



---

## GOALS AND OBJECTIVES: FY 2026-2027

### ADA COORDINATOR (Township Coordinator)

#### ADMINISTRATIVE

- Maintain all records/archives/web pages for ADA
- Website Re-Design
  - Assist IT with planning/meetings/accessibility
    - Township website must be compliant with, and maintain, Web Content Accessibility Guidelines (WCAG) 2.2 by April 26, 2027
  - Inspect all Forms and PDFs used by every Department to ensure they are accessible
    - All public-facing information must be compliant by April 26, 2027
    - Updates to forms, or the purchase of additional services from website provider, may be required
    - Ensure staff who have access to make changes on the website are familiar with Alt Text, and how to properly set up their pages
- Ensure that ADA page is updated annually
- Archive and digitize all ADA records
- Hire Vendor to inspect/adjust door opening force on all doors annually – \$5,000
  - Need to confirm if there is one GL or if needs to be split by all buildings
- Purchase Assistive Listening Device System for the public - \$1,000
  - Need to confirm if there is one GL or if needs to be split by all buildings

#### TRANSITION PLAN

- Complete annual inspections of all reported upgrades
- Update Transition Plan and distribute annually at Strategic for development of budget
- Provide staff support on ADA procedure, and reporting of completed projects
- Complete transition plan tasks, as authorized in the Administrative Policies

## **SUGGESTED PROJECTS for Department Heads**

- **Parking lot/transition ramp repairs**
  - **Repair cracks exceeding 1/2” in all municipal 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, and/or enclosures for portable toilets**
- **Ensure all Election sites are accessible, and adequate signage is obtained/installed**
  - **Assist Clerk Department with ADA audit each election cycle**
  - **Assist with development of Election Day flow to ensure continued compliance**
- **Ensure each building has at least one accessible entrance**
- **Install Emergency generator at Senior/Community Center building in order for it to be used as a proper Emergency Shelter location**

## **TRAINING**

- **ADA Coordinator Certification (ADACC) – Certification Renewal 2/1/27**
  - **Maintain CEUs with online training and conferences, as needed - \$2,000**
- **Attend training on Web Content and Mobile App requirements for Local Governments – deadline for compliance April 26, 2027**
- **Provide staff support, references, and training, on as needed basis**

## **CURRENT PROJECTS**

- **Bennett Park & Water Trail Access Improvements #TF22-0107**
- **Zukey Footbridge Renovation #TF25-0213**
- **Zukey Bridge Transitions – Summer 2026**
- **Fire Truck Wayside Exhibit – Fall 2026**