

## 2020 Capital Improvement Plan Timeline, Definition, and Criteria

The Michigan Planning Enabling Act stipulates that Planning Commissions in Townships which operate public 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 budgeting tool for planning a community's capital expenditures. This tool is intended to coordinate community planning efforts, 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. The capital improvements program is a plan for capital expenditures that extends five years beyond the capital budget.

Last year's CIP was improved and reflected the Township's capital projects more completely. As a result, this year's CIP application involves reviewing last year's projects to ensure that the projects approved last year are still on track. In addition, this year's CIP application asks what new projects can be added to the CIP, especially in the out years.

### Capital Improvement Plan 2020 Timeline

**February 18:** CIP kickoff meeting and project submission window opens (6 weeks)

**June 9:** Project submissions due

**June 23:** Applicants attend the Planning Commission meeting to discuss their proposals

**July 21:** Planning Commission scores and ranks submitted projects

**July 28:** Draft CIP written

**August 11:** Planning Commission review of CIP

**August 25:** Planning Commission adoption of CIP

**September 8:** Board acceptance and/or adoption of CIP

### Capital Improvement Plan (CIP):

The CIP is a budgeting tool that plans for a 6-year investment schedule of public structures and improvements, as recommended by the Planning Commission to the Township Board. The program has no specific funding allocated within the overall Township budget, nor is it an expectation that any project, no matter how favorably it is scored, will be included in the budget for the coming year. Capital Investments proposed within the CIP are intended to be evaluated and considered relative to established goals and objectives spelled out in established Township plans. Development of the CIP is an administrative responsibility of the Planning Commission

and it shall be the Planning Commission's responsibility to publish and recommend a draft document annually to the Board of Trustees. The Board of Trustees may, at its discretion, charge another administrative body, individual, or itself with the responsibility to propose a draft Capital Improvement Plan.

### Capital Improvement Projects:

Capital improvement projects are currently defined as permanent, physical or system improvements that cost at least \$20,000, or significant equipment purchases in excess of \$20,000 and add value to the Township. Examples of capital improvement projects are parks, government facilities, roads, and sewers.

Typical projects considered include:

- Construction or large-scale rehabilitation of public structures
- Construction or large-scale rehabilitation of roads
- Construction or large-scale rehabilitation of sewers
- New equipment and machinery purchases in excess of \$20,000
- 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

Projects which are generally not considered:

- Routine maintenance and repairs of equipment and machinery
- Routine maintenance of road and sewer systems
- Costs for programming not associated with a fixed asset
- Projects that already have established funding sources which are not accounted for, or those with more appropriate funding alternatives

### Planning Department Pre-Submission Meetings

If applicants have questions, they can schedule a time to discuss the submission in concept with the Township Superintendent. The Superintendent can assist with identifying challenges in the application prior to submission.

For more details or to schedule an appointment, contact Superintendent Karen Hildebrant by email at [khildebrant@bathtownship.us](mailto:khildebrant@bathtownship.us) or by phone at (517) 641-6728.

### Connection to Established Plans and Strategies

The Planning Commission recognizes the importance of coordinated planning and budgeting practices. In order for projects to be included in the CIP, the project shall be clearly referenced in established Township Plans.

An established Township plan may include:

- Township Strategic Plan
- Comprehensive Land Use Plan

- 5-year Parks and Recreation Plan
- Non-Motorized Plan
- DDA Plan
- Main Street Plan

Other plans that have been developed by local boards and committees may be acceptable, provided that they have been introduced to and approved by the Board of Trustees as an official policy direction of the Township. Additional references to non-Township plans, such as county, regional, or state plans, may reinforce those projects that already meet the minimum requirements.

#### Non-Township Affiliated Submissions

CIP proposals from individuals, organizations, or businesses may be submitted for consideration, provided however, that the project in question is officially sponsored by a Township board, commission, or committee. Prior to submission, the proposal shall be approved through an official vote taken during a meeting of an official body. It should be noted that if a project such as this becomes incorporated into the Township budget, responsibilities of that investment over its lifespan may require the attention and oversight of the sponsor.

### Capital Improvement Project Evaluation Criteria:

The following criteria will be utilized by the Bath Charter Township Planning Commission in evaluating all requests for capital improvements. Each project will be defined as discretionary or non-discretionary. Discretionary and non-discretionary projects will be scored and compared to each project within the project type.

Please provide as complete an answer as you can for each item. This information will assist the Township and the Planning Commission in evaluating the request.

#### **Relationship to Township Plans and Goals/Priorities**

- *Does the proposal directly relate to policies in the Strategic Plan, Master Plan, Parks and Rec Plan, Non-Motorized Plan, etc.? Such documents can be found on the Township website, located at <http://www.bathtownship.us>*
- *Does the proposal directly address a stated goal or priority from the Township Strategic Plan? Located at: [http://www.bathtownship.us/images/pdf/Planning/2015strategicplan\\_final.pdf](http://www.bathtownship.us/images/pdf/Planning/2015strategicplan_final.pdf)*
- *Does the proposal implement some or all of the recommendations of a previous study? Studies that have been completed can be requested from Township staff.*
- *Does the proposal address a need or top priority from a Township department or committee? If so, what need and how high of a priority?*
- *Does the proposal positively support an adjacent municipality's plans and goals/priorities? If so, how does the proposal mutually benefit both municipalities?*

#### **Continuation of Ongoing Projects**

- *How does the proposal amend/build onto the implementation of a Capital Improvement Project which was previously funded? Which project?*
- *Does the proposal significantly alter the plans or funding estimate of the original project?*
- *Does implementing the proposal in conjunction with an ongoing project significantly decrease overall costs to the Township? Please quantify to the best of your abilities how a project would do so, and include how the estimate was calculated.*

#### **Effects on Township Operational Costs and Benefits**

- *Do the proposal's annual operating costs have a positive impact on the Township's General Fund Budget? How can this generate additional tax revenue? How can it reduce operating costs?*
- *What sources outside of the Township are ready and available for use on this proposal?*
- *What are the foreseeable significant investments that will be required to complete or maintain the proposal?*
- *Is this proposal to be paid for by a grant? If so, what grant?*

- *Is the proposal required to maintain or significantly improve existing Township services or infrastructure? What infrastructure system would the proposal serve, and how is it meant to improve the system as it currently functions?*
- *How does the cost of deferring the proposal outweigh the cost of funding it this fiscal year (costs can be fiscal, operational, convenience to public, etc.)?*

### **Public Health and Safety**

- *Does the proposal improve or address a health, safety, or welfare issue in the Township? Please explain.*

### **Quality of Life**

- *Does the proposal equitably affect (either positively or negatively) a broad group of citizens, or is the focus narrow in scope? What groups benefit? A larger intended group of beneficiaries is more favorable.*

### **Economic Development**

- *How does the proposal add to the Township tax base and promote economic development (create jobs, increase Township desirability, etc.)?*
- *What potential does the proposal have to positively impact property values and/or stabilize nearby neighborhoods?*

### **Environment and Natural Resources**

- *How does the proposal improve the community's appearance or enhance environmental protection efforts? Please provide examples.*
- *How does the proposal capitalize on physical or environmental features that are unique to the Township?*

### **Mandates**

- *Does the proposal specifically address a legal requirement relating to health and safety? What is the mandate?*