

GENOA TOWNSHIP
CAPITAL IMPROVEMENTS PLAN
2013-2019



TABLE OF CONTENTS

INTRODUCTION.....	pg 3
PROJECT PRIORITIZATION.....	pg 4
FINANCIAL SUMMARY.....	pg 5
BALANCE SHEET.....	pg 9
REVENUE & EXPENDITURES GRAPHS.....	pg 10
LAND AND MAJOR FACILITIES.....	pg 11
SERVICES SUPPORT.....	pg 24
ROADS.....	pg 35
SIDEWALKS.....	pg 38

INTRODUCTION

Capital improvements represent significant policy decisions for local government. Outlined herein is the draft Genoa Charter Township Capital Improvements Program (CIP) for the next six fiscal years. The CIP is a process for budgeting for large-scale public expenditures that are expected to have a relatively long life. There are five primary reasons for doing a CIP:

BETTER PLANNING – A CIP enables a community to plan in the present for future needs. It allows the Township Board, with advice from the Planning Commission, to examine alternatives available in relation to constraints, fiscal and otherwise, that exist. It allows for orderly development and the most efficient use of capital expenditures consistent with expected revenues.

PRIORITY DETERMINATION – The program is an attempt to rank projects in order of importance using the welfare of the entire community as the criterion.

COORDINATION OF CAPITAL AND OPERATING BUDGETS – The systematic comparison of the capital budget with the operating budget affords the opportunity to coordinate the factors of timing and available funds. Also, analyzing all projects at once often reveals interrelationships of project that may be overlooked by isolated department heads.

ECONOMY – No municipality has enough money to fund all the things it would like to do. *The single most important reason for a CIP is to ensure that the available funds are spent wisely.*

PARTICIPATION – The process involves a broad group of participants including the Public, Township Board, Planning Commission and Township Staff.

A successful CIP review process is critical to ensure proper funding to meet Genoa's equipment and infrastructure needs. We would like to thank all Township Staff involved in the preparation of this document especially: Adam VanTassell, Tesha Humphriss, Greg Tatara, Angie Williams.

Respectfully Submitted,

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PROJECT PRIORITIZATION

The projects are placed into the appropriate funding priority group in relation to their necessity and urgency. While many communities have weighted ranking systems, this approach for prioritizing projects appears to be more reasonable for the needs of the Township. The following classification is used to prioritize proposed projects:

Priority A – Essential

Urgent, high-priority projects that should be done if possible. These include projects that are required to complete a major public improvement; projects would address an emergency, or remedy a condition dangerous to public health, welfare, and safety, projects that would provide facilities for a critically needed community program; projects needed to correct an inequitable distribution of public improvements in the past and projects vital to the economic stability of the Township. A special effort is made to find sufficient funding for all of the projects in this group.

Priority B – Desirable

High-priority projects that should be done as funding becomes available. These include projects that would benefit the community, and projects whose validity of planning and validity of timing have been established.

Priority C – Acceptable

Worthwhile projects to be considered if funding is available. These are projects that are adequately planned, but not absolutely required, and should be deferred to a subsequent year if budget reductions are necessary.

Priority D – Deferrable

Low-priority projects which are desirable but not essential and can be postponed without detriment to present services.

FINANCIAL SUMMARY INFORMATION

REVENUES

The capital budget is only as good as the plan for financing the proposed projects. Financing of capital improvements can be accomplished in a variety of ways; analysis of available revenue sources strongly relates to how project proposals are ranked and to what projects can be implemented in a prudent manner.

In enterprise financing, funds are accumulated in advance for capital requirements. Priorities are identified and weighted depending on their relative funding levels. This CIP specifies transfers out under the broad heading “General Fund” as well as the specific enterprise funds financed by the General Fund. The following is a list of the recommended means by which the proposed CIP is to be funded:

General Fund #271

As noted above, a number of sources fall under the umbrella of general fund transfers. Total 2013/2019 CIP General Fund expenditures.

General Fund Road Improvement #101

A varying amount of roughly \$300,000 per year is set aside for Township road improvements. This amount would increase greatly if there is a larger project planned where increased funds would be required. These projects are of a smaller scale than the #261 Road Fund projects. The projects identified in this CIP are a combination of crushed limestone placement, overlays, crack seal and limited paving.

General Fund Road Improvement #261

This revenue source represents money set aside in a separate account for large ticket road development projects. \$200,000 per year has been allocated for a number of years. This CIP contemplates continuing transfers and the expenditure of the account’s fund balance. There are several large projects identified in this plan.

General Fund Road/Lake Reimbursement #264

In recent years, the Township has adopted a policy of matching subdivision road improvement special assessment districts at a rate of 25%. Expenditures from this account can be sporadic and reactive. It has proven useful in making local projects more attractive for our customers. It also allows the Township to partner with residents to achieve much greater impact at a lower cost to the General Fund. This fund has received \$350,000 in 2013 with a proposed revenue of \$500,000 in 2014 and \$300,000 in 2015. This account acts as a rotating fund where the Township funds the entire project and is reimbursed over time, 75% property share for roads and 100% for Lake Chemung weed control, through a special assessment spread over a span of years that is comfortable for both the Township and the property owners. In past years, the share was normally spread over three years - however in more recent years in relation to the economy, this share is spread over 5 to 10 years. This directly relates to the large changes in the fund balance where it lags in growth when comparing it to ten years ago.

General Fund Future Development Parks and Recreation #270

Land acquisition for parks and recreation has been on the list of objectives for the Township since 2001. In 2002, the Township completed a Recreation Plan indicating prospective sites for acquisition. Transfers into the fund are generally \$250,000. At times there may be an increase in funds available. This escalation of funds would be a result of planned offers on land and/or recreational development. As of 2008, Genoa Township has been a part of the Howell Area Parks and Recreation Master Plan where also the City of Howell, Oceola Township and Marion Township are partners. This recognition by the Michigan Department of Natural Resources allows us to apply for DNR Trust Fund Grants. This CIP allows for sizable expenditure and assumes a successful grant application. Lastly, this fund now also includes pathways.

Marion Township Road Contribution

Fisk Road, a crushed limestone project, lies on the boundary between Marion and Genoa. As a jurisdictional boundary road, this CIP identifies a \$172,750 contribution from Marion Township. (Fisk – 10,725 ft. @ \$32.20/ft: Total limestone cost \$345,500)

SPECIAL ASSESSMENT DISTRICTS

Capital improvements that benefit particular properties, rather than a community as a whole, may be financed more equitably by special assessment: that, by those who directly benefit. Local improvements often financed by this method include new street improvements such as pavement, sidewalks, curb and gutter.

Weed Control, Special Assessment Districts

In order to manage weed growth and the lake ecosystem, weed control measures are taken every year. This form of lake management includes the setting of a herbicide with a weed harvest follow up later in the summer, as the lake reaches its warmest temperatures. Lake Chemung, Pardee Lake and Crooked Lake are part of this weed control program.

Roads, Special Assessment District (SAD)

Capital improvements that benefit particular properties, more than the community as a whole, may be financed more equitably by a special assessment. Actual costs associated with a project would be spread among the benefiting properties. Typically bonds are issued at a favorable municipal rate for a period of 20 years. The affected properties make payments on their taxes until the debt is retired. Depending on construction cost estimates, it is possible that the Township could finance the project internally and charge the district a reasonable interest rate after consultation with our Bond Counsel. The following are some individual special assessment districts: Glenway and Red Oaks.

FEDERAL AND STATE FUNDS

The federal and state governments make funds available to communities through grants and aid programs. The Township has no direct control over the amount of money received under these programs and some funds are directly tied to specific programs.

DTE Energy Foundation Tree Grant

DTE Energy provides grants to the communities it services in order to bring forth green initiatives, therefore providing grants for tree purchases.

Greenways Grant

The Community Foundation for Southeastern Michigan, through the Greenways Initiative awards grants to help local governments to plan and build greenways that connect people and communities.

Safe Routes to School Grant

Safe Routes to School provides grants to communities where children's safety to and from school could be improved. This grant would be utilized to construct a sidewalk along Crooked Lake Road to the Three Fires Elementary School located on the corner of Crooked Lake and South Latson.

Michigan Passport

This grant is awarded to local units of government in Michigan for the development of public recreational facilities. The program is focused on renovating and improving parks. This grant would be utilized for the improvements to the Township Hall park area.

DNR Trust Fund Recreation Grant

The DNR provides grants from a Recreation Trust Fund in order to help recreational aspects of communities. This grant would help construct more pathways around the Township Hall Park or to acquire recreational property.

Michigan Natural Resources Trust Fund

The Michigan Natural Resources Trust Fund (MNRTF) contributes funds for public recreational projects. This fund would help construct a baseball/softball complex at the Township Hall Park.

EXPENDITURES

Land and Major Facilities

Includes non-utility buildings or infrastructure involving new construction, maintenance and land acquisition as well as park acquisition, Township truck replacement and policy updates.

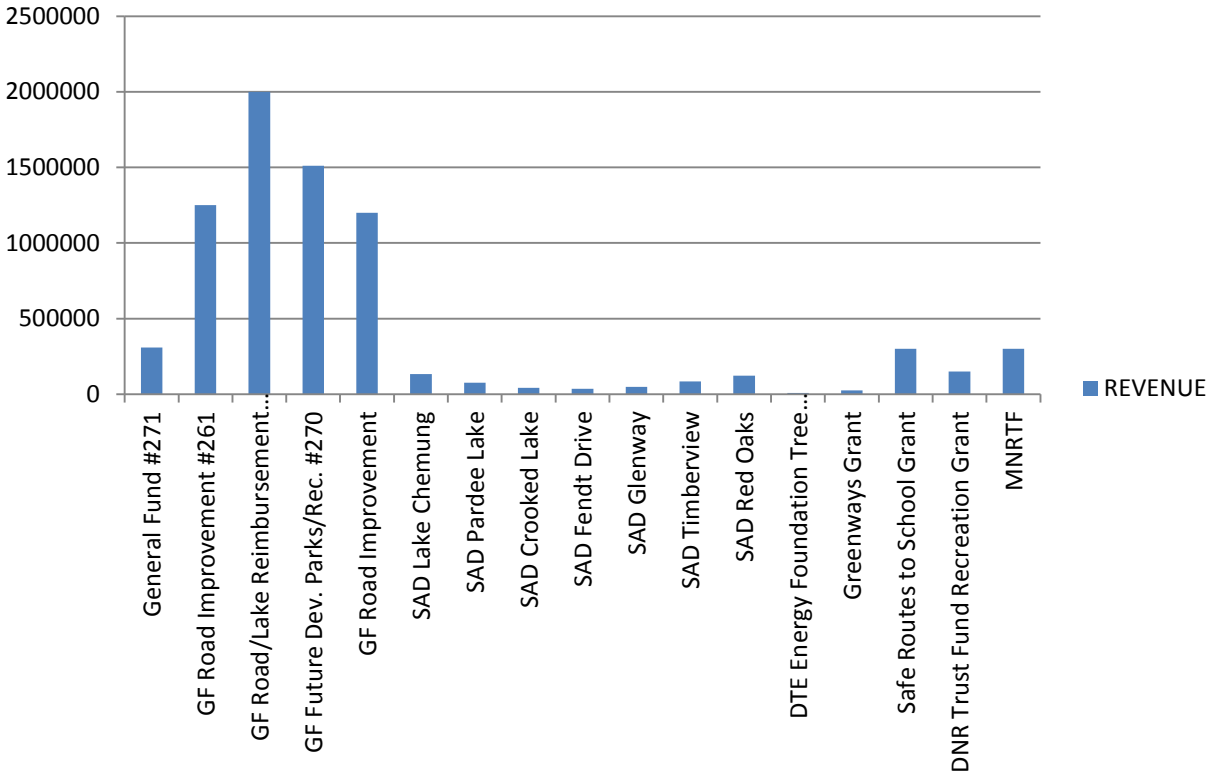
Services Support

Includes any technical purchases and upgrades, from hardware, programs, solar panels and telephones.

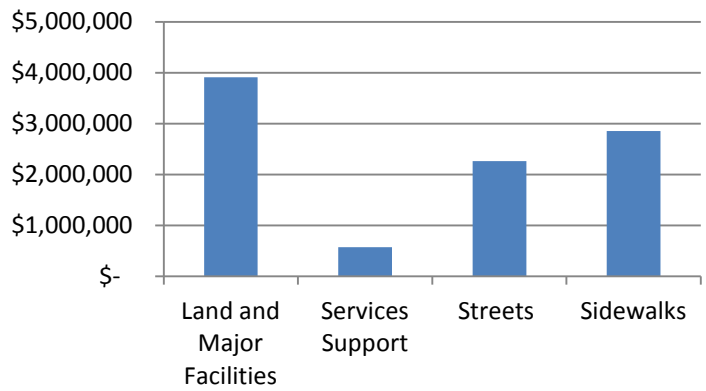
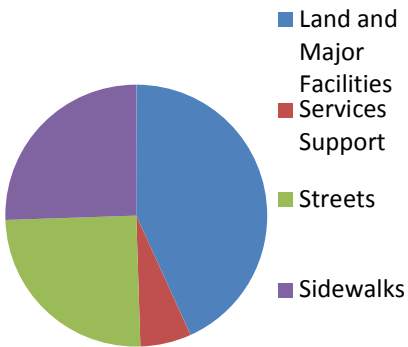
Streets & Sidewalks

Includes pavement management, new road construction, gravel road construction, sidewalks and bike paths.

REVENUE



Expenditures



2013-2019 CAPITAL IMPROVEMENTS

LAND AND MAJOR FACILITIES

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Twp Hall Landscape	DTE Energy Foundation Tree Grant	\$ 2,500		\$ 2,500		\$ 2,500		\$ 7,500
Athletic Field	GF #270	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 360,000
Park Acquisition	GF #270 & DNR Grant					\$ 650,000		\$ 650,000
Playground	GF #270	\$ 92,800						\$ 92,800
Softball/baseball Complex	MNRTF & GF #270				\$ 1,630,000			\$ 1,630,000
Athletic Field Benches and Bleachers	GF #270		\$ 10,000					\$ 10,000
Cemetery	GF #271			\$ 200,000				\$ 200,000
Twp Hall Carpet replacement	GF #271			\$ 15,300				\$ 15,300
Seal Coat Twp Hall Parking Lot	GF #271		\$ 10,000					\$ 10,000
Microsurface Twp Hall Driveway	GF #271		\$ 20,000					\$ 20,000
Intsall New Parking	GF #271		\$ 60,000					\$ 60,000
Twp Park Path System Ext.	GF #270 Greenways Grant & DNR Grant & Passport Grant			\$ 180,000				\$ 180,000
Township Truck Replacement	GF #271					\$ 25,000		\$ 25,000
GF #264 SAD Lake Chemung	GF #264	\$ 32,180	\$ 51,000	\$ 51,000				\$ 134,180
GF #264 SAD Pardee Lake	GF #264	\$ 25,200	\$ 25,200	\$ 25,200				\$ 75,600
GF #264 SAD Crooked Lake	GF #264		\$ 21,000	\$ 21,000				\$ 42,000
Twp Hall Master Plan Study	GF #271		\$ 20,000					\$ 20,000
TOTAL		\$212,680	\$277,200	\$555,000	\$1,690,000	\$737,500	\$ 60,000	\$3,532,380

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Township Hall Landscaping
Project Type: Land and Major Facilities
Useful Life: 40 years
Resubmittal/New Project: New Project
Priority: Desirable

PROJECT DESCRIPTION

Embellishment and upkeep of landscaping around the Township Hall. The Township has successfully applied for DNR Tree Grants in the past and will pursue future grants with the assistance of very active Township volunteers. As park land is acquired, this program could be applied to new properties as well. This should also include landscape furniture such as park benches and waste receptacles.

JUSTIFICATION

As a park, the planting of native species is seen as an enhancement of the Township property.

SCHEDULE

Plantings at the Township Hall have been taking place at various times over the years.

IMPACT ON OPERATING EXPENSES

The General Fund has set aside approximately \$2,500 every other year.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Twp Hall Landscape	DTE Energy Foundation Tree Grant	\$ 2,500		\$ 2,500		\$ 2,500		\$ 7,500

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Township Hall Athletic Field Maintenance
Project Type: Land and Major Facilities
Useful Life: 50 years
Resubmittal/New Project: New Project
Priority: Desirable

PROJECT DESCRIPTION

The Township Hall is situated on 45 acres of land. Preparing the fields for the athletic season and maintaining them is essential to their use.

JUSTIFICATION

Development of land for active recreation was identified in the 2002 Genoa Township Recreation Plan. A plan of similar nature, including Genoa Township, is included in the Howell Parks and Recreation Plan.

SCHEDULE

Pre-season prep and season long maintenance.

IMPACT ON OPERATING EXPENSES

Maintenance of the fields would be the responsibility of either SELCRA or Howell Parks and Recreation.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Athletic Field Prep.	G.F. Parks #270	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$360,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Park Acquisition
Project Type: Land & Major Facilities
Useful Life: Unlimited
Continuing/New Project: Continuing Project
Priority: Deferrable

PROJECT DESCRIPTION

Purchase of property for future Township recreational needs. The 2002 Genoa Township Recreation Plan has identified several large tracts of land that are suitable for a variety of uses. The Plan places a priority on property for active recreation. This project will involve a grant from the Michigan Natural Resources Trust Fund. One of the prerequisites for application was completion of a recreation plan.

JUSTIFICATION

The Township Board has identified recreational property acquisition as a goal. A recreation plan has been completed and identifies needs and properties for active and passive recreation.

SCHEDULE

The Township has set aside \$250,000 per year for property acquisition. The Township can let the fund grow by not utilizing it, thus having enough for an acquisition of a reasonable size.

IMPACT ON OPERATING EXPENSES

The initial concept is to acquire the property and then lease it to either SELCRA or Howell Parks and Recreation.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Park Acquisition	GF #270 & DNR Grant					\$650,000		\$ 650,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Township Hall Playground
Project Type: Land and Major Facilities
Useful Life: 20 years
Resubmittal/New Project: New Project
Priority: Acceptable

PROJECT DESCRIPTION

Additional playground equipment installation around the Township Hall park.

JUSTIFICATION

To create an outdoor recreational place for children in the Township.

SCHEDULE

Equipment assembly, safety checks and rubber surface installation would take about two weeks dependent on project size and weather.

IMPACT ON OPERATING EXPENSES

Maintenance of the equipment and rubber surface would need routine inspection and care.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Playground	GF #270	\$ 92,800						\$ 92,800

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Township Hall Baseball Field Complex
Project Type: Land and Major Facilities/Equipment
Useful Life: 20 years
Continuing/New Project: New Project
Priority: Desirable

PROJECT DESCRIPTION

Baseball field complex and accommodating parking and facilities.

JUSTIFICATION

To increase Genoa Township recreational facilities and expand parks amenities.

SCHEDULE

Field grading, soil preparation and equipment installation could take up to 3 months.

IMPACT ON OPERATING EXPENSES

The expenses will be covered primarily by lease arrangements with HARPA and SELCRA while the remainder is covered by the general fund.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Softball/baseball Complex	MNRTF & GF #270				\$ 1,630,000			\$ 1,630,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Township Hall Athletic Field Benches and Bleachers
 Project Type: Land and Major Facilities
 Useful Life: 25 years
 Resubmittal/New Project: New Project
 Priority: Desirable

PROJECT DESCRIPTION

The Township Hall is situated on 45 acres of land. At the adjacent athletic fields, there is a need for benches and bleachers for both players and spectators. Product could be 15 ft or 21 ft long.

JUSTIFICATION

Development and preparation of land for active recreation was identified in the 2002 Genoa Township Recreation Plan. A plan of similar nature including Genoa Township is included in the Howell Parks and Recreation Plan.

SCHEDULE

Installation time required and routine maintenance and inspection.

IMPACT ON OPERATING EXPENSES

This is a one-time expense.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Athletic Field Benches and Bleachers	GF #270		\$ 10,000					\$ 10,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Cemetery
Project Type: Land and Major Facilities
Useful Life: Unlimited
Resubmittal/New Project: New Project
Priority: Deferrable

PROJECT DESCRIPTION

Acquiring and designating land for cemetery use.

JUSTIFICATION

Currently, the Township has one cemetery that is near capacity. People often want to be buried in their hometown and the Township can provide this service to the residents.

SCHEDULE

Ideally, the land could be purchased near the later years of the CIP. It would need to be properly landscaped and paths should be set in appropriate places, as well as vehicle parking.

IMPACT ON OPERATING EXPENSES

The initial concept is to acquire the property and prepare it for the type of cemetery projected to be the best fit and from there landscape or prepare the land accordingly.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Cemetery	GF #271			\$200,000				\$ 200,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Township Carpet Replacement
Project Type: Land and Major Facilities/Equipment
Useful Life: 20 years
Continuing/New Project: New Project
Priority: Desirable

PROJECT DESCRIPTION

Replacement of existing carpet in the Township Administration building. Removal of existing carpet and installation of new carpet outlays \$2.50/ sq. ft.

JUSTIFICATION

The existing carpet is almost 20 years old and expected wear and tear is visible.

SCHEDULE

Preparation, removal and installation should take about one week.

IMPACT ON OPERATING EXPENSES

The administration building would need to be closed for a few days to complete installation.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Twp Hall Carpet replacement	GF #271			\$ 15,300				\$ 15,300

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Seal Coat Parking Lot & Microsurface Driveway at Township Hall & Install New Parking
 Project Type: Land and Major Facilities/Equipment
 Useful Life: Unlimited
 Continuing/New Project: New Project
 Priority: Desirable

PROJECT DESCRIPTION

Since the Township Hall was built the parking lot and driveway have not been completed. The Parking lot section requires seal coating while the driveway needs to be microsurfaced. Additional parking is required with increasing popularity of the athletic complex and Township Park.

JUSTIFICATION

To finalize and seal the drive and parking lot to prevent asphalt deterioration.

SCHEDULE

About 3 weeks of work.

IMPACT ON OPERATING EXPENSES

The expenses will be covered by the general fund.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Seal Coat Twp Hall Parking Lot	GF #271		\$ 10,000					\$ 10,000
Microsurface Twp Hall Driveway	GF #271		\$ 20,000					\$ 20,000
Intsall New Parking	GF #271		\$ 60,000					\$ 60,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Township Park Path System
 Project Type: Land and Major Facilities/Equipment
 Useful Life: Unlimited
 Continuing/New Project: New Project
 Priority: Desirable

PROJECT DESCRIPTION

Complete a 5 mile loop by continuing the park path system around the Township Hall.

JUSTIFICATION

To promote health and provide recreational activities to residents.

SCHEDULE

About 3 weeks of work.

IMPACT ON OPERATING EXPENSES

The expenses will be covered by the general fund.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Twp Park Path System Ext.	GF #270 Greenways Grant & DNR Grant & Passport Grant			\$180,000				\$ 180,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Township Truck
 Project Type: Vehicles and Equipment
 Useful Life: 5 years
 Continuing/New Project: New Project
 Priority: Desirable

PROJECT DESCRIPTION

Purchase and regular replacement of the Township pick-up truck. Vehicle should be full size, regular cab, four-wheel drive.

JUSTIFICATION

The Township truck is used primarily by the Code Enforcement Officer and Assessing. A pick-up is functional especially for removing illegal signs and moving voting machines for elections. Other employees occasionally use the truck for picking up supplies or attending to inspections and field work.

SCHEDULE

The current truck is still in usable condition but is 10 years old and should be replaced.

IMPACT ON OPERATING EXPENSES

Fuel expenses, tires and repair and maintenance are paid out of the General Fund.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Township Truck Replacement	GF #271					\$ 25,000		\$ 25,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Township Hall Master Plan Study
Project Type: Land and Major Facilities/Equipment
Useful Life: 7 years
Continuing/New Project: New Project
Priority: Desirable

PROJECT DESCRIPTION

Complete a study for a master plan of the Township Hall and surrounding facilities and amenities.

JUSTIFICATION

To plan for future developments that promote health and provide recreational activities to residents.

SCHEDULE

About 3 months of work.

IMPACT ON OPERATING EXPENSES

The expenses will be covered by the general fund.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Twp Hall Master Plan Study	GF #271		\$ 20,000					\$ 20,000

2013-2019 CAPITAL IMPROVEMENTS

SERVICES SUPPORT

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Desktop rotation	GF #271			\$ 6,000	\$ 6,000	\$ 6,000		\$ 18,000
Tablet Rotation	GF #271				\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000
Board room AV upgrades	GF #271	\$ 6,325						\$ 6,325
Server replacements	GF #271				\$ 10,000			\$ 10,000
Software								
<i>ArcGIS Online</i>	GF #271	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 15,000
<i>City Works (MHOG)</i>	GF #271	\$ 65,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$265,000
<i>Office 365</i>	GF #271	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 54,000
<i>BSA</i>	GF #271	\$ 8,700	\$ 8,700	\$ 9,400	\$ 9,400	\$ 10,100	\$ 10,100	\$ 56,400
<i>Springbrook</i>	GF #271	\$ 5,800	\$ 6,000	\$ 6,200	\$ 6,400	\$ 6,600	\$ 6,800	\$ 37,800
<i>ArcGIS Map</i>	GF #271	\$ 3,200	\$ 3,200	\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,000	\$ 24,400
Copier replacement	GF #271	\$ 10,000		\$ 12,000		\$ 1,000		\$ 23,000
Printer replacement	GF #271		\$ 4,000					\$ 4,000
Pavillion Solar Panels	GF #271		\$ 35,000					\$ 35,000
Phones System	GF #271	\$ 2,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 11,200
Zoning Ordinance Update	GF #271	\$ 50,000						\$ 50,000
TOTAL		\$ 163,225	\$ 110,100	\$ 90,800	\$ 92,000	\$ 84,900	\$ 78,100	\$ 619,125

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Computer Rotation
Project Type: Services Support
Useful Life: 5 Years
Continuing/New Project: Continuing
Project Priority: Essential

PROJECT DESCRIPTION

Standardized program for the replacement of computer workstations. We currently have about 25 computer assets. Staff has devised a schedule to replace machines approximately every three to five years.

JUSTIFICATION

With continuing upgrades in software, we have found that the useful life of a workstation is approximately three to five years. When the machines start to become obsolete, our worker productivity begins to suffer and costs associated with maintenance begin to increase. By standardizing a replacement schedule, we will spread the capital costs of new equipment and keep employee efficiency high.

IMPACT ON OPERATING EXPENSES

New machines will reduce ongoing maintenance costs. Improved technology reduces the need for increasing staff size.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Desktop rotation	GF #271			\$ 6,000	\$ 6,000	\$ 6,000		\$ 18,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Tablet Rotation
Project Type: Services Support
Useful Life: 10 Years
Continuing/New Project: Continuing
Project Priority: Desirable

PROJECT DESCRIPTION

Standardized program for the replacement of tablets. We currently have 19 tablets. Staff has devised a schedule to replace tablets approximately every three to ten years.

JUSTIFICATION

With continuing upgrades in software and technology, we have found that the useful life of a tablet is approximately three to ten years. When the tablets start to become obsolete, our worker productivity begins to suffer and costs associated with maintenance begin to increase. By standardizing a replacement schedule, we will spread the capital costs of new equipment and keep employee efficiency high.

IMPACT ON OPERATING EXPENSES

New machines will reduce ongoing maintenance costs. Improved technology reduces the need for increasing staff size.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Tablet Rotation	GF #271				\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Boardroom AV
Project Type: Services Support
Useful Life: 10 Years
Continuing/New Project: New Project
Project Priority: Desirable

PROJECT DESCRIPTION

Upgrade and purchase audio, projection equipment and screen for Township Board room. This system will allow for blueprints to be laid flat on a table and projected onto a screen via a ceiling mounted camera. We will also be able to project different media including video, compact disc and computer images such as Power Point.

JUSTIFICATION

During Public Hearings, our audience has a difficult time viewing plans for proposed projects. The architect or engineer typically addresses the Board, Planning Commission or ZBA and orientates his or her materials accordingly. The public has a difficult time following the discussion because they are unable to see the blueprint. This diminishes the efficacy of our public hearings.

We have also received an increasing number of requests for different kinds of media. Most design professionals now have the ability to project their information in three dimensions using computer-generated images. Power Point, videos and compact discs are other useful applications we will be able to project. The proposal also includes modules for the hearing impaired which may be required under the Americans with Disabilities Act.

SCHEDULE

Approximately two weeks will be required for installation. We will try to schedule installation during the period of the year when agendas are shortest which is generally January or February.

IMPACT ON OPERATING EXPENSES

Nominal cost increases related to energy and maintenance.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Board room AV upgrades	GF #271	\$ 6,325						\$ 6,325

GENOA TOWNSHIP 2003-2009 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Server Replacements
Project Type: Services Support
Useful Life: 7 Years
Continuing/New Project: Continuing Project
Project Priority: Essential

PROJECT DESCRIPTION

Maintain Township information systems network.

JUSTIFICATION

Update technology and be in conformance with software and hardware required to maintain full communication with staff and residents.

SCHEDULE

Three days to transfer from old server to new server and to set up the new server in working order.

IMPACT ON OPERATING EXPENSES

Nominal cost increases related to energy and maintenance.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Server replacements	GF #271				\$ 10,000			\$ 10,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Computer Software Maintenance
 Project Type: Services Support
 Useful Life: Yearly-Various
 Continuing/New Project: Continuing
 Project Priority: Essential

PROJECT DESCRIPTION

Standardized program for the maintenance of computer software.

JUSTIFICATION

With continuing upgrades in software applications, we have found that there are required program upgrades and maintenance often at a yearly expense. When programs start to become outdated, our worker productivity begins to suffer and costs associated with maintenance begin to increase. By standardizing a maintenance schedule, we will spread the capital costs of new and updated programs and keep employee efficiency high.

IMPACT ON OPERATING EXPENSES

Improved technology reduces the need for increasing staff size.

SCHEDULE

Annual maintenance for programs upgrades. Prices often increase from year to year.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
<i>ArcGIS Online</i>	GF #271	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 15,000
<i>City Works (MHOG)</i>	GF #271	\$ 65,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 265,000
<i>Office 365</i>	GF #271	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 54,000
<i>BSA</i>	GF #271	\$ 8,700	\$ 8,700	\$ 9,400	\$ 9,400	\$ 10,100	\$ 10,100	\$ 56,400
<i>Springbrook</i>	GF #271	\$ 5,800	\$ 6,000	\$ 6,200	\$ 6,400	\$ 6,600	\$ 6,800	\$ 37,800
<i>ArcGIS Map</i>	GF #271	\$ 3,200	\$ 3,200	\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,000	\$ 24,400

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Copier
Project Type: Services Support
Useful Life: 5 years
Continuing/New Project: New Project
Project Priority: Desirable

PROJECT DESCRIPTION

Purchase of a machine to provide copies and serve as primary network printer in both black and white and color. The plotter is necessary for printing large maps and images.

JUSTIFICATION

Required piece of office equipment. Township Staff generate a large number of copies. Routine replacement is expected to be necessary.

SCHEDULE

The current copiers have been serviced several times and need immediate replacement. The color copier is faring well but will require replacement in 3 years. The plotter computer system will needs upgrades or replacement in 5 years. This CIP anticipates replacement of the copier every five years.

IMPACT ON OPERATING EXPENSES

Repair and routine maintenance are paid out of the general fund. Keeping the machines current should nominally reduce operating expenses.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Copier replacement	GF #271	\$ 10,000		\$ 12,000		\$ 1,000		\$ 23,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Printer Replacement
 Project Type: Services Support
 Useful Life: 5 Years
 Continuing/New Project: New Project
 Project Priority: Desirable

PROJECT DESCRIPTION

Purchase of machines to provide document printing and serve the departments in need.

JUSTIFICATION

Required piece of office equipment. Township Staff generate a large number of prints. Routine replacement is expected to be necessary.

SCHEDULE

Current printers are currently functioning well but will be due for replacements next year. The CIP anticipates replacement printers every five years.

IMPACT ON OPERATING EXPENSES

Repair and routine maintenance are paid out of the general fund. Keeping the machine current should nominally reduce operating expenses.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Printer replacement	GF #271		\$ 4,000					\$ 4,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Pavilion Solar Panels
Project Type: Services Support
Useful Life: 10 Years
Continuing/New Project: New Project
Project Priority: Acceptable

PROJECT DESCRIPTION

Purchase of solar panels from The Green Panel to provide clean energy to the Township Administrative building.

JUSTIFICATION

This clean energy source is the Township's contribution to sustainability.

SCHEDULE

Installation will take a few days, the system must be hooked up to our energy tracking program

IMPACT ON OPERATING EXPENSES

Repair and routine maintenance are non-costly and covered by The Green Panel company.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Pavillion Solar Panels	GF #271		\$ 35,000					\$ 35,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Phone System Replacement
Project Type: Vehicles And Equipment
Useful Life: 7 Years
Continuing/New Project: Continuing
Project Priority: Desirable

PROJECT DESCRIPTION

Purchase of a new phone system for the Township Hall.

JUSTIFICATION

Current phone system has numerous issues that affect employee work

IMPACT ON OPERATING EXPENSES

Reuse of existing phones but change the system/provider. Improved technology reduces the need for increasing staff size.

SCHEDULE

One-time fee and installation then a yearly fee and maintenance as required.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Phones System	GF #271	\$ 2,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 11,200

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Township Zoning Ordinance
Project Type: Services Support
Useful Life: 5-10 years
Continuing/New Project: New Project
Priority: Desirable

PROJECT DESCRIPTION

Replacement of existing Zoning Ordinance. Several updates and changes need to be made. With more people reading the ordinance on a computer, a web-friendly version should be made publically available.

JUSTIFICATION

The existing ordinance needs an overhaul with several changed in the Township, these issues need to be addressed in the ordinance to prevent future problems from arising.

SCHEDULE

About 6 months of work would be required from Township staff and the planning consultants.

IMPACT ON OPERATING EXPENSES

The expenses will be covered by the general fund.

EXPENDITURE SCHEDULE

PROJECT	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Zoning Ordinance Update	GF #271	\$ 50,000						\$ 50,000

CAPITAL IMPROVEMENTS 2013-2019

ROADS

ROAD PROJECTS	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
Brady	GF Road Improv.					\$ 200,000		\$ 200,000
Gray	GF Road Improv					\$ 70,000		\$ 70,000
Hubert	GF Road Improv		\$ 130,000					\$ 130,000
Brighton Rd (Treasure Lake to the Township limit)	GF Road Improv						\$ 160,000	\$ 160,000
Schafer	GF Road Improv						\$ 144,000	\$ 144,000
Bauer North	GF Road Improv			\$ 86,000				\$ 86,000
Euler	GF Road Improv			\$ 227,200				\$ 227,200
Fishbeck	GF Road Improv		\$ 160,000					\$ 160,000
Crooked Lake (Chilson to Fisk)	GF Road Improv & GF #261	\$ 490,000						\$ 490,000
Beck (from the tracks to Fisk)	GF Road Improv	\$ 246,500						\$ 246,500
Fisk	GF Road Improv/Marion Twp				\$ 345,500			\$ 345,500
GF #264 SAD Fendt Drive	GF #264	\$ 35,462						\$ 35,462
GF #264 SAD Glenway	GF #264	\$ 16,186	\$ 16,186	\$ 16,186				\$ 48,558
GF #264 SAD Red Oaks	GF #264		\$ 61,250	\$ 61,250				\$ 122,500
TOTAL		\$ 788,148	\$ 367,436	\$ 390,636	\$ 345,500	\$ 270,000	\$ 304,000	\$ 2,465,720

ADDITIONAL ROADS
COSTS TBD BY HRC ENGINEERING

Road Paving Projects	Cost
Cunningham Lake	TBD
Herbst	TBD
Beck (Chilson East to South Latson)	TBD
Crooked Lake (Chilson to Fishbeck)	TBD
Round-a-bout South Latson and Chilson	TBD
Round-a-bout Bauer	TBD
Round-a-bout Coon Lake and Chilson	TBD
Round-a-bout Brighton Rd and Chilson	TBD
Signal and Widening North Latson to Golf Club	TBD
Hughes Re-Pave	TBD
Grand Oaks	TBD
Bauer	TBD
Complete Streets – or Bike Lanes	TBD

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Future Road Improvements
Project Type: Streets and Sidewalks
Useful Life: 20
Resubmittal/New Project: Resubmittal
Priority: Acceptable

PROJECT DESCRIPTION

Dedication of funds for future road improvements. The Township sets aside \$200,000 per year for large, road related, capital improvements. The fund balance in this account (#261) and the first few years' appropriations are dedicated to the Crooked Lake Road paving project and others affected by the traffic changes due to the new Interchange on Latson Road and I-96. This project sheet describes future undedicated expenditures.

JUSTIFICATION

The Township has set a high priority on participating in large road improvement projects.

SCHEDULE

This project identifies expenditures from FY 13/14 to FY 18/19.

IMPACT ON OPERATING EXPENSES

General Fund appropriation as indicated costs supplied by HRC Consultant Engineers.

CAPITAL IMPROVEMENTS 2013-2019

SIDEWALKS

SIDEWALKS	FUND SOURCE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FUTURE	TOTAL
Brighton to Honors	GF #270			\$ 540,000					\$ 540,000
Chilson (Brighton to South Latson)	Passport Grant & GF #270				\$ 250,000				\$ 250,000
Grand River	GF #270								\$ -
<i>Latson to Sunrise, North side of GR</i>	GF #270	\$ 75,000							\$ 75,000
<i>Sunrise to Hughes, North Side of GR</i>	GF #270	\$ 150,000							\$ 150,000
<i>Hughes to Hubert, South side of GR</i>	GF #270		\$ 80,000						\$ 80,000
<i>Hubert to Hacker</i>	GF #270						\$ 275,000		\$ 275,000
Hughes	GF #270							\$ 510,000	\$ -
North Latson to Golf Club	GF #270	\$ 85,000							\$ 85,000
Power Corridor	GF #270							\$ 455,000	\$ -
Challis	GF #270				\$ 350,000				\$ 350,000
Dorr (Twp hall to Challis)	GF #270					\$ 275,000			\$ 275,000
Crooked Lake (South Latson to Dorr)	Safe Routes to School & GF #270		\$ 425,000						\$ 425,000
S Latson (Crooked Lake to Chilson)	GF #270	\$ 220,000							\$ 220,000
Chilson (Chilson Hills to Grand River)	GF #270			\$ 125,000					\$ 125,000
TOTAL		\$ 530,000	\$ 505,000	\$ 665,000	\$ 600,000	\$ 275,000	\$ 275,000	\$ 965,000	\$ 2,850,000

GENOA TOWNSHIP 2013-2019 CAPITAL IMPROVEMENTS PROGRAM

Project Title: Sidewalks and Greenways
Project Type: Streets & Sidewalks
Useful Life: 20 years
Resubmittal/New Project: Continuing Project
Priority: Desirable

PROJECT DESCRIPTION

Construction of pedestrian and bicycle paths throughout the Township. Also, preservation of corridors in a natural state. The Township has completed a recreation plan that will identify areas for installation. This program will be done in conjunction with park acquisition to link residents to recreational opportunities. Initial portion on Brighton Road has been completed. Future phases will connect and provide loops. Funds will also be allocated for filling in sidewalk gaps along Grand River.

JUSTIFICATION

Provides alternative to vehicular travel and greatly improves quality of life. Also provides a safe area outside of county road travel lanes.

SCHEDULE

Attached spreadsheet describes implementation. Schedule must be flexible to accommodate uncertainties related to grant applications.

IMPACT ON OPERATING EXPENSES

Annual General Fund Expenditure includes a \$250,000 rollover of funds allocated.