	658	880	880
101-702.000-725.200	LIFE INSURANCE	169	170	109	170	170
101-702.000-826.000	LEGAL FEES	14,870	10,000	1,751	10,000	10,000
101-702.000-853.000	PHONE/COMM/INTERNET	1,005	1,020	765	1,020	1,200
101-702.000-861.000	MILEAGE	148	200	-	200	200
101-702.000-900.000	LEGAL NOTICES/ADVERTISING	2,370	2,000	2,490	3,400	3,500
101-702.000-910.000	PROFESSIONAL DEVELOPMENT	1,049	2,500	70	2,500	2,500
101-702.000-914.000	TUITION REIMBURSEMENT	3,001	6,000	4,063	6,000	6,000
101-702.000-946.000	ENGINEERING SERVICES	-	3,000	-	3,000	3,000
101-702.000-951.000	STORM WATER DISCHARGE	500	500	500	500	500
101-702.000-955.000	SUNDRY	569	300	266	300	300
101-702.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	413	2,500	-	2,500	2,500
101-702.000-981.500	RESERVE FOR VEHICLE PURCHASE	-	-	-	-	2,000
	Totals - Planning & Zoning	248,046	276,090	185,614	277,490	286,270
Dept 703.000 - Lakes, Rivers & Streams						
101-703.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	-	-	-	-	-
101-703.000-967.000	SPECIAL PROJECTS	56,100	25,000	25,001	25,001	25,000
	Totals - Lakes, Rivers & Streams	56,100	25,000	25,001	25,001	25,000

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 751.000 - Recreation Board						
101-751.000-702.000	FULL-TIME EMPLOYEE SALARIES	37,436	42,200	30,815	42,200	45,500
101-751.000-704.000	PART-TIME EMPLOYEE SALARIES	7,914	7,180	6,484	8,500	22,200
101-751.000-704.100	PER DIEM	2,871	3,900	975	3,900	4,000
101-751.000-709.000	TOWNSHIP FICA	3,605	3,900	2,928	3,900	5,500
101-751.000-713.000	OVERTIME	66	-	-	-	-
101-751.000-716.000	DEFINED CONTRIBUTION	4,875	5,500	3,709	5,500	6,000
101-751.000-718.000	HEALTH/DENTAL/VISION INSURANCE	17,836	17,300	12,086	17,300	18,500
101-751.000-725.100	LONG/SHORT TERM DISABILITY	290	280	211	280	300
101-751.000-725.200	LIFE INSURANCE	75	100	55	100	150
101-751.000-727.000	WORKERS' COMPENSATION	451	920	914	914	2,000
101-751.000-752.000	SUPPLIES & SMALL EQUIPMENT	3,527	3,600	978	3,600	4,000
101-751.000-758.000	DIESEL FUEL	2,233	2,000	1,513	2,000	-
101-751.000-809.000	JANITORIAL SERVICES	325	-	-	-	-
101-751.000-826.000	LEGAL FEES	153	500	34	500	-
101-751.000-840.000	LIABILITY/CASUALTY INSURANCE	(114)	900	865	865	1,000
101-751.000-900.000	LEGAL NOTICES/ADVERTISING	479	500	-	500	-
101-751.000-900.100	PRINTING	-	1,500	-	1,500	-
101-751.000-910.000	PROFESSIONAL DEVELOPMENT	1,083	2,500	1,454	2,500	2,500
101-751.000-917.000	SEWER USAGE	467	650	482	650	-
101-751.000-919.000	TRASH DISPOSAL	1,966	2,200	1,466	2,200	-
101-751.000-920.000	ELECTRIC	2,727	2,500	3,139	4,200	-
101-751.000-921.000	NATURAL GAS/HEAT	56	100	-	100	-
101-751.000-930.005	MAINTENANCE PARK FACILITIES	21,691	100,000	17,205	100,000	25,000
101-751.000-930.015	RESERVE FOR PARKS MAINTENANCE	835	4,500	4,500	4,500	-
101-751.000-930.020	SPORTS FIELD MAINTENANCE	15,838	15,000	12,573	15,000	15,000
101-751.000-930.200	PLAYGROUND MAINTENANCE & REPAIR	129,568	5,000	-	5,000	-
101-751.000-930.300	PLAYGROUND & ADULT WORKOUT RESERVE	610	1,000	-	1,000	-
101-751.000-942.000	PORTABLE TOILETS	17,038	30,000	15,573	30,000	30,000
101-751.000-943.000	TOWNSHIP COMMUNITY EVENTS	3,291	7,500	400	7,500	7,500
101-751.000-946.000	ENGINEERING & PLANNING SERVICES	14,376	20,000	-	20,000	-
101-751.000-955.000	SUNDRY	795	2,000	-	2,000	2,000
101-751.000-955.278	EVERY CHILD SHALL PLAY SCHOLARSHIP	-	500	375	500	500
101-751.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	500	750	95	750	750
101-751.000-967.600	WINKELHAUS PARK	477	1,000	-	1,000	-
101-751.000-967.700	SPECIAL PROJECTS - PARKING LOTS	-	-	-	-	190,000

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
101-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVEMENT	37,644	50,000	5,186	50,000	50,000
101-751.000-975.300	GRANT MATCH	-	260,000	-	260,000	205,000
101-751.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	20,000	25,000	-	25,000	25,000
101-751.000-980.500	RESERVE FOR EQUIPMENT PURCHASE	13,776	-	-	-	-
	Totals - Recreation Board	364,760	620,480	124,014	623,459	663,400
Dept 800.000 - Lakeland Trail						
101-800.000-826.000	LEGAL FEES	-	500	-	500	500
101-800.000-840.000	LIABILITY/CASUALTY INSURANCE	201	250	167	250	250
101-800.000-920.000	ELECTRIC	221	300	89	300	300
101-800.000-938.000	LAKELAND TRAIL MAINTENANCE	22,027	50,000	1,445	50,000	50,000
101-800.000-938.500	LL TRAIL RAILROAD MAINT FEE	1,000	1,000	1,000	1,000	1,000
101-800.000-942.000	PORTABLE TOILETS	10,824	22,000	17,216	22,000	24,000
101-800.000-946.000	ENGINEERING SERVICES	9,532	-	-	-	-
101-800.000-955.000	SUNDRY	500	500	-	500	500
101-800.000-975.300	GRANT MATCH	160,331	20,000	-	20,000	20,000
101-800.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	-	4,000	-	4,000	4,000
	Totals - Lakeland Trail	204,637	98,550	19,918	98,550	100,550
Dept 820.000 - Senior Center						
101-820.000-702.000	FULL-TIME EMPLOYEE SALARIES	49,882	61,365	46,132	61,365	66,000
101-820.000-702.500	LEAVE TIME PAYOUT	-	-	-	-	-
101-820.000-704.000	PART-TIME EMPLOYEE SALARIES	41,107	52,500	39,220	52,500	56,500
101-820.000-709.000	TOWNSHIP FICA	7,144	8,800	6,564	8,800	10,000
101-820.000-713.000	OVERTIME	287	250	-	250	250
101-820.000-716.000	DEFINED CONTRIBUTION	6,522	8,100	5,614	8,100	9,000
101-820.000-718.000	HEALTH/DENTAL/VISION INSURANCE	20,565	24,700	17,265	24,700	26,000
101-820.000-725.100	LONG/SHORT TERM DISABILITY	325	350	260	350	400
101-820.000-725.200	LIFE INSURANCE	88	81	37	81	100
101-820.000-727.000	WORKERS' COMPENSATION	-	-	-	-	-
101-820.000-752.000	SUPPLIES & SMALL EQUIPMENT	4,522	6,000	5,268	7,000	7,000
101-820.000-801.000	CONTRACTUAL SERVICES	18,301	22,000	16,405	22,000	25,000
101-820.000-804.000	SENIOR PROGRAMS	7,136	9,000	7,462	9,000	9,000
101-820.000-840.000	LIABILITY/CASUALTY INSURANCE	2,661	2,700	2,512	2,512	2,500
101-820.000-853.000	PHONE/COMM/INTERNET	4,172	4,100	2,986	4,100	4,100
101-820.000-860.000	TRANSPORTATION	1,736	-	-	-	-
101-820.000-900.200	NEWSLETTER/PUBLICATIONS	-	1,000	126	1,000	6,000

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	2022-23 AUDITED YEAR END	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 03/31/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
101-820.000-910.000	PROFESSIONAL DEVELOPMENT	-	1,000	75	1,000	1,000
101-820.000-917.000	SEWER USAGE	1,316	1,750	1,360	1,750	1,750
101-820.000-919.000	TRASH DISPOSAL	1,920	2,000	1,408	2,000	2,000
101-820.000-920.000	ELECTRIC	4,860	4,500	3,762	4,500	4,500
101-820.000-921.000	NATURAL GAS/HEAT	3,175	3,000	1,000	3,000	3,000
101-820.000-930.001	MAINTENANCE COMM CENTER	9,034	55,500	54,874	55,500	10,000
101-820.000-930.020	MAINTENANCE - FERTILIZER	272	500	272	500	500
101-820.000-931.000	EQUIPMENT MAINT/REPAIR	1,062	7,000	6,397	7,000	7,000
101-820.000-937.000	IMPROVEMENTS	1,995	2,000	-	2,000	15,000
101-820.000-955.000	SUNDRY	276	1,000	367	1,000	1,000
101-820.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	117	750	874	1,000	1,000
101-820.000-975.300	GRANT MATCH	-	7,000	6,652	7,000	20,000
101-820.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	20,139	33,500	38,063	40,000	20,000
	Totals - Senior Center	208,612	320,446	264,954	328,008	308,600
	TOTAL ESTIMATED APPROPRIATIONS	4,603,377	6,594,574	4,930,635	6,625,938	4,647,600
NET OF REVENUES/APPROPRIATIONS - FUND 101		803,649	134,066	247,540	109,410	202,596
BEGINNING FUND BALANCE		5,693,635	6,497,284	6,497,284	6,497,284	6,606,695
ENDING FUND BALANCE		6,497,284	6,631,350	6,744,825	6,606,695	6,809,291

Hamburg Township

Job Description

JOB TITLE: ACCOUNTING and BENEFITS COORDINATOR

(Full-time, Hourly, Non-exempt) Grade 7

REPORTS TO: Director of Accounting

JOB SUMMARY:

Performs a variety of accounting tasks including reconciling cash accounts, processing payroll, preparing financial reports, and preparing for the annual audit. Human Resource responsibilities include interfacing with benefit providers and employees, and processing administrative changes for employee benefit accounts.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Reconciles all Township bank and general ledger cash accounts in a timely manner and conducts research necessary to resolve discrepancies.
2. Processes the Township's bi-weekly payroll. Duties include, but are not limited to, ~~reviewing timesheets for accuracy/completeness, submitting payroll information to outside payroll service provider,~~ reviewing payroll reports for accuracy/completeness, ~~preparing/posting payroll journal entries,~~ completes withholding filing requirements and other related tasks.
3. ~~Assists the Accounting Director with yearly budget preparations and review of monthly, quarterly, and annual financial reports.~~
4. ~~Assists the Accounting Director with the recording of the Fixed Assets.~~
5. Works with the Accounting Director on the preparation for the annual audit. Duties include preparation of schedules, journal entries, research, preparation of work papers etc.
6. Journalizes and posts cash receipts and utility bill payments and verifies that the Daily Cash Reports balance with the general ledger.
7. Reconciles Portage bank accounts, maintains Portage accounting records, prepares reports necessary for the Portage Audit, and creates and posts necessary general ledger journal entries
8. Administers employee benefits including health, dental, vision, life, accident, and disability insurances, health reimbursement account, defined contribution and defined benefit pensions, and employee leave time.
9. Process Unemployment Insurance Agency, Friend of the Court, disability and workers compensation claims.
10. Reporting, researching and implementation of the Affordable Cares Act requirements.
11. Monitors hours worked and prepares annual reports to meet MIOSHA requirements, and reports injuries to OSHA.
12. Responds to external employee verification requests.
13. Maintain communication, resolve account issues, submit documentation, and schedule appointments with the Townships medical provider (Springfield Urgent Care).
14. Complete external payroll and Human Resources Freedom of Information Act and census requests.
15. Maintain the required record retention for Human Resources, Accounting, and payroll documentation.
16. ~~Receive, review, and submit employee benefit invoices to Accounts Payable.~~
17. Complete the annual estimate and annual audit for the Township's workers compensation provider.

18. Complete the State of Michigan Occupational Employment and Wage Statistics report.
19. Complete and submit the Patient-Centered Outcomes Research Institute Fee (PCORI) documentation to the IRS.
20. Complete and submit the annual Unemployment Insurance Agency reimbursement form.
21. Complete the annual renewal of the accident insurance policy provided by Provident.
22. Complete the reporting of taxable sick pay for accurate Township tax liability reporting.
23. Complete the filing or notification of Medicare Part D, W-2's and MERS HCSP documents.
24. Updates department procedures and the Personnel Policies and Procedures Manual-Employee Handbook as necessary.

OTHER DUTIES & RESPONSIBILITIES:

1. Oversees the accounts payable process. Duties include, but are not limited to, assuring inclusion of necessary documentation, reviewing all postings to the general ledger and the accounts payable aging (bills list) for presentation to the Township Board, and ensures compliance with the Township purchasing policy.
2. Supports the Accounting Director with the review process of quarterly sewer bills and other monthly accounts receivables. Duties include, but are not limited to, monthly balancing to general ledgers and any other necessary reviews.
3. Supports the Accounting Director with balancing of the special assessment accounts. Duties include, but are not limited to, verifying districts, calculating assessment fees, generating tax levies/bills, recording payments received, reconciling related accounts, calculating customer payoffs, and maintaining related documentation.
4. Provides information and assistance to customers with utility billing and special assessment questions/issues, and directs customers to the appropriate staff member as needed.
5. Assists in conducting research necessary to resolve billing discrepancies and delinquent account issues.
6. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Bachelor's degree preferred in accounting with a minimum of two years of experience (see #2) or an Associate's degree in accounting with a minimum of four years of experience (see #2).
2. Related accounting experience including accounts payable and accounts receivable responsibilities, payroll processing responsibilities, cash reconciliation, updating general ledger, benefits administration. Governmental accounting experience is preferred.
3. Ability to act with integrity, professionalism and confidentiality
4. A knowledge in Human Resources, employee benefits, and employment related laws and regulations.
5. Extensive knowledge of the payroll functions including preparation, balancing, internal control, and payroll taxes. Proficient with BS&A payroll software and Microsoft office.
6. Interpersonal skills necessary to communicate effectively with all levels of Township staff, outside service providers, and others in the exchange of information.
7. Analytical ability and mathematical aptitude necessary to perform accounting functions of moderate difficulty and conduct research necessary to resolve accounting discrepancies.
8. Computer skills necessary to maintain accounting records and generate related reports and schedules.

- 9. Physical ability to occasionally sit in one position for extended periods when working on the computer. The incumbent is also required to search and transport boxes of financial records weighing up to 40 pounds.
- 10. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.
- 11. 10-Key proficiency desirable.

WORKING CONDITIONS:

- 1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date

HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Employee Name:

Job Title:

Department:

Review Period Date:

Last Review Date:

Reviewer Name:

Reviewer Title:

The employee & Supervisor are to identify, discuss, and agree on specific tasks, responsibilities, and career goals to accomplish, as well as employee characteristics and/or behaviors to improve to meet department goals.

Tasks & Responsibilities

Manager's Summary

1) 2) 3) 4) 5) 6) 7) 8) 9) 10) 11) 12) 13) 14)	
---	--

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting

DATE: April 11, 2024

AGENDA ITEM TOPIC: Accounting Specialist wage adjustment

Number of Supporting Documents: **01**

Requested Action

- Motion to approve the revised job description for the Accounting Specialist and to place Marcy Miller at grade 7, step 1, effective July 1, 2024.

Background

Marcy has been excelling in her role as the Accounting Specialist over the last year. In addition to the duties listed in her job description Marcy has taken on additional tasks over the last year, including 1) ordering supplies, materials, and equipment for township departments. She also received training on our BS&A Purchasing Order module and solely oversees the module 2) maintains the township office supply inventory 3) implements and monitors township purchasing accounts 4) receives, reviews, and submits employee benefit invoices.

Prior to 2022 items 1-3 were handled by a position that is placed in grade 8. From approximately February 2022 to April 2023 items 1-3 were handled by a position that is placed in grade 7, and no change was made to the job description or compensation for said position. Upon hire in March of 2023 Marcy assumed the responsibilities listed and no change was made to her job description or compensation at that time. I would like to propose a change to the job description as attached and to move the Accounting Specialist position from grade 5 to grade 7.

Hamburg Township Job Description

JOB TITLE: ACCOUNTING SPECIALIST
(Full-time, Hourly, Non-exempt) Grade 5-7

REPORTS TO: Director of Accounting

JOB SUMMARY:

Performs a variety of accounting tasks for Township and Portage Base Lakes Sewer Authority (PBLSA) including, preparing financial reports, the processing of accounts receivable, accounts payable, utility billing and special assessment district billing, and assisting with preparation for the annual audit. Backup for payroll processing.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Processes accounts payable for Township and PBLSA. Duties include, but are not limited to, data entry of information, assuring inclusion of necessary documentation, preparing vendor payments, posting information to the general ledger, and AP aging (bills list) for presentation to the Township and PBLSA board. Prints checks after Board approval of bills list. Ensures compliance with township purchasing policy. Process and reconcile annual federal 1099 forms.
2. Assumes responsibility for the processing of quarterly customer sewer bills and other monthly A/R that may occur for both Township and PBLSA. Duties include, but are not limited to, generating and mailing the bills, calculating applicable delinquent account penalties, reconciling related accounts, and maintaining related records and files.
3. Maintains the Township's special assessment customer accounts. Duties include creating new districts, calculating assessment fees, generating tax levies/bills, recording payments received, reconciling related accounts, calculating customer payoffs, and maintaining related documentation.
4. Orders supplies/materials/equipment for Township departments, processes related invoices. Duties include training, use and oversight of the BS&A Purchase Order and Accounts Payable programs. Establishes and updates the Purchasing policy with the Director of Accounting. Secures vendor W-9 and proof of insurance for new vendors added to approved purchasing list.
5. Maintains the township office supply inventory.
6. Implement and monitor Township purchasing accounts.
7. Receive, review, and submit employee benefit invoices.
8. Provides information and assistance to customers with utility billing questions/issues; directs customers to the appropriate staff member as needed, assists accountant with various tasks.
9. Assists in conducting research necessary to resolve billing discrepancies and delinquent account issues.
10. Assists with preparation for the annual audits for the Township and PBLSA. Duties include preparation of various schedules and work papers, and research.
11. Ensures compliance with accounting records retention requirements.
12. Updates department procedures as necessary.

OTHER DUTIES & RESPONSIBILITIES:

1. Reconciles assigned accounts; conducts research necessary to resolve discrepancies.
2. ~~Before payroll is sent to outside payroll service provider, hours are checked from the report to make sure they match the time sheets and all changes have been made.~~ Checks deferred benefit schedules and invoices to ensure accurate contributions.
3. Prepares various monthly, quarterly, and annual financial reports as assigned.
4. Performs other duties as assigned.
5. Scan A/P documents.
6. Process Township bi-weekly payroll. Duties include, but are not limited to, ~~reviewing timesheets for accuracy/completeness, submitting payroll information to outside payroll service provider,~~ reviewing payroll reports, ~~preparing payroll journal entries,~~ submitting deferred compensation information to retirement administrator, and other related tasks.

JOB QUALIFICATIONS:

1. Associates degree in accounting with a minimum of two years of experience (see #2) or high school diploma with four to six years of experience (see #2).
2. Related accounting experience including accounts payable and accounts receivable responsibilities; payroll processing responsibilities; cash reconciliation; updating general ledger. Governmental accounting experience is preferred.
3. Interpersonal skills necessary to communicate effectively with all levels of Township staff, outside service providers, and others in the exchange of information.
4. Analytical ability and mathematical aptitude necessary to perform accounting functions of moderate difficulty and conduct research necessary to resolve accounting discrepancies.
5. Computer skills necessary to maintain accounting records and generate related reports and schedules.
6. Physical ability to occasionally sit in one position for extended periods when working on the computer. The incumbent is also required to search and transport boxes of financial records weighing up to 40 pounds.
7. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.
8. 10-Key proficiency desirable.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date

HAMBURG TOWNSHIP GENERAL FUND
Proposed Budget Fiscal Year 2024-2025

Item 12.

GL NUMBER	DESCRIPTION	AUDITED YEAR END	AMENDED BUDGET	ACTIVITY THRU 03/31/24	PROJECTED ACTIVITY	REQUESTED BUDGET
ESTIMATED APPROPRIATIONS						
Dept 201.000 - Accounting						
101-201.000-702.000	FULL-TIME EMPLOYEE SALARIES	250,348	205,500	142,394	205,500	235,000
101-201.000-709.000	TOWNSHIP FICA	19,440	15,700	10,927	15,700	18,000
101-201.000-712.000	PAY IN LIEU OF MEDICAL INS	4,500	-	-	-	-
101-201.000-713.000	OVERTIME	17	-	-	-	500
101-201.000-716.000	DEFINED CONTRIBUTION	32,395	27,000	18,039	27,000	30,500
101-201.000-718.000	HEALTH/DENTAL/VISION INSURANCE	35,033	68,600	51,796	68,600	68,500
101-201.000-725.100	LONG/SHORT TERM DISABILITY	1,307	1,400	898	1,400	1,300
101-201.000-725.200	LIFE INSURANCE	274	350	152	350	250
101-201.000-853.000	PHONE/COMM/INTERNET	150	600	450	600	600
101-201.000-861.000	MILEAGE	438	1,500	293	1,500	1,500
101-201.000-910.000	PROFESSIONAL DEVELOPMENT	1,719	8,500	4,264	8,500	8,500
101-201.000-914.000	TUITION REIMBURSEMENT	-	6,000	-	-	-
101-201.000-955.000	SUNDRY	120	250	19	250	100
101-201.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	1,184	2,000	673	2,000	1,000
	Totals - Accounting	346,925	337,400	229,907	331,400	365,750