

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

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



Supervisor: Pat Hohl
Clerk: Jim Neilson
Treasurer: Allen Carlson
Trustees: Mike Dolan
Bill Hahn
Chuck Menzies
Jason Negri

**HAMBURG TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING – STRATEGIC PLANNING**

Hamburg Township Hall Board Room

Tuesday, March 20, 2018

12:00 p.m.

AGENDA

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Strategic Planning Meeting:
 - 12:00 - 12:30 Marijuana - General Discussion
 - 12:30 - 1:00 Tax Foreclosed Property, Senior Housing Market Study
 - 1:00 - 1:30 Rick Duffany - Police Department
 - 1:30 - 1:45 Jason Negri - Treasury
 - 1:45 - 2:00 Pat Hohl - Supervisor
 - 2:00 - 2:30 Tony Randazzo - DPW, Tech Services, Building & Grounds, Cable TV
 - 2:30 - 3:00 Mark Hoglebe - Fire
 - 3:00 - 3:30 Amy Steffens - Zoning, Planning, ZBA
 - 3:30 - 3:45 Susan Murray - Assessing
 - 3:45 - 4:15 Mike Dolan/Deby Henneman - Parks & Recreation, ADA
 - 4:15 - 4:30 Mike Dolan - Clerk, Election, Cemetery, Senior Center
 - 4:30 - 5:00 Thelma Kubitskey - Accounting
 - 5:00 - Open Discussion
7. Adjournment

Pledge to the Flag





Hamburg Township Police Department Memorandum

TO: Pat Hohl, Township Supervisor
FROM: Chief Richard Duffany
DATE: March 5, 2018
RE: Police Department Goals & Objectives for FY 2018-19

The following are the goals & objectives for fiscal year 2018-19 for the Hamburg Township Police Department:

1. Maintain Minimum of Two Officers on Road Patrol

It is the goal of the department to have a minimum of two officers working road patrol duties 24 hours a day, 7 days a week. This can be accomplished by:

- a. Maintaining an afternoon overlap road patrol shift
- b. Maintaining overlap/flex shift for road patrol sergeants
- c. Having officers in specialized assignments, such as the Traffic Safety Sergeant, assist when there is staff shortage on road patrol
- d. Continuing to use properly trained and equipped reserve officers to assist full-time officers
- e. Continuing offering overtime when staff shortage on road patrol

2. 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, help maintain our low crime rate and maintain our high crime clearance rate. This includes:

- a. Maintaining full-time Traffic Safety Sergeant who is trained as an accident reconstructionist and federally certified as a Commercial Motor Vehicle Inspector
- b. Maintaining two full-time criminal investigators (1 sergeant, 1 officer)
- c. Maintaining a fully-funded and properly equipped officer in LАWNET
- d. Maintaining our membership in the Southeast Livingston Special response Team
- e. Maintaining an officer on the Livingston County Dive & Rescue Team
- f. Continuing to provide marine patrols on the Chain of Lakes
- g. Continuing to provide bike/ATV patrols on the Lakelands Trail



Hamburg Township Police Department Memorandum

3. Properly Train and Equip Officers

It is the goal of the department to ensure that all members of the department are properly equipped with the tools needed to perform their duties and to ensure that officers receive the highest quality training so that the resident receive the most professional police service possible. This can be accomplished by:

- a. Continuing the upgrade of patrol vehicle IT equipment including replacing two L3 DVR recorders and two in-car laptops as scheduled in the 6-year capital budget
- b. Replacing four computer workstations and replacing the department file server as recommended by Township IT (Tony Randazzo)
- c. Continuing the replacement of ballistic vests as scheduled in the 6-year capital budget
- d. Continuing the replacement of high-mileage patrol vehicles as scheduled in the 6-year capital budget
- e. Continuing to provide necessary training to all officers using Township training funds, P.A. 302 state training funds and no-cost collaborative training efforts with other law enforcement agencies and the Hamburg Township Fire Department.

4. Use of Grants

It is the goal of the department to increase the use of grant opportunities to off-set the cost of training, equipment and overtime. These grants include:

- a. MMRMA Risk Avoidance Program (RAP) grants (training & equipment)
- b. Federal Drunk Driving grant (overtime)
- c. Department of Defense 1033 program (equipment)

5. Police Department Millage

In 2009 Hamburg Township voters passed a 10-year police department operational millage at 1.5 mills. It is the goal of the department to develop and present a renewal police department operational millage proposal for passage by the voters of Hamburg Township during the 2018-19 fiscal year.

Respectfully,

Chief Richard Duffany



2017 – 2018 Treasury Goals and Objectives

1. Issue RFP and potentially implement new provider for banking services.
2. Collect 20% of past due Personal Property taxes.
3. Remove uncollectable (5 yrs +) personal property tax from the rolls.
4. Continue to evaluate investment opportunities that will improve diversification.
5. Disaster Recovery – Keep on top of what is needed from within this facility to function off site and meet our collection, reporting and distribution requirements.
6. Continue to attend selected seminars and webinars to become proficient.
7. Ongoing maintenance of Treasurer Department web pages.
8. Review & assess credit card system; Change our credit card processing company (for utility bill payments) from Official Payment to Value Payment.
9. Implement process for Personal Property Tax reimbursement from the State and meet filing deadlines to capture these funds.
10. Observe State deadlines and requirements for unclaimed funds.
11. Train new staff (Treasurer's Clerk and Treasurer's Assistant) to become competent and productive members of the department.



SUPERVISOR DEPARTMENT

GOALS AND OBJECTIVES—2018/2019

Submitted by: Pat Hohl

FINANCIAL

- Work with the Township Board and Department Heads to develop and update the five year budget projections every six months.
- Ensure budgets are accurate, attainable and adhered to by Department Heads.
- Monitor the Township benefits program and implement changes when necessary.
- Monitor and update the 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.
 - Ensure compliance with the Township Purchase Order and Purchasing Policy from all Department heads.
 - Be unrelenting in cost savings through bidding and multiple sourcing.
- Maintain the following fund balances: a 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, Pooled Capital Reserves at \$1,000,000.

HUMAN RESOURCES

- Provide leadership in the implementation of a sustainable employee benefit program.
- Work with Department Heads to develop training and job skill programs for each employee.
- Conduct annual performance reviews that result in improved performance and efficiency
- 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

- Through education and monitoring, continue to improve compliance with MDNR permit standards at the Waste Water Treatment Plant.
- Implement flood mitigation recommendations from the USACE once completed
- Work with the South Ore Creek Action Group to address elevated phosphorus levels in South Ore Creek and Ore Lake.

GENERAL

- Improve public safety whenever possible.
- Work cooperatively with, and provide information to state and county officials in a positive manner that benefits the residents of Hamburg Township.
- Mediate disputes whenever possible.
- Conduct Department Head Meetings on an as needed basis.
- Assist the Clerk's office with codification of the Zoning and General Ordinances.
- Monitor and update our Emergency Management Program and Plans
- Work with the Planning and Zoning Department, and with Developers, to streamline the approval process while improving the quality of commercial and residential development

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
- Develop a preliminary plan to extend the Lakelands Trail from M-36 to the Brighton State Recreation area
- Work with the Clerk, and Park and Recreation Coordinator, to implement capital improvements
- Seek grant funding for a five foot bike path along McGregor Road from the Washtenaw County line to the Lakelands Trail.
- Work to enhance and expand the Huron River National Water Trail access point in West Bennett Park
- Seek grant funding to design and construct a public gathering area south of Winkelhaus Park between the Lakelands Trail and the village mill pond.



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03/09/18

To: Pat Hohl
From: Tony Randazzo

Re: 2018-2019 DPW Goals

- 1 Continue manhole repair program. This year's program will focus on the Whitewood Rd., Cordley Lake Rd., and Strawberry Lake area off of Kress Rd.
- 2 Continue safety training program and analyze work activities while conducting and documenting safety training monthly.
- 3 Inspect pump stations for coating degradation and recoat walls this year if necessary.
- 4 Resume sodium testing of grinder pumps.
- 5 Continue comprehensive preventative maintenance program for collection system and WWTP.
- 6 Collect GPS data of sewer collection system infrastructure.
- 7 Replace influent valve at WWTP.
- 8 Replace well on WWTP property.



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03/09/18

To: Pat Hohl
From Tony Randazzo

Re: 2018-2019 Tech Services Goals

1. Train Township employees on GIS software. This is annual ongoing item.
2. Update web mapping software (No additional expense).



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03/08/18

To: Pat Hohl
From: Tony Randazzo

Re: 2018 - 2019 Buildings & Grounds Goals

1. Replace Ford Ranger (2005).
2. Finish bathroom upgrade at Township Hall.
3. Continue to trim brush & push trees on Lakeland Trail, this is an annual issue.
4. Finish exterior LED upgrades on Township buildings. Begin conversion of interior lights to LED at Township Hall and other facilities.
5. Purchase new zero turn mower. DPW will take the existing two year old mower and pay for half of the new one.



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03/09/18

To: Pat Hohl
From Tony Randazzo

Re: 2018-2019 Cable TV & Computer Goals

1. Continue rollout of Windows 10 to township computers via upgrade or new computer depending upon existing hardware.
2. Purchase new application server and repurpose old one.
3. Replace three network switches with modern versions.
4. Increase our upload/ download speed with Charter.
5. Subscribe to cloud based email filtering service for additional protection.



HAMBURG TOWNSHIP FIRE DEPARTMENT

10100 VETERANS MEMORIAL DRIVE
P.O. Box 157 ♦ HAMBURG, MI 48139-0157
PHONE: 810-222-1100 ♦ FAX: 810-231-1974
E-MAIL: HTFD@HAMBURG.MI.US

FIRE CHIEF MARK HOGREBE

Fire Department Goals and Objectives for 2018 / 2019

1. Firefighter Academy

Fire academy will start in April of this year (2018).

2. EMS

Emergency Medical Technician (EMT) class will end this month and start the next one after the fire academy. (October / November 2018).

3. CPR Program

Over the last 4 years, we have taught over 1,800 people CPR. We will continue this valued program.

4. Smoke Alarm Program

We have put in over 300 to 400 smoke detectors in Hamburg.

We will partner with the State of Michigan Fire Marshal's office has put Community Risk at the top of its concerns.

5. General Maintenance of Buildings

Aging fire stations are slowly aging. In the near future, we will be experiencing the need to make needed repairs.

6. Sirens

We are installing the last 2 sirens to complete our 5 year program. (Bishop Lake & Chilson and Richards & Swarthout).

7. ISO

We have been working with Insurance Services Office (ISO) to collect data to evaluate our standings. We believe this ISO analysis will be completed this year.

8. Vehicle Replacement Plan – (10 Year Projection Forecast)

We would like to continue to replace vehicles as documented in our 10 Year Projection Forecast, with a continued strong commitment to maintenance of our vehicles.

9. Ice Rescue/Fire Investigation Trailer – This trailer will be dual purpose and hold equipment for both Ice Rescue and Fire Investigation tools investigation).

10. Gear Washer/Extractor

The cost of two washers and two gear dryers are in the neighborhood of \$40,000. The life expectancy of these pieces of equipment are around 20 to 30 years.

11. Portable Hand Radios

The pricing for these radios has been extended. With this pricing, we can get save about \$2,400. Per unit. If we can get this continued pricing, we would like to research a total saving price and make this purchase before the window closes on this sale price.

12. Air Trailer

I would like to research the cost of a new air trailer for Hamburg Township. The old one is 17 years and in need of extensive repair.

13. Grants – Apparatus / Assistance to Firefighter Grants

We have currently applied for a Fire Apparatus grant for \$822,000. 10% which is \$82,000.00. Quint Fire Apparatus performs five duties, Pump, Water Tank, Fire Hose, Aerial Device, and Ground Ladders.

If awarded, and ordered, this issue will fall within our 10 Year Forecast

AFG Grants; Firefighter Recruitment and Replacement – I would like to investigate this type of grant for Manpower to see how it may fit HTFD.

14. Paid-On-Call Program

Continue to reach our goal of at least 40 Paid-On-Call, FF/EMT's.

(We have two young people coming out of the Fire Academy in Howell.)

15. Health and Safety Initiative (HSI)

As we talked about it last year, we have been looking into Physicals for our employees. This has been researched by FM Zernick.

16. Incentive Program

I would like to continue to work on this with the Clerk to see what we can come up with.

Mark Hogrebe

HTFD Fire Chief

*Attached is our current Long Term Capital Asset Forecast (10 Year Plan)

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PLANNING/ZONING GOALS & OBJECTIVES – 2017/18

In furtherance of the current year's goals and objectives for the Planning/Zoning Department, I submit the following as items to be addressed for the upcoming year. Please note that these are not in order or priority.

1. Continue to provide excellent customer service.
2. Continue to find ways to streamline processes within the department to facilitate efficient operations that result in a cost savings to the Township and residents.
3. Continue to increase enforcement of general and zoning ordinance infractions. Establish methods for enforcing and gaining compliance without increased need for legal assistance.
4. Process Zoning Map and Text Amendment as time and budget allows including:
 - a. Agricultural tourism ordinance,
 - b. Auto and other vehicle repair on residential properties ordinance,
 - c. Senior housing overlay district,
 - d. Article 4 site plan review clean-up,
 - e. Article 13-17 Planned Unit Development clean-up,
 - f. Minor Site Plan/ Temporary Use/ Seasonal Sale clean-up,
 - g. Section 8.8 Division of Lots in Recorded Plats and Division of Unplatted Parcels revisions,
 - h. Article 11 Non-conforming Ordinance, 50% rule revisions
 - i. Section 6.5 Variance regulations to include a tiered system for exceptions,
 - j. Village center regulations, and
 - k. Other general cleanup of the zoning ordinance.
5. Work with applicants/developers to create and implement projects that are a benefit to Hamburg Township.
6. Work with the Planning Commission to process the 2020 Master Plan update including updates of Parks and Recreation Plan, the M-36 Corridor Plan and Village Center Master Plan.

- 7. Support the Township Clerk's office in the codification of Zoning and General Ordinances. This will include weekly meeting reviewing existing ordinance and preparing general and zoning ordinance amendments**
- 8. Continue to train Planning and Zoning Staff as needed. (Zoning, Floodplain, Wetlands, and GIS Training)**
- 9. Continue to develop standard operating procedures for the Zoning Department.**
- 10. Work to increase cooperation with "SPARK", Greater Livingston County Economic Development Council and The Michigan Economic Development Corporation to conduct comprehensive research to identify and quantitatively inventory areas appropriate for high-tech industrial, research and & development uses, to in turn support and promote future commercial, retail and residential growth in all of Hamburg Township's zoning districts.**
- 11. Work with the Township Engineering Consultant to process a Storm Water Management/Engineering Standards ordinance. This ordinance will be important to protect and enhance water quality in Hamburg Township, to control the water discharged from future development, and to develop consistent engineering guidelines for future developments.**
- 12. Work with the Township Engineering Consultant to process a Township Development and Engineering Standards Guide Book. This book will help guide applicants through the development process.**

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PLANNING COMMISSION GOALS & OBJECTIVES –2017/2018

The Planning Commission will continue to meet on an “As Needed” basis. The required four meeting per year will be maintained. It is anticipated that the number of required meetings will continue to rise with renewed interest in commercial development in the Township. The Planning Commission will also need to continue work and review for the 2020 master plan update, which includes the update to the Parks and Recreation Plan, the M-36 Corridor Plan, and Village Center Master Plan in addition to the Hamburg Township Master Plan.

Continued training of Planning Commissioners will be through online correspondence courses, or through on and off-site training as offered through the Michigan Association of Planning, MML, MTA or MSUE. When available, training will also be obtained through periodicals and distribution of materials obtained from other sources.

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ZONING BOARD of APPEALS GOALS & OBJECTIVES -2017/2018

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

Continued training of Zoning Board of Appeals members will be through online correspondence courses, or through on and off-site training as offered through the Michigan Association of Planning, MML, MTA or MSUE. When available, training will also be obtained through periodicals and distribution of materials obtained from other sources.

GOALS AND OBJECTIVES 2018 – ASSESSMENT DEPARTMENT

2017 Goals Achieved:

1. A complete reappraisal of the Commercial and Industrial classes of property
2. Passed all requirements in the AMAR review by the state
3. All new construction and sales were reviewed
4. The staff completed all educational requirements for 2017
5. We complied with all local, county, and state requirements.
6. We hired Brendan Scheitz to take over Mandy's former position.
7. We moved Mandy to the Appraiser position

The 2018 goals and objectives for the Assessment Department:

1. To review section 13
2. To continue reviewing residential parcels to conform to the State Tax Commission mandate of 20% of the assessment roll yearly review.
3. To appraise all new construction.
3. To maintain the high standards in the department through education.
4. To comply with all the state, county and local requirements.
5. To educate the public.
6. To maintain a full time four person department.
7. To update policies and procedures to comply with AMAR requirements.

Don will be training Mandy in the field to appraise new and existing homes in the township. They will begin with the new construction that were partially completed in 2017. They will then move to section 13 to review that section.

Brendan is being trained by Mandy to do the job at the front desk. He is becoming familiar with all the paperwork and forms we use in the department. Brendan will be taking the classes this summer for 6 months to achieve his MCAO certification.

We will begin preparing for the AMAR audit which is scheduled for 2020 but could be a review of our 2019 assessment roll depending what time of the year in 2020 we are chosen for review.

The state has changed the personal property filing date and we are able to accept postmarks if postmarked by the 20th of February. We now have EMPP personal property which exempts certain parcels from local taxes and requires payment be made directly to the state. Personal property with a true cash value under \$80,000 is also exempt, as long as the proper form is timely filed with the township.

We would like to include funds in the Assessing budget for Brendan's schooling and for painting the Assessing Department.



GOALS AND OBJECTIVES: FY 2018/19

PARKS AND RECREATION

ADMINISTRATIVE

- **Maintain the Parks and Recreation Policies & Procedures. To include updates:**
 - **Bylaws – Updated 12/19/17**
 - **Americans with Disabilities Act (ADA) Standards**
 - **Prospecting/Metal Detecting – Added to Policy 10/6/15**
 - **Concession Stand Use & Health Department requirements**
 - **Public Safety for Large Events**
 - **Scholarship Fund – Changed to perpetual fund 2/3/15**
 - **Park fees and scheduling of fields**
 - **Develop cost based fee schedule, including maintenance**
 - **Scheduling Software - Price/Implement/Train**
- **Update the Senior/Community Center rental process for Community Center**
 - **Revise Application & Key Instructions**
 - **Establish Community Center fees**
 - **Include scheduling of center in Park process**
- **Ensure all park procedures comply with Township insurance requirements**
- **Ensure all park projects comply with Master Plan and ADA Standards**
- **Ensure all groups that are granted use, have met all requirements of Park Policy**
- **Assist residents with complaints/concerns & coordinate repairs for:**
 - **Manly Bennett Park**
 - **Winkelhaus Park**
 - **Lakelands Trail & Trailheads**
 - **ADA compliance (all Township owned/operated buildings/grounds)**
- **Collect & maintain Certificates of Liability for all User Groups, Vendors & Contractors**
- **Parks & Rec millage renewal, if required**

FORMS & INFORMATION MANAGEMENT

- **Streamline all forms relating to Park Use**
- **Maintain reports of all Park User activity, Capital Investments and Scholarships**
- **Maintain Parks Department/ Lakelands Trail website pages**
- **Provide access to information to users/residents using the latest technology**
- **Maintain Parks and Recreation Facebook Page, Twitter and Google Calendar**
 - <https://www.facebook.com/Hamburg-Parks-And-Recreation-169768859851410/>
 - <http://www.hamburg.mi.us/park-rec/calendar.html>
 - https://twitter.com/hamburg_parks
- **Develop/maintain all marketing material for Parks/Trails & supply information kiosks**
- **Scan all Parks/Grants/ADA archive records into Docuware system**

GRANTS

- Ensure Township compliance with all reporting on park/trail related Grants
- Draft/submit Grants for projects outlined in the Master Plan or as directed by Board

SCHOLARSHIP

- Assist user groups with scholarship procedure to secure funds for their participants
- Investigate/coordinate fund raising events to provide regular funding for Scholarship
- Investigate secure options for residents to file for funds directly

VOLUNTEERS

- Work with Eagle Scouts to coordinate their volunteer projects
 - Report Capital Improvements to Accounting Director
 - Maintain Community Investment Report
 - Create and present annual Community Investment Awards
- Work with Beautification Committee
 - Project Planning and Coordination
 - Earth Day – Annual Clean-up Event (this year: April 20 & 21, 2018)
 - Flower Planting – by Memorial Day annually
 - Assist with Cemetery beautification, as needed

IRON BELLE & LAKELANDS TRAIL

- Assist with Trail events
- Assist with projects to support trail connections
- Assist with wayfinding signage/Trail Town efforts

MANLY BENNETT PARK

- Acting liaison between public/users, Building & Grounds and the Township
- Install rules & regulation signage at Batting Cage, RC Flyer's Field.
- Replace/install wayfinding signage/park rules signage including site maps
- Coordinate annual safety inspection and upgrades of playground and work-out area
- Suggest/coordinate projects/upgrades based on 5-year Capital Improvement Plan
- Assist Zoning Administrator with Township Master Plan as pertains to parks/trails

WINKELHAUS PARK

- Manage use of the Gazebo and/or Winkelhaus Park facility
- Ensure linkage/accessibility for Winkehaus Park from the Village Trailhead
- Develop proposal for future of park considering ADA requirements for accessibility

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GOALS AND OBJECTIVES: FY 2018/19

ADA COORDINATOR

ADMINISTRATIVE

- **Develop ADA accommodation procedure and list of resources for services**
- **Arrange for all ADA accommodation requests**
 - Board/Conference Rooms
 - Parklands/Trails
 - Common areas of all Township buildings (owned and operated)
 - Website
 - Programming (Senior Center)
- **Develop and implement ADA Grievance Procedure in Park Policy – *Approved 3/6/18***
- **Develop and implement form for ADA Accommodation – *Approved 3/6/18***
- **Draft procedure for use of Other Power Driven Mobility Devices (OPDMD) in parks/trails**
- **Draft language to accommodate Service Animals during special events**
- **Develop ADA notifications and postings as required**
- **Execute, resolve and record all ADA grievances**
- **Maintain/retain all records for ADA related requests or concerns**

TRANSITION PLAN

- **Review Transition Plan documents and provide suggested order of upgrades**
 - Township/Building & Grounds
 - Parks/Senior Center/Lakelands Trail
 - Fire
 - Police
 - DPW
 - Library
- **Finalize priority order for all areas & draft action plan**
- **Distribute Transition Plan to all appropriate Department Heads – *Completed 3/9/18***
- **Develop and execute annual maintenance/inspection plan for all buildings**
- **Develop reporting process for completed projects & maintain records**
- **Maintain updates on Master Copy of ADA Transition Plan**

SUGGESTED PROJECTS

- **Parking lot/ramp repairs**
 - Senior center ramp/handicap curb re-design
 - Township Hall ramp (permanent repair)
 - Lakelands Trail replace truncated dome pads on all ramps in Hamburg Township
 - Lakelands Trail complete gap and grading repairs to inclines on replaced bridge
- **Outdoor Work-out Area – West Bennett Park**
 - Provide ADA Parking adjacent to project
 - Provide accessible route to project
- **Upgrades to all gravel lots to ensure accessible route available from space to facility**
 - Flyer's Field
 - Pettysville Trailhead
 - West Bennett Park
 - Volleyball/Rugby
 - Baseball dugouts
- **Sealing of entire paved pathway in West Bennett Park**
- **Improvements for gravel path at rear of West Bennett Park**
 - Corrections required for grade/ramp at entrance of gazebo
- **Relocation of ADA portable toilets & suggested "screening"**
- **Upgrades to Baseball Area in East Park**
 - Companion seating near bleachers
 - Accessible route to dugouts
- **Playgrounds East/West Park**
 - Investigate relocation and installation of Universal Design play structures

**CLERK'S OFFICE
GOALS AND OBJECTIVES FOR FY 2018/2019**

Elections

- Conduct August 7, 2018 Primary Election
- Conduct November 6, 2018 General Election
- Conduct any Special Election that may be called in May 2019.
- Revise Election Inspector materials to reflect usage of new equipment.
- Prepare Election Inspectors to use the new equipment for August 2018 Primary.
- Maintain voter registration records throughout the year in QVF Refresh (new Qualified Voter File software) and master card file.
- Comply with recertification as now required every two years by statute.
- Keep current on changes in election law.
- Investigate use of dual Electronic Poll Books for precincts with 1500 or more registered voters, and determine what type of laptops would be needed to support the application.
- Implement Greeters Application for use on Election Days.
- Explore recruiting high school and/or college students as election inspectors to provide computer technical support.

Personnel

- Maintain current staff levels.
- Maintain Personnel Policies & Procedures Handbook to contain current information available on-line to employees.
- Maintain Personnel files.
- Update Administrative & Board Procedures and Policies Manual.

FOIA Requests

- Process Freedom of Information Act (FOIA) requests and coordinate with Department Heads who provide requested records to ensure FOIA deadlines are met. (101 requests in Calendar 2016; 143 requests in Calendar 2017.)

General Ordinances Project

- Complete Phase 2 of the General Ordinances Project,

Publishing Legal Notices

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

Cemeteries

- Continue data entry.
- Sexton retirement. Work with Cemetery Committee about operations.
- Perform many Sexton duties in-house.
- Work with DPW/Grounds Director to identify maintenance needs.
- Work with Cemetery Committee to improve advertisement of mausoleum.

Hamburg Senior Program

Goals & Objectives 2018/2019 Fiscal Year

General

- Continue to provide quality programming the seniors desire
- Provide educational classes with paid teachers (this would require a class fee to pay for the teachers)
- Bring in speakers to speak on health related topics especially as they pertain to issues that arise as one ages
- Increase public awareness of the senior center and what it has to offer area seniors and their families
- Continue participation in area/county programs which provide education on seniors and how they age
- Continue with increased hours for center part-time personnel as membership numbers have increased
- Continue with Julie Eddings' training in all areas of center procedures
- Research area senior living facilities so we are more fully aware of what services and amenities they offer to seniors
- Expand our Senior Resource Directory

Long-Term Goal Range

- Continue working with various area coalitions to try and provide transportation for seniors who are no longer capable or comfortable driving at a low cost



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To: Mike Dolan, Township Clerk

From: Thelma Kubitskey, Director of Accounting

Date: February 14, 2018

Subject: Accounting Department Goals and Objectives for FY 2018-19

The following are goals and objectives for fiscal year 2018-19 for the Hamburg Township Accounting Department

1. Continue to learn the Township Accounting Procedures.
2. Work toward continuing a strong audit for the Township and Portage Sewer Authority.
3. Evaluate the BS&A programs to make sure the Township is using these programs to obtain the highest level of performance, also visit other programs that BS&A offers. These programs could assist the Township in achieving a stream line process.
4. With storage space minimal, continuing to scan documents into the software the Township is currently using, however, moving forward, using the features within the BS&A programs for record retention. This will allow real time access to financial records.
5. 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.

6. We will continue to work with the Treasurer's Department in a constructive and communicative manner in order to accomplish the day-to-day financial tasks that are vital to Hamburg Township operations.
7. Maintain the educational opportunities within the accounting department. The accounting specialists will continue to take classes that will improve their accounting, benefits and software knowledge. This training will specifically include human resources, payroll training and training related to the ongoing changes with the Affordable Care Act and Federal Tax laws. Also, with the ever-changing rules in accounting, benefits, etc., we need to pursue relevant educational and training opportunities throughout the fiscal year through organizations such as Michigan Government Finance Officers Association, Michigan Treasurers Association, Association of Public Treasurers of American and Canada, Government Finance Officer Association, Society of Human Resources Management, and others.
8. Continue to monitor the written procedures that were written in FY 17/18, and make changes where needed.