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**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)**

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### **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.