

2017

Bath Charter Township Capital Improvements



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8/8/2017

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INTRODUCTION

The Michigan Planning Enabling Act (Act 33 of 2008) states that Township Planning Commissions that operate water or sewer systems “shall annually prepare a capital improvements program of public structures and improvements” which support the adopted Comprehensive Development Plan.

A capital improvements plan is a blueprint for planning a community’s capital expenditures. It coordinates community planning, financial capacity, and physical development. The plan is composed of two parts, a capital budget and a capital program. The capital budget is the upcoming year’s spending for capital projects, while the capital improvements program is a plan for capital expenditures that extends five years beyond the capital budget (six year total).

The Bath Charter Township Planning Commission, along with Township staff, compiled and reviewed project requests for the 2017 Capital Improvements Plan, which centered on projects for 2018 to 2022. Project requests were gathered from Township departments, committee members, and individual citizens; these requests were collected and summarized by Township staff and project submitters had the opportunity to formally present their requests to the Planning Commission on June 13, 2017. In order to score all the projects fairly, a ratings system from prior years was used by the Planning Commission. Planning Commissioners, as a group, ranked each project on seven criteria and calculated the average score of each proposal, resulting in a ranked order based on plan relevance.

Finally, the Planning Commission held a Public Hearing on August 8, 2017, and voted to recommend to the Township Board that they adopt the 2017 Capital Improvements Plan.

The Bath Charter Township 2017 Capital Improvements Plan provides definitions to aid in understanding what qualifies as a capital improvement project. The Plan also contains a description of the Project Requests Rating Criteria and detailed summaries of the submitted projects, along with their score and rank as evaluated by the Planning Commission. The project summary for each submission also includes important notes from the Planning Commission’s discussion during the evaluation process. Finally, the report contains a table of annual funding requests by year for each of the proposals submitted to the Capital Improvement Program.

It is important to note that the project rankings provided by the Planning Commission are recommendations based on the information provided in the submissions and the questions raised by the Commission to the applicants. If opportunities arise based on new conditions, circumstances, or timing, then it is possible that the order in which projects are considered for funding may be subject to change.

It is also essential to note that Capital Improvements Plan projects have a separate dedicated funding source. Other public use projects, such as a plan to improve sewers, would not be funded out of the budget for Capital Improvements Plan projects.

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DEFINITIONS

Following is a series of definitions for the Bath Charter Township Capital Improvements Planning process:

CAPITAL IMPROVEMENT PLAN

This plan is the priority six-year investment schedule of public structures and improvements, as recommended by the Planning Commission to the Township Board, and is developed under the guidelines and provisions of the Comprehensive Plan.

CAPITAL IMPROVEMENT PROJECTS

These are generally defined as an annual expenditure within the context of a six-year Capital Improvements Plan, in excess of \$30,000, and covering public investments which result in the creation of a fixed asset (parks, government facilities, expansion of public water/sewer, etc.), rather than requests which could be associated with maintenance of existing assets.

TYPICAL PROJECTS CONSIDERED INCLUDE:

- Construction of public structures and improvements
- New equipment and machinery purchases
- Construction of a new facility
- Significant remodeling or expansion of existing facilities
- Purchase or improvement of land
- Planning and engineering costs related to specific capital improvements
- Major rehabilitations of public facilities

PROJECTS WHICH ARE GENERALLY NOT CONSIDERED:

- Routine maintenance and repair projects
- Replacement of equipment and machinery
- Maintenance of road and sewer systems
- Costs for programming not associated with a fixed asset

RATING CRITERIA SYSTEM

The rating criteria system is a process for rating individual project submissions based upon questions that relate to benefiting the general public. Below is the list of criteria that aided in ranking each of the projects fairly (see Appendix II for expanded definitions):

- ✚ Relationship to Township Plans
- ✚ Continuation of Ongoing Projects
- ✚ Effects on Township Operation Costs and Benefits
- ✚ Public Health and Safety
- ✚ Quality of Life
- ✚ Environment and Natural Resources
- ✚ Economic Development

TOWNSHIP-WIDE PRIORITY RANKING

The Planning Commission, led by Planning Department staff, set out to make improvements to the annual CIP process relative to challenges that were identified with the program in early 2016. Following the adoption of the 2016 Township budget, it became clear that the existing ranking system was effective at evaluating projects relative to the plans and aspirations of the Township, but fell short in its recommendations for the project's urgency to the Township overall.

The Township-wide Priority Ranking system was included as an additional evaluation measure in order to assess the pure economic and physical necessity of CIP proposals. The letter rank that is assigned to an individual project has no relation to its criteria score.

The following table defines each category of the priority ranking system and its associated letter grade.

TABLE 1: TOWNSHIP-WIDE PRIORITY RANKING SYSTEM

Rank	Priority	Description
A	Urgent	Projects which cannot reasonably be postponed. These may be needed to complete an essential or a partially finished project, or to maintain a minimum level of service in a presently established Township program. Also, any project needed to address an emergency situation.
B	Necessary	Projects which should be carried out within a few years to meet the anticipated needs of a current Township service, or replacement of unsatisfactory facilities.
C	Desirable	Projects needed for the proper expansion of a Township service. The exact timing of which can wait until funds are available.
D	Deferrable	Projects which would be needed for ideal operation, but which cannot yet be recommended for action. They can be postponed without detriment to present services.
NR	Non-Ranked	Projects which were not specifically recommended for funding by the CIP Committee as requested. Typically, there may not have been enough information available to make a recommendation, the beneficiaries of the proposed project were vague, or the responsibilities for implementation of a project may actually fall under the jurisdiction of an agency or other governmental entity outside of the control of the Township.

PLANNING COMMISSION RATED CIP PROJECTS FOR 2017-2022

The Planning Commission evaluated each of the project proposals submitted based on the criteria listed above. The following is a brief description of each project, projected costs associated with each, and notes which the Planning Commission found important during the evaluation process. For a breakdown of individual category scores, see Appendix I.

PROJECT NAME: BOAT WASH STATION

Score: 5.9

Priority rating: C (Desirable)

- **Description:**
 - Build a boat wash station along the bank of Park Lake at Rickard Boat Launch to prevent invasive, non-native species of weeds from coming into Park Lake.
- **Submission from:** Judith Gardi on behalf of Friends of Park Lake
- **Project Cost:**
 - Total: \$78,370
 - 2017 = \$50,370 (\$28,000 projected match)
- **Proposed Funding Source:**
 - Township General Fund, donations, and in-kind work
- **Planning Commission Notes:**
 - The design for the connection to the Township's sanitary sewer needs to be rethought regarding the comments from SCCMUA.

PROJECT NAME: SENIOR CENTER EXPANSION

Score: 7.3

Priority rating: B (Necessary)

- **Description:**
 - Renovate and expand the Senior Center Building, including restrooms, mechanicals, and HVAC.
- **Submission from:** Judy Gardi on behalf of the Senior Center and Senior Services Advisory Committee
- **Project Cost:**
 - Total: \$95,000
 - 2017 = \$95,000

- **Proposed Funding Source:**
 - Township General Fund, Capital Region Community Foundation Grant
- **Planning Commission Notes:**
 - The Planning Commission discussed the Senior Center and recognizes that its services have grown, as well as senior attendance. In addition, the Planning Commission recognizes that some of the events at the Senior Center are open to all township residents.

Project Title	Plan Evaluation Total	Township-wide Priority Ranking	Immediate Year Funding Request	Total Estimated Cost
Boat Wash Station	5.9	C	\$ 50,370.00	\$ 78,370.00
Senior Center Expansion	7.3	B	\$ 95,000.00	\$ 95,000.00

CAPITAL IMPROVEMENTS PROGRAM SUBMISSIONS ANNUAL PHASING FOR 2017 TO 2022

The following is the projected annual phasing costs of each of this year’s CIP proposals if they were to be funded by the Board of Trustees.

The Boat Wash Station (*) has projected receiving donations totaling \$28,000, which would include site excavation, laying the wash station pad, and a LANDA ZEF power washer. The remaining costs identified below would be required of the Township to complete this project. The Senior Center Expansion proposal (**) has in the past received a Community Impact Grant from the Capital Region Community Foundation, which was used for the 2015-16 Senior Center kitchen upgrade. This grant becomes available to apply for in January 2018. If the Senior Services Advisory Board is successful in another Community Impact Grant application, then the commitment from the Township would be cut in half.

Project Name	2017	2018	2019	2020	2021	2022
Boat Wash Station*	\$0	\$50,370	-	-	-	-
Senior Center Expansion**	\$0	\$95,000	-	-	-	-
Total Proposed Expenditures by Year	\$0	\$145,370	-	-	-	-

Similar to previous years of the CIP, project funding requests are concentrated in the upcoming capital budget year (year 2018) and taper off through the capital program (years 2019-2022). Ideally, large capital investment projects would be planned for and structured over the span of the entire capital program so important community investments can be coordinated and not in competition with each other.

APPENDIX I

TABLE OF SCORES FOR CIP SUBMISSIONS FOR 2017

Project Title	Relationship to Township Plans and Goals/ Priorities	Continuation of Ongoing Projects	Effects on Township Operational Costs and Benefits	Public Health and Safety	Quality of Life	Environment and Natural Resources	Economic Development	Total Score
Boat Wash Station	7	6	5	6	5	8	4	41
Senior Center Expansion	9	10	7	7	8	5	5	51

APPENDIX II

SCORING CRITERIA TABLE USED IN EVALUATION

Relationship to Township Plans										
0	1	2	3	4	5	6	7	8	9	10
The project does not relate to or address any stated Township policy or document			<---->	The project relates indirectly to a stated Township policy, follows up on previous recommendations			<---->	The project directly addresses a stated Goal or Policy from the BOT or a Township vision document		

Continuation of Ongoing Projects										
0	1	2	3	4	5	6	7	8	9	10
The project negatively effects one or more ongoing project(s) in the Township			<---->	The project has little or no effect on any ongoing or planned project in the Township			<---->	The project builds on or positively effects one or more ongoing project(s) in the Township		

Effects on Township Operational Costs and Benefits										
0	1	2	3	4	5	6	7	8	9	10
The project is funded solely/mostly by the Township, will require high maintenance costs, and may negatively effect the Township's operating costs			<---->	The project has positive or neutral impact on the Township's General Fund Budget, is at least partially paid for by outside sources, and requires minimal future investments			<---->	The project has a positive impact on the Township's General Fund Budget, incorporates contributions from outside sources, and does not require any unsustainable future investments		

Public Health and Safety										
0	1	2	3	4	5	6	7	8	9	10
The effects of the project negatively impact the public health and safety of the community.			<---->	The project has minimal or no impact to the public health and safety of the community.			<---->	The project results in a positive impact on the health and safety of the community.		

Quality of Life										
0	1	2	3	4	5	6	7	8	9	10
The project will negatively effect the overall quality of life in the Township.			<---->	The project has neutral or minimal impact on the quality of life in the Township.			<---->	The project adds to the quality of life that the Township enjoys.		

Environment and Natural Resources										
0	1	2	3	4	5	6	7	8	9	10
The project threatens a natural resource in the community, or negatively impacts the environment of the Township.			<---->	The project has minimal impact on the Township's environment or natural resources, or does not directly or indirectly address environmental issues.			<---->	The project positively effects the environment in the Township, or has a positive impact on a natural resource in the community.		

Economic Development										
0	1	2	3	4	5	6	7	8	9	10
The project does not add to the Township tax base, does not directly or indirectly facilitate jobs, and does not positively impact surrounding neighborhoods and their associated property values			<---->	The project adds to the Township tax base, facilitates a job-producing environment, or positively impacts surrounding property values, or a combination of two criteria			<---->	The project adds to the Township tax base, facilitates a job-producing environment, and positively impacts surrounding property values		

* Township Plans cited should directly relate to the Master Plan, Parks & Rec Plan, or similar officially adopted Township document

APPENDIX III

LIST OF BOARD-APPROVED CIP PROJECTS, YEARS 2009 - 2016

The following is a list of projects recommended to the Board of Trustees which were approved to be funded. No notes indicate that there was little or no information found for that project at this time; further research is required. This list should be viewed as a first attempt to aggregate scattered records, and as such is may be incomplete or incorrect. Cooperation and communication between the Planning Commission and Board of Trustees will facilitate a complete record moving forward.

Beginning in 2014, road, sewer and replacement projects that were previously considered under the CIP process are no longer considered. Road, sewer, and replacement projects that were approved in previous years are listed here, but will not be included in subsequent years.

2009

- Road Maintenance Projects - (\$120,000) **
 - Funded and spent.
- Sanitary Sewer Interceptor Project – (\$2,700,000) **
- Sidewalk and Non-Motorized Pathway Construction Phase I – (\$50,000)
- Township Activity Center Streetscape Study – (\$31,400)
- Police Department Vehicle Replacement – (\$116,160)
- Bath Library Site Study – (\$2,000)
- Pleasant Hill Cemetery Roadway Improvement – (\$50,000)

2010

- Non-Motorized Pathway – (\$50,000)
- Park Lake Trail Property Purchase – (\$300,000)

- Parks Improvement Project – (\$60,000)
- State Road Extension Feasibility Study – (\$60,000)

2011

- Annual Road Maintenance Program – (\$200,000) **
 - Funded and spent.
- Annual Sanitary Sewer Maintenance Program – (\$200,000) **
- Non-Motorized Pathway – (\$50,000)
- Park Lake Trail Property Purchase – (\$300,000)
- Parks Improvement Project – (\$60,000)
- State Road Extension Feasibility Study – (\$60,000)
- Outdoor Warning Systems Upgrade – (\$150,000)

2012

- Annual Road Maintenance Program – (\$200,000) **
 - Funded and spent.
- Sidewalk and Non-Motorized Pathway – (\$40,000)
 - Funded and spent.

2013

- Annual Road Maintenance Program – (\$250,000) **
 - Funded and spent.
- Village Sidewalk Replacement – (\$30,000)
 - To date, roughly \$17,000 has been spent on this study. The Board has moved to spend the remainder of this money on construction/replacement of walks, and will consider completing the study in the future.
- Community-Wide Broadband Internet – (\$100,000)

- While approved for funding in the 2014 budget, it was decided that there was more research to complete prior to implementation.

2014

- Senior Center Kitchen – (\$50,000)
 - Funded and spent.

2015

- Bathrooms at James Couzens Park – (\$35,000)
 - This project received partial funding from its full request of \$57,000. Sidewalks that were proposed but not funded in this year's request were carried over into Parks and Recreation's 2016 proposal.

2016

- Bathrooms at James Couzens Park – (\$35,000)
 - This project, while approved, was not built when bids came in significantly higher than the project was budgeted for.