

WATERTOWN CHARTER TOWNSHIP

CAPITAL IMPROVEMENT PLAN

YEAR 2007 - 2012

I. THE CAPITAL IMPROVEMENT PROGRAM (CIP)

The Capital Improvement Program or CIP is a multi-year schedule of public physical improvements. The CIP is a management tool intended to help the Township administration allocate its limited financial resources wisely and, at the same time, promote implementation of the Master Plan. Projects typically included are major, infrequent expenditures such as the construction of a new facility or nonrecurring rehabilitation or major repair of an existing facility. Projects may also include utility extensions, land acquisition, new or improved roadways, major equipment, and other similar public improvements. The CIP should be viewed as part of the local budget “tool kit” to help reconcile funding allocations resulting from limited resources.

II. THE CIP PROCESS

The first step in the CIP process is to establish local criteria to develop a “Capital Needs” list. A form is provided for Township department officials to list individual projects throughout a six year period. Typically this is a coordinated effort between the Township staff, consultants, Planning Commission, and Township Board. The statutory responsibility for developing the CIP rests with the Planning Commission. However, the CIP should be part of the regular budgetary process if it is to be taken seriously. The CIP requirement has been taken from the Municipal Planning Act, Act 285 of 1931. Although this is the act that generally applies to cities and villages, the general requirement and procedure has been extended to townships that require capital funding plans. Other key steps in the process are as follows:

Administrative Review – The Capital Needs list is reviewed by the Township Supervisor to determine project duplications, priority conflicts, missing information etc. The Supervisor may request additional information regarding specific projects from department heads, including justification for high priority items. The Supervisor may also review funding sources to ensure that projects are eligible to use the source indicated.

Planning Commission Review – The Planning Commission reviews the CIP projects to ensure that they are consistent with the provisions of the Master Plan. This review is conducted jointly with the Township Board. If a requested project conflicts with any provision of the Plan, the department official may be called upon to justify the project. This may require an adjustment in either the project or the Master Plan. The Planning Commission and Board may also review project priorities and resolve any conflicts between them.

III. IDENTIFICATION OF CAPITAL NEEDS

An effective CIP requires well documented individual “capital needs” proposals. Agreeing on a definition of what constitutes an individual capital need project is an important step in the CIP process. A form was provided for Township department officials and administration to list projects through a 5 year period provided for in the CIP (see attached forms). The Capital Needs List describes individual projects, the year they are to begin, potential funding sources, and relative priorities.

The “project priority” can be confusing since it asks the departments to rank their projects by priority rather than chronologically. While the most important project is usually first on both department’s priority list and its chronological list, that may not always be the case. For instance, it is possible that the most important project will not be ready until the third and fourth year of the CIP.

Specific evaluation criteria are established to help determine priorities. Such criteria may include: conformance with Master Plan, affect on health, safety, and welfare, availability of funding, the project’s ability to stand alone, cost, and others (job opportunities, increase to tax base etc.).

IV. THE CAPITAL NEEDS LIST

The Capital Needs List is a list of capital projects considered to be needed by each Department within the Township for the next six years. Capital projects only include those which require acquisition of land or equipment, construction of Township owned and operated buildings or structures, utility improvements, or other similar items.

What is a Capital Needs Project?

It is important to have an early understanding as to what is a “capital needs project.” Usually these are defined as major, nonrecurring expenditures that may include one or more of the following:

1. Any acquisition of land for a public purpose;
2. Any construction of a new facility (e.g., a public building, or water/sewer lines, playfield etc.) or an addition to, or extension of, such a facility;
3. A nonrecurring rehabilitation (i.e. not considered annual or recurrent maintenance), or major repair of building, grounds, and/or equipments, provided that the cost is \$10,000 or more and the improvement will have a useful life of 10 years or more;
4. Purchase of major equipments, items with a cost (individual or in total) of \$10,000 or more, which have a useful life of 5 years or more;
5. Any planning, feasibility, engineering, or fees for studies and engineering are normally budgeted within individual projects, rather than being listed separately.

The Capital Needs List usually includes the following items:

- Department** The Department submitting the Capital Project. Submission should only be made on items for which the department has direct responsibility.
- Year** The CIP is implemented in six-year increments. The first year, therefore, would be the next Fiscal Year after the current year. The second year would be the following Fiscal Year, etc. List the year in which funding is expected to be available for the project and/or when the project is expected to begin.
- Project** This is the project name, which can either be a title, such as “Sidewalk Construction” or can be descriptive, such as “Elm Avenue Sidewalk Construction.”
- Description** The description of project details, including locations: e.g. should be as detailed as necessary to clearly explain the extent and nature of the project. For example, “Construction of 2,120 feet of 5-foot wide concrete sidewalk on both sides of Elm Avenue between Maple Street and Larch Street.”
- Cost** This is an estimate of the total project cost. Costs may be listed either as total project or item cost, or a unit cost (lineal foot, square footage, per vehicle, etc). Any other “soft” costs such as consultants and attorney fees, or other indirect cost should be included.
- Funding** Sources of funding are important to include, particularly if there are other considerations, such as grant matching funds, or other funding limitations or opportunities. If multiple sources are to be used and an estimate of individual portions of the project can be made, a breakdown of such sources is useful. Funding does not necessarily have to be secured; they may be only anticipated or desired sources.
- Priority** Each project should be listed by its need, or priority. Priorities are determined for each year; not over the entire 6 years. Priority ratings may be:
- Urgent** Project is/will be immediate need.
 - Needed** Project is needed for efficient operation but is not urgent.
 - Desirable** Project would contribute to the operation of the Department, but is not necessary of operations.
 - Deferrable** Project may fall under Needed or Desirable but can be deferred to later years if necessary due to funding limitations in the planned year.

V. KEEPING THE CIP CURRENT

Each year the Planning Commission conducts the CIP planning process. Projects that were not implemented in the previous year are reviewed for inclusion in the first year of the next CIP.

Normally, the Capital Needs list will only include revisions to listed projects, with an additional year's projects added to complete the sixth year. The on-going nature of the process recognizes that some projects are not a one-time, one-year event. Some projects will need funding in several different years and need to be coordinated with other departments. Overall projects will be added based on their merit and priority in relation to other projects, and the amount of money available.

Capital Improvement Program - Capital Needs List

#	Year	Department	Project Name	Description	Estimated Cost	Funding Sources	Priority	Completion Year	Notes
1	2007	Building & Grounds	Renovation of Township Meeting Room	Township meeting room renovation to bring into statutory compliance with State and Federal law.	\$25,000	Grant or General Fund	High	2007	Doors made handicap accessible, tables replaced.
2	2007	Planning & Zoning	Community Survey	A survey of community residents on a variety of topics including but not limited to recycling, elements of a non-motorized circulation plan, and CDP/Zoning issues.	\$15,000 - \$20,000	General Fund	High	2007	Completed with assistance from consulting firm EPIC - MRA.
3	2007	Clerk's Office	Statutory Accessibility Improvements for Elections & Events	Parking lot - Striping, Bollards, Outdoor lighting, & Signage.	\$10,000 - \$12,000	General Fund, Special Assessment, or Revolving Fund	High	2010	Well relocated in 2009, parking lot repaved and striped in Nov. 2010.
4	2007-2008	Parks & Recreation	Remodeling of the Wallace Watts Community Center kitchen & gym	Install additional cabinets, counters and electrical outlets in the kitchen; Clean, paint and install noise absorbing material on the ceiling of the gym. Replace tables and chairs.	Kitchen: \$15,000 - \$20,000; Gym: \$10,000; Tables and Chairs: \$5,000	General Fund & Rental Fees	High	In progress	
5	2007	Building & Grounds	House on Herbison Road	Property improvements.	\$10,000	General Fund	Mid	2009	House sold to Habitat for Humanity, closed in October 2009.
6	2007	Planning & Zoning	Master Plan Update	Required 5 year update of the Master Plan.	\$12,000 - \$15,000	General Fund	High	2009	Master Plan adopted October 2009.
7	2007	Planning & Zoning	Non-Motorized Circulation Plan	To develop a Township wide Non-Motorized Circulation Plan that coordinates with Clinton County's Non-Motorized Transportation Plan.	\$20,000	General Fund or Grant	High	2009	Non-Motorized Circulation Plan adopted August 2009.
8	2009-2010	Building & Grounds	Lawn Mower	New Lawn Mower to replace existing.	\$18,000	General Fund	High	2009	Purchased 2009.

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9	2007-2012	General	Office Software/Hardware	IT purchases as needed and appropriate.	\$10,000 - \$20,000	General Fund	High	Continuing	Copy machine replaced in 2007. Office computers replaced as needed. Server replaced in 2010. Website to be redesigned in 2011.
10	2009-2010	Public Safety	New Fire Truck	Replacement/upgrade for existing pumper truck.	\$350,000 - \$400,000	Cost share with Eagle Twp. 65%-35%, Grant, General Fund, LGRFA Equipment Reserve Fund	High	2010	Truck received in 2010.
11	On-going	Parks & Recreation	New Park and Wildlife Conservation Area	Convert the Watertown Parkway property owned by the Township to a Park & Wildlife Conservation Area.	\$20,000	Grant or General Fund	High		Grant application submitted October 2009, expect to reapply in 2011. Property boundary survey completed in 2010.
12	2007	Planning & Zoning	PDR Local Match Funds	In order to spur local farmland protection, the local community must provide a local match (landowner donation, private, local community).	\$200,000	Special Assessment, Revolving Fund, or Grant	High		No state or county funding currently available.
13	2008	Planning & Zoning/ Roads & Infrastructure	Elements of the Non-Motorized Circulation Plan Including Paved Shoulders	To implement the Township Non-Motorized Circulation Plan.	\$200,000	General Fund, Grant, or Special Assessment	High		
14	2008	Parks & Recreation	East side Park on Westwind Subdivision	Install play equipment and seating on Township owned property.	\$10,000	Capital Improvements Grant of Revolving Fund	Mid		
15	2009	Parks & Recreation	Pavilion slab repairs	Refurbish cement slabs under pavilions at Heritage & Looking Glass Valley Parks.	\$19,500	Parks Capital Improvements	Mid		Monitor for safety.
16	2009	Public Safety	Emergency Warning System	Install strategically located warning devices in Township (LGRFA).	\$30,000	Grant, General Fund, Special Assessment, or Revolving Fund	Mid		

Capital Improvement Program - Capital Needs List

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17	On-going	General	Truck	To replace current truck.	\$30,000	Depreciation	Mid		
18	On-going	General	Tractor	To replace current tractor.	\$30,000	Depreciation	Mid		
19	2007-2012	Parks & Recreation	New Play Structures	Purchase of new playground equipment for Heritage Park & Looking Glass Valley Park.	\$40,000	Grant or General Fund	Mid		New structures purchased in 2000/2001. New Merry-Go-Round expected in 2011.
20	2010-2012	General	Lowell Rd	To provide alternative access point for Township property off Watertown Parkway.	\$30,000	General Fund	Mid		
21	2007-2008	Roads & Infrastructure	Gateway, Landscape & Beautification Plan and Implementation	Landscape & Beautification Plan for the I-69 and I-96 Corridors throughout the Township (target the two interchanges). Purchase "gateway" signage to install at major Township entry points.	\$40,000	Grant, General Fund, or Free Student Services	Mid		
22	2007	Planning & Zoning	Township Traffic Study	Complete a Township Traffic Study along major roads to assist the Planning Commission in making decisions about future growth within the Township.	\$15,000 - \$20,000	General Fund & Development User Fees	Low		
23	2010	Roads & Infrastructure	Purchase of Road Signs	Replace all road & information signs at intersections that identify the two roads from the small black on white to larger white on green signs	\$10,000	Grant or General Fund	Low		
24	2011	Roads & Infrastructure	Purchase of Road Intersection Lighting	Install a single "night friendly" light over all high traffic intersections in the Township that do not currently have one	\$30,000	Grant or General Fund	Low		

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#	Year	Department	Project Name	Description	Estimated Cost	Funding Sources	Priority	Completion Year	Notes
25	2007	Cemetery	Cemetery Improvements	Survey and improve 5 acres at east end of the cemetery. Lay out burial spaces and create cremains areas to provide lower cost options. Site plan, driveway, metal lot markers.	\$30,000 - \$45,000	General Fund, Special Assessment, or Revolving Fund	Low		
26	On-going	Community Admin.	Construction of Township Hall	Determination of need.	Will vary pending on space	General Fund or Revolving Fund	Low		
27	On-going	Community Admin.	Addition to Township Hall	Additions to existing facility.	Will vary pending on space	General Fund or Revolving Fund	Low		
28	On-going	Parks & Recreation	Property Purchase	Acquisition of future Park property on east side of Township.	\$160,000	General Fund, Reserves Grant, or Revolving Fund	Low		
29	On-going	Roads & Infrastructure	Sewer extension and/or over-sizing	As projects of growth needs present themselves.	Soil & construction specifications will vary cost	Grant, General Fund, Special Assessment, or Revolving Fund	Low		
30	On-going	Roads & Infrastructure	Road reconstruction	Need determined by citizen input and Engineering evaluation.	Will vary according to length & road type	General Fund or Revolving Fund	Low		
31	On-going	Roads & Infrastructure	Paving of gravel roads	Requested by resident petition or obvious need.	One mile approx. \$300,000 depending on soil conditions	Grant, General Fund, Special Assessment, or Revolving Fund	Low		