



Shelby Charter Township

FY
2014-
2019

Capital Improvement Plan

Shelby Charter Township
2014-2019 Capital Improvement Plan

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SECTION I: BACKGROUND INFORMATION, POLICIES AND PROCEDURES

INTRODUCTION

The Capital Improvement Plan (CIP) is an essential planning tool that will serve to guide Shelby Charter Township on the multi-year planning and management of its capital assets. The CIP promotes coordination between the township's capital and annual operating budgets, resulting in a greater capacity for sound budgetary practices and a focus on long-term sustainability. The township's CIP also provides a mechanism to stabilize the operating budget, by reducing large fluctuations often caused by capital purchases. The development of a CIP allows for the evaluation and prioritization of capital expenditures that are either necessary or desirable in the township's future.

The Michigan Planning and Enabling Act of 2008 provides for the development and implementation of the CIP. In addition to its legal foundations, the development of a CIP is recognized by many credit rating agencies as a critical planning and budget tool. The adoption of a CIP reflects a community's dedication to financial management and fiscal responsibility. Capital improvement planning is a practice also highly recommended by the Government Finance Officers Association, the Michigan Townships Association, the Michigan Municipal League, and a number of best practice guides for local government. As long-term plans and financial management mechanisms have become increasingly important, the township's development and adoption of a CIP will be a positive step in the right direction.

Goal of Shelby Charter Township's Capital Improvement Plan:

To plan for capital improvement projects and related expenditures in a fiscally responsible manner, while ensuring that all improvements coincide with the concerns of citizens and the goals and objectives expressed in Shelby Charter Township's Master Plan.

DEFINITIONS

"Capital Expenditures"

For purposes of the Township's Capital Improvement Plan, expenditures are considered capital if they meet the following criteria:

1. A physical asset or project with an expected useful life of at least 5 years.
 - a. Purchases of land, equipment, buildings or other major expenditures
 - b. Improvements to or replacement of existing assets

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- c. Recurring major capital outlays are included only if their replacement cycle is greater than five years
2. Costs \$10,000 or more
 - a. Includes associated engineering, site preparation, inspections, permits, and other ancillary costs

Examples of Capital Items Include:

- New building or building expansion
- Land purchase
- Sewer, water, storm sewer infrastructure improvements (not maintenance)
- Park land, some park equipment
- Streets, roads, sidewalks, bridges
- Other major expenditures that meet the definition of capital
- MAY INCLUDE large equipment items, such as fire trucks, police & fire radios, scheduled equipment replacement, computer systems, playground equipment, parking lots, heating & cooling systems
- DOES NOT INCLUDE: office furniture, small equipment, operating supplies, repairs that are maintenance related
- When in doubt, include project/purchase in capital request

CAPITAL IMPROVEMENT PLANNING PROCESS

Development of the CIP in Shelby Township is an annual process. The plan is prepared for a six-year period, with the first year being the upcoming budget year, followed by the next five years. Year 1 of the plan is adopted by the Township Board as part of its annual budget cycle, and expenditures are incorporated into the annual Township operating budget. Future years are intended for planning purposes, to help the Township prepare for anticipated future expenditures. Such preparation might include collaboration with other agencies, internal coordination, identification and pursuit of external funding sources, and budget allocation of necessary Township resources to ensure adequate resources are available in future years.

The CIP process begins with a department level review of existing assets. Each major asset is assessed with regard to current condition, expected remaining life, ability to meet intended needs, public health and safety impacts, efficiency and impact on operating budgets. Departments are encouraged to take preventive measures wherever possible to extend the useful life of an asset through service and maintenance, rather than simply allowing an asset to deteriorate and require replacement.

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Capital assets requiring replacement should be evaluated with respect to anticipated future needs, availability of alternative resources within the community, potential for expanding the function of the asset to increase its usefulness, and opportunities for collaboration with other agencies. The size, quality, location and function of a replacement asset may differ substantially from the asset being replaced.

Following the review of existing assets, each department submits project proposals based on needs anticipated for the following six years. The project proposals are submitted to the Capital Improvement Planning Committee. At a minimum, proposals must include a description of the project, estimated cost of the project, estimated duration, sources or potential sources of funding, and the anticipated impact on the operating budget.

Once submitted, the Capital Improvement Committee is charged with the task of evaluating and ranking each project proposal. Projects are categorized as “urgent,” “important,” or “desirable.” After members of the Capital Improvement Committee reach consensus on the ranking of each project, a draft Capital Improvement Plan is submitted to the Planning Commission for review. In this stage of the process, the Planning Commission evaluates the plan within the context of land use issues. This is also the time in which citizens are given opportunities to participate in the capital improvement planning process. Following the Commission’s review, the marked-up draft is sent back to the Capital Improvement Committee for revisions.

Upon completion of the review process and revisions, the Planning Commission submits the final Capital Improvement Plan draft to the Township Board of Trustees for approval. Once approved, the Board must also approve the necessary allocation of monies from the township’s capital and operating funds. This fund scheduling for capital improvement projects is known as the capital improvement “program.” The plan and its corresponding program must be reviewed and re-approved each subsequent year.

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CAPITAL IMPROVEMENT PLANNING TIMELINE

Exhibit 1



THE CIP AND THE OPERATING BUDGET

Development and adoption of the CIP serves as the Township's capital budget process (see page 3-1 for 2014 capital budget allocations). This process runs counter-cyclical to the development of the operating budget. The CIP calendar is summarized in Exhibit 1, above. The timing is arranged to allow the capital budget to be completed prior to the development of the operating budget. Once adopted, the capital budget is integrated into the operating budget, including the estimated operating budget impacts of approved capital expenditures.

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SCORING AND PRIORITY RANKING

The Capital Improvement Planning Committee is charged with the responsibility of scoring and ranking projects following Department Heads’ project submissions. Projects are scored on the following criteria:

- Health and Safety Impact
- Timing of Need
- Level of Service
- Ability to Proceed
- Project Funding
- Impact on Efficiency/Operating Budget
- Economic Development Impact

Priority Category	Characteristics
Urgent	<ul style="list-style-type: none"> • Corrects an emergency or condition dangerous to public health, safety, or welfare; • Complies with federal or state requirement whose implementation time frame is too short to allow for long or longer range planning; or • Is vital to the economic stability of the township
Important	<ul style="list-style-type: none"> • Prevents an emergency or condition dangerous to public health, safety, or welfare; • Is consistent with an adopted or anticipated component of the Township’s master plan, a federal or state requirement whose time frame allows for longer-range planning, or a Board-approved policy; • Is required to complete a major public improvement (this criterion is more important if the major improvement cannot function without the project being completed, and is less important if the project is not key to the functioning of another project); or • Provides for a critically needed community program
Desirable	<ul style="list-style-type: none"> • Provides a benefit to the community; • Worthwhile if funding becomes available; • Can be postponed without detriment to present services; or • Validity of planning or validity of timing have been established

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CIP POLICIES (2014-2019)

Preparation of the CIP and Project Selection

1. The Planning Commission of Shelby Township shall be charged with the development of a Capital Improvement Plan.
 - a. A CIP Committee, consisting minimally of the Planning Director, Finance Director and one additional Township Director, shall be appointed to administer the CIP process
2. The purpose of the CIP is to coordinate the township's operating budget with the township's major capital needs over a 6-year period. The CIP shall serve as a tool for the township's long-range capital expenditure planning.
3. The Capital Improvement Plan and the projects included shall inform the development of the township's annual capital budget
4. The development of the Capital Improvement Plan budget will be deliberately coordinated with the development of the township's operating budget, so as to enhance congruence between capital improvement projects and the township's operating budget expenses, and to help the Township prepare for anticipated future expenditures
5. All proposals for capital investment shall go through the CIP process.
6. At a minimum, project proposals must include:
 - a. a description of the project
 - b. estimated costs
 - c. estimated duration
 - d. sources or potential sources of project funding
 - e. impact on the operating budget
7. In order to qualify for inclusion on the CIP, projects:
 - a. Must be consistent with an adopted or anticipated component of the Township's Master Plan; a state or federal requirement; or a policy approved by the Township's legislative body; and
 - b. Constitute permanent, physical, or system improvements, or significant equipment purchases, with a minimum project cost of \$10,000; and
 - c. Add to the value or capacity of the infrastructure of the Township

Organizational Issues/Roles and Responsibilities

1. Department Heads

Department Heads are responsible for assessing their department's current assets. They are encouraged to assess the assets each year. Assets should be assessed with respect to:

- Current condition
- Expected remaining life
- Ability to meet intended needs
- Public health and safety impacts

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- Efficiency and impact on operating budgets

Department Heads are also responsible for submitting capital project proposals to the Capital Improvement Planning Committee.

2. Capital Improvement Planning Committee

The CIP Committee is responsible for sending out a call for capital improvement project proposals each year.

The committee is responsible for evaluating and ranking project proposals each year according to the township's established criteria.

The committee is responsible for drafting and submitting the Capital Improvement Plan proposed draft.

3. Planning Commission

The Planning Commission is responsible for the review of the Capital Improvement Plan draft within the context of the Master Plan and land use issues.

The Commission is responsible for encouraging public participation in the CIP planning process.

The Commission is responsible for the final review and submission of the Capital Improvement Plan to the Board of Trustees for approval.

4. Board of Trustees

The Board of Trustees is responsible for approving the Capital Improvement Plan each year.

The Board is responsible for approving funding for the CIP projects from both the capital and operating budgets.

The Board is responsible for ensuring that the township's capital and operating budgets are coordinated with respect to capital improvement projects each year.

Evaluation for the Prioritization of Projects

1. Capital Improvement Projects shall be evaluated with respect to the following criteria:
 - Impact on Public Health and Safety
 - Impact on the Operating Budget
 - Timing of Need
 - Impact on Levels of Service
 - Ability to Proceed
 - Source of Project Funding
 - Impact on Economic Development
2. Projects should generally be foreseen ahead of the time of need to allow time for planning long-term financing strategies or financing methods

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Project Funding

1. Capital Improvement Projects may be funded using the following sources. Funding sources are listed in descending order of desirability, beginning with the most desirable:
 - a. External Funds
 - i. Federal Grants
 - ii. State Grants
 - iii. County Grants
 - iv. Private Monies
 - b. Capital Project Funds
 - c. Operating Funds
 - d. Debt
 - i. General Obligation Bonds
 - ii. Revenue Bonds
 - iii. Special Assessments
2. In an instance in which the cost of a project is either over or under estimated:
 - a. Underestimated:
 - i. Review project scope and performance of contractor.
 - ii. Analyze need for more funding – i.e. cost overruns, unforeseen circumstances, new legal requirements.
 - iii. Execute budget amendments to secure necessary funds.
 - iv. Develop and present options with recommended action to the Governing Body
 - b. Overestimated:
 - i. Savings are reprogrammed in the next CIP.
 - ii. Analyze reasons for overestimation.

Adjustments/Revisions to the CIP

1. The process for the development, review and revisions of the Capital Improvement Plan shall follow the same schedule each year. As such, amendments and or revisions to the CIP shall take place during the prescribed time-frame.
2. In the event of unanticipated changes to the township's financial condition, major changes in a project's funding or timing, or an unanticipated change in the township's needs, the Board of Trustees may call for an emergency meeting of the Capital Improvement Planning Committee.
3. Emergency and unplanned capital expenditure requests made after adoption of the CIP for the current fiscal year shall be evaluated by the CIP Committee, using the same criteria used to evaluate other requests. Those criteria include:
 - Impact on Public Health and Safety
 - Impact on the Operating Budget
 - Timing of Need
 - Impact on Levels of Service
 - Ability to Proceed
 - Source of Project Funding
 - Impact on Economic Development

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4. Should a mid-year request be determined sufficiently urgent to amend the Capital Improvement Plan, the CIP Committee shall determine if funds are available to pay for the expenditure from existing funding sources, or if another approved capital expenditure should be removed from the plan to free up funds for the urgent request. The CIP Committee shall submit its recommendation of the proposed amendment(s) to the Board of Trustees for approval.
5. The Board of Trustees shall either approve or deny the proposed amendment

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**SECTION II: PLANNING COMMISSION
INVOLVEMENT**

THE ROLE OF THE PLANNING COMMISSION

The role of the Planning Commission in the CIP is to review proposed projects that deal with land-use issues, and to evaluate if those projects “fit” within the context of the community’s Master Plan. Per the Michigan Planning and Enabling Act of 2008, any CIP projects that involve the opening, widening, or extension of a street, or the acquisition or enlargement of any square, park, playground, or other open space must be approved by the community’s Planning Commission.

The following page summarizes all of the Township’s CIP projects which require the approval of the Planning Commission.

Project Number	Dept.	Project	Time Frame	Total Cost (\$)	Priority
FIRE 1	Fire	Construct Station #5	2014-2015	3,500,000	Desirable
FIRE 3	Fire	Relocate Station #4	2018	3,500,000	Desirable
LIB1	Library	Library Expansion	2015	Unknown	Desirable
PRM2	PRM	Stony Metro Trail	2014	300,000	Important
PRM16	PRM	Community Center Renovations	2014-2015	1,000,000	Desirable

- **Construct Fire Station #5 and Relocate Fire Station #4.** The original master plan for the location of fire stations in the township anticipated the construction of five stations, one in each of the township’s four quadrants and one near the geographic center of the community. Station #5 will eventually replace existing fire station # 4 located on the east side of Schoenherr Road north of 23 Mile Road.

This station was constructed before the last wave of residential development in the eastern one-third of the township. The intended life-span of this station was estimated between 10 and 20 years. The plan was to relocate this station once the development pattern in this area of the township was established. The concentration of residential and commercial development in the southeast quadrant supports the construction of a new fire station near the intersection of 21 Mile Road and Schoenherr Road. The number of emergency runs and response times require a new station more accessible to the residential neighborhoods located in this area of the township.

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After the completion of the new fire station, existing station #4 at 23 Mile Road and Schoenherr will be adequate to service the northeast quadrant of the township. The need to relocate station #4 will be based on additional development in Sections 1 and 2. At such time as this area develops a new station somewhere proximate to the intersection of 25 Mile Road and Schoenherr Road.

The facilities development plan proposed by the Fire Department is consistent with the township's long range land use policies. For example, the public service goals and objectives reflected in the master plan include the following statements that support these planned site improvements:

- Provide first-tier emergency and public utility services to township residents.
 - Provide police, fire and emergency medical services at a level consistent with the township's needs in a fiscally responsible manner.
 - Evaluate response times, distances to the nearest station, natural and man-made obstructions to service, and similar factors when siting new facilities.
 - Consider providing satellite service facilities in areas where an increased presence would increase effectiveness.
- **Township Library Expansion.** In 2007 the Township Board authorized the completion of a plan for the expansion of the existing township library over a twenty year time frame. The goals of this study included:
 - Evaluating the currently library's level of service in relation to communities with similar characteristics.
 - Developing appropriate service goals in order to meet the needs of a growing and changing community.
 - Developing space needs to accommodate the library's desired level of service to establish a projected building size to effectively meet the needs of the residents over the time frame of the plan.
 - Evaluating the existing library building and community center site to determine expansion capability to meet present and future long term library service needs.
 - Evaluating other sites within the township to determine their suitability for accommodating long-term library needs.
 - Developing conceptual design alternatives for accommodating the library's expansion at the preferred site.
 - Preparing a preliminary comprehensive budget of potential costs for the preferred library expansion alternative.

The range of plans considered during this process included expansion within the existing community center building. The anticipated departure of the district court in the future may make this alternative more feasible and desirable.

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- **Community Center Renovations.** Several township departments are located in the community center building. These include the library, cable television studio, senior center and 41A District Court. The anticipated departure of the district court in the future will leave a significant amount of floor area for reallocation for the remaining departments. The township's adopted Recreation Plan recommend the reuse of this vacated space for the expansion of the senior center.

- **Stony Creek to Metro Trail.** This recreation project is part of a much larger regional path connecting existing park sites along the Clinton River corridor. This system has been under development for more than two decades. The last segment of this regional trail extends through River Bends Park crosses Ryan Road into Holland Ponds and then north on Dequindre Road. The path will connect with the Macomb Orchard Trail just south of 24 Mile Road and end in Stony Creek Metro Park. The completion of this remaining segment of the trail is included in the township's adopted Recreation Plan.

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SECTION III: BUDGET SUMMARY, PROJECT DETAILS

2014 Capital Budget Allocations

Fire Dept Equipment Reserves	\$1,493,000
General Fund	\$1,215,000
State Grants	\$300,000
Capital Improvement Fund	\$261,000
Cable Fund Reserves	\$112,000
Trade-In/Salvage Value	\$53,000
DPW Reserve	\$842,750
Total	\$ 4,276,750

2014 Operating Impacts

*Fire	\$320,000
Parks and Recreation	\$5,000
Cable	Use of Cable Operating Revenue
Total	\$325,000

*This estimate is based on the assumption that construction on Station 5 will be complete in 2014.

Department	Project #	Estimated Total Cost	2014 Funding Sources	Funds Paid to Date	2014	2015	2016	2017	2018	2019	Future Years
Fire	FIRE1	\$3,500,000*	Fire Dept Equipment Reserves	\$ 425,885	\$ 1,458,000	\$ 1,616,115	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	FIRE2	\$ -	Fire Dept Equipment Reserves	\$ 60,000	\$ 35,000	\$ 360,000	\$ 154,000	\$ -	\$ 224,000	\$ 21,000	\$ 3,359,000
Streets	STS2	Varies based on need	General Fund	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -
Streets	STS3	\$ 270,000	General Fund	\$ 31,170	\$ 25,000	\$ 25,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -
Streets	STS4	\$ 780,000	General Fund	\$ -	\$ 550,000	\$ -	\$ -	\$ 215,625	\$ -	\$ -	\$ -
IT	IT1	\$45,000	General Fund	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 28,200	\$ -	\$ -
PRM	PRM2	\$ 300,000	State Grants	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PRM	PRM4	\$ 60,000	Capital Improvement Fund	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PRM	PRM7	\$ 90,000	Capital Improvement Fund	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PRM	PRM8	\$ 11,000	Capital Improvement Fund	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PRM	PRM9	\$ 10,000	Capital Improvement Fund	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PRM	PRM10	\$ 50,000	Capital Improvement Fund	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PRM	PRM14	\$ 75,000	Capital Improvement Fund	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cable	CBL6	\$ 20,000	Cable Fund Reserves-\$22,000; Trade In/Salvage Value- \$3,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cable	CBL7	\$85,000- \$195,000	Cable Fund Reserves-\$90,000; Trade In/Salvage Value- \$50,000	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	WTR1	Ongoing	DPW Reserve	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Water	WTR3	\$ 500,000	DPW Reserve	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Water	WTR4	Ongoing	DPW Reserve	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 32,000	\$ 32,000	\$ -
Water	WTR7	\$ 300,000	DPW Reserve	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	WTR8	\$ 222,750	DPW Reserve	\$ -	\$ 222,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	SWR1	\$ 65,000	DPW Reserve	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sidewalks	SDWK1	Ongoing	General Fund	\$ 202,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -
TOTAL					\$ 4,276,750						

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6-YEAR CAPITAL IMPROVEMENT PROGRAM
FIRE CAPITAL PURCHASES & PROJECTS

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Operating Cost:	2014	2015	2016	2017	2018	2019	Future Yrs
Total Fire CIP							1,493,000	5,476,115	154,000	-	224,000	21,000	3,359,000
FIRE1	Desirable	Construct Station #5	Build & staff 5th fire station to enhance fire and EMS response time to SE section	2014-2015	3,500,000	320,000	1,458,000	1,616,115	-	-	-	-	-
Funding Sources:		Fire Fund operating budget/reserves						1,616,115					
FIRE2	Important	Vehicle & Equipment Purchases	Various vehicles and equipment needs-detailed in equipment replacement plan	Annual			35,000	360,000	154,000	-	224,000	21,000	3,359,000
Funding Sources:		Fire Dept Equipment Reserves					35,000	360,000	154,000		224,000	21,000	3,359,000
FIRE3	Desirable	Relocation Station #4	Once Station 5 is operational, current station 4 will need to be relocated to better serve the NE	2018	3,500,000	-	-	3,500,000	-	-	-	-	-
Funding Sources:		Fire Dept Equipment Reserves						500,000					
		Trade-in, Sale or Salvage Value						3,000,000					

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6-YEAR CAPITAL IMPROVEMENT PROGRAM
STREETS CAPITAL PURCHASES & PROJECTS

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Operating Cost:	2014	2015	2016	2017	2018	2019	Future Yrs	Notes	
Total Streets CIP							975,000	425,000	500,000	715,625	400,000	400,000	-		
STS2	Important	Local Road Paving-Preservation	Repair/Replace local interior roads based on engineer report and board approval	Annual	Varies based on need		400,000	400,000	400,000	400,000	400,000	400,000	-	Local RD Paving depend on TWP Engineer's report, funding availability and board approval	
Funding Sources:		General Fund						400,000	400,000	400,000	400,000	400,000	400,000		
STS3	Important	Dequindre Rd Improvements Auburn to Long Lake	Auburn to Long Lake	2014	270,000		25,000	25,000	100,000	100,000	-	-	-		
Funding Sources:		General Fund						25,000	25,000	100,000	100,000				
STS4	Important	TIP Projects-Major Road Improvements from latest Road Comm Tip report	Twp participation in major road repair in conjunction with federal grants and county	2014-2017	780,000		550,000	-	-	215,625	-	-	-	These are the 2 projects in the latest TIP report from the County	
Funding Sources:		General Fund						550,000			215,625				

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 6-YEAR CAPITAL IMPROVEMENT PROGRAM
 ASSESSING CAPITAL PURCHASES & PROJECTS

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Operating Cost:	2014	2015	2016	2017	2018	2019	Future Yrs
Total Assessing CIP							-	-	-	-	20,800	-	-
ASNG1	Desirable	New Assessing Fieldwork Vehicle	Replace mid-size SUV for existing 2008 Crown Vic	2018	20,800	-	-	-	-	-	20,800	-	-
Funding Sources:		General Fund									20,800		

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 6-YEAR CAPITAL IMPROVEMENT PROGRAM
 INFORMATION TECHNOLOGY CAPITAL PURCHASES & PROJECTS

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Operating Cost:	2014	2015	2016	2017	2018	2019	Future Yrs	Notes
Total IT CIP							40,000	3,000	5,900	3,000	36,400	10,900	-	
IT1	Important	IT System Improvements	Schedule replacement of Data Backup, Exchange Server, Barracuda Content Filter, Internet Bottleneck, Website Update	2013?	45,000	12,000	40,000	-	-	-	28,200	-	-	Recommend creating operating budget in 101-900 \$12,000 annual
Funding Sources:		Capital Improvement Fund					40,000				28,200			
IT2	Important	Email Post officer Host Replacement	Replace aging hardware and software to avoid system failures	2013	8,200	700	-	-	-	-	8,200			
Funding Sources:		General Fund					-				8,200			
IT3	Important	Laserfiche System Upgrade	Investigate the need for a new server to improve performance and to accommodate the .net version of operating system	2014?	\$8000-\$10,000	1,000	-	3,000	-	3,000	-	5,000		
Funding Sources:		General Fund					\$ -	\$ 3,000	\$ -	3,000		5,000		
IT4	Important	Township Website	Schedule improvements to TWP Website	2013	5,900	2,000			5,900			5,900		
Funding Sources:		General Fund							5,900			5,900		

SHELBY CHARTER TOWNSHIP
 6-YEAR CAPITAL IMPROVEMENT PROGRAM
 LIBRARY TECHNOLOGY CAPITAL PURCHASES & PROJECTS

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Operating Cost:	2014	2015	2016	2017	2018	2019	Future Yrs
Total Library CIP							-	-	-	25,000	-	-	85,000
LIB1	Desirable	Township Library Expansion	Expansion of existing library space	2015	Unknown		-	-	-	-	-	-	85,000
General Fund													85,000
LIB2	Desirable	Self Check Out	Self Check Out Station	2017	25,000		-	-	-	25,000	-	-	-
Funding Sources:		General Fund									25,000		

SHELBY CHARTER TOWNSHIP
 6-YEAR CAPITAL IMPROVEMENT PROGRAM
 PARKS, RECREATION & MAINTENANCE CAPITAL PURCHASES & PROJECTS

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Operating Cost:	2014	2015	2016	2017	2018	2019	Future Yrs	Notes
Total Parks, Recreation & Maintenance CIP							561,000	1,154,000	57,000	-	-	-	25,000	
PRM2	Important	Stony to Metro Trail	Last section from Holland Ponds to Macomb Orchard Trail	2014	300,000	5,000	300,000	-	-	-	-	-	-	
Funding Sources:		State Grants				300,000								
PRM4	Important	Clinton River Bank Erosion Control	Repair and stabilize bank erosion through River Bends Park	2013-2014	60,000	-	30,000	-	-	-	-	-	-	
Funding Sources:		Capital Improvement Fund				30,000								
PRM7	Important	Community Center Parking Lot	Replace parking lot	2014	90,000	-	90,000	-	-	-	-	-	-	
Funding Sources:		Capital Improvement Fund				90,000								
PRM8	Desirable	Lawn Mower	Replace lawn mower	2014	11,000	-	11,000	-	-	-	-	-	-	
Funding Sources:		Capital Improvement Fund				10,000								
Trade-In, Sale or Salvage Value							1,000							
PRM9	Important	Municipal Building Furnaces	Replace 4 furnaces	2013-2014	10,000	-	5,000	-	-	-	-	-	-	
Funding Sources:		Capital Improvement Fund				5,000								
PRM10	Important	Gas Pumps	Replace gas canopy, cement padding & pumps	2013-2014	50,000	-	50,000	-	-	-	-	-	-	
Funding Sources:		Capital Improvement Fund				50,000								
PRM11	Desirable	Baseball Drag	Baseball drag for infields on diamonds	2014	10,000	-	-	10,000	-	-	-	-	-	
Funding Sources:		Capital Improvement Fund				10,000								

SHELBY CHARTER TOWNSHIP
 6-YEAR CAPITAL IMPROVEMENT PROGRAM
 PARKS, RECREATION & MAINTENANCE CAPITAL PURCHASES & PROJECTS

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Funds Paid to-date:	Operating Cost:	2014	2015	2016	2017	2018	Future Yrs	Notes	
Total Parks, Recreation & Maintenance CIP								561,000	1,154,000	57,000	-	-	25,000		
PRM12	Desirable	Flatbed Truck	Replace truck	2016	28,000			-	-	28,000	-	-	-		
Funding Sources:		Capital Improvement Fund								25,000					
										Trade-In, Sale or Salvage Value		3,000			
PRM13	Desirable	Chipper	Wood chipper for downed trees	2016	29,000			-	-	29,000	-	-	-		
Funding Sources:		Capital Improvement Fund								29,000					
PRM14	Desirable	5 Ton Truck & Plow	New 5-ton truck and plow for snow removal	2014	75,000			75,000	-	-	-	-	-		
Funding Sources:		Capital Improvement Fund								75,000					
PRM15	Desirable	Court HVAC Rooftop Unit	Replace Court HVAC unit purchased in 1984	2019	25,000			-	-	-	-	-	25,000		
Funding Sources:		Capital Improvement Fund								25,000					
PRM16	Desirable	Community Center Renovation	Renovate CC if Court relocates	2014-2015	1,000,000			-	1,000,000	-	-	-	-	If Court moves, decision to renovate CC. If Court stays- decision to relocate Court and or renovate CC	
Funding Sources:		Capital Improvement Fund								1,000,000					
PRM18	Important	PRM Parking Lot	Replace Parking Lot	2015	144,000			-	144,000	-	-	-	-		
Funding Sources:		Capital Improvement Fund								144,000					

SHELBY CHARTER TOWNSHIP
 6-YEAR CAPITAL IMPROVEMENT PROGRAM
 CABLE TV CAPITAL PURCHASES & PROJECTS

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Operating Cost:	2014	2015	2016	2017	2018	2019	Future Yrs	Notes
Total Cable CIP							165,000	50,000	10,000	5,000	12,000	-	-	
CBL1	Important	Vehicle Replacement	Replace existing vehicle	2014	25,000	Use of Cable Operating revenue	-	25,000	-	-	-	-	-	
Funding Sources:		Cable Fund reserves						22,000						
		Trade-In, Sale or Salvage Value						3,000						
CBL3	Desirable	Emg Camera Replacement	Replace three emg cameras	2017	15,000	Use of Cable Operating revenue	-	15,000	-	5,000	-	-	-	
Funding Sources:		Cable Fund reserves						10,000		5,000				
		Trade-In, Sale or Salvage Value						5,000						
CBL4	Desirable	Edit Room Renovation	Construct edit bays / kitchenette	2018	12,000	Use of Cable Operating revenue	-	-	-	-	12,000	-	-	
Funding Sources:		Cable Fund reserves								9,000				
		Trade-In, Sale or Salvage Value								3,000				

SHELBY CHARTER TOWNSHIP
6-YEAR CAPITAL IMPROVEMENT PROGRAM
CABLE TV CAPITAL PURCHASES & PROJECTS

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Funds Paid to-date:	Operating Cost:	2014	2015	2016	2017	2018	Future Yrs	Notes
Total Cable CIP								165,000	50,000	10,000	5,000	12,000	-	
CBL5	Desirable	High School basketball court wiring	Install camera cables, video cables, audio lines	2016	10,000	-	Use of Cable Operating revenue	-	-	10,000	-	-	-	
Funding Sources:		Cable Fund reserves								10,000				
CBL6	Desirable	Partial Production Truck video equipment replacement	Replace character generator / monitor	2014	20,000	-	Use of Cable Operating revenue	25,000	-	-	-	-	-	
Funding Sources:		Cable Fund reserves						22,000						
		Trade-In, Sale or Salvage Value						3,000						
CBL7	Desirable	Production Truck video equipment replacement	Replace 4 cameras, switcher, graphics, character generator	2014	\$85,000-\$195,000	-	Use of Cable Operating revenue	140,000	-	-	-	-	-	
Funding Sources:		Cable Fund reserves						90,000						
		Trade-In, Sale or Salvage Value						50,000						
CBL8	Desirable	Band shell lighting	install new lights for band shell	2015	10,000	-	Use of Cable Operating revenue	-	10,000	-	-	-	-	
Funding Sources:		Cable Fund reserves							10,000					

**SHELBY CHARTER TOWNSHIP
6-YEAR CAPITAL IMPROVEMENT PROGRAM
WATER CAPITAL PURCHASES & PROJECTS**

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Operating Cost:	2014	2015	2016	2017	2018	2019	Future Yrs	
Total Water CIP							777,750	758,000	355,000	155,000	157,000	157,000	125,000	
WTR1	Important	Water Meter Testing and Replacement	Test and replace old water meters	2013	125,000	-	125,000	125,000	125,000	125,000	125,000	125,000	125,000	
Funding Sources:		DPW reserve						125,000	125,000	125,000	125,000	125,000	125,000	125,000
WTR3	Important	GIS/GPS Equipment and Mapping	Obtain GPS coordinates of utilities and implement GIS mapping	2013	100,000		100,000	100,000	100,000	-	-	-	-	
Funding Sources:		DPW reserve						100,000	100,000	100,000				
WTR4	Important	Vehicle purchase	Purchase 1-ton truck/van	2013	30,000		30,000	30,000	30,000	30,000	32,000	32,000	-	
Funding Sources:		DPW reserve						30,000	30,000	30,000	30,000	32,000	32,000	
WTR7	Important	Hamlin Road Water Main Loop	Install new water main on Hamlin Rd	2014	300,000		300,000	-	-	-	-	-	-	
Funding Sources:		DPW reserve						300,000						
WTR8	Important	Shelby Road Water Main Loop	Install new water main on Shelby Rd	2014	222,750		222,750	-	-	-	-	-	-	
Funding Sources:		DPW reserve						222,750						
WTR9	Important	Jewell Road Water Main Loop	Install new water main on Jewell Road	2015	383,000		-	383,000	-	-	-	-	-	
Funding Sources:		DPW reserve							383,000					
WTR10	Important	Dequindre Road Water Main Loop	Install new water main on Dequindre Rd	2015	120,000		-	120,000	-	-	-	-	-	
Funding Sources:		DPW reserve							120,000					
WTR11	Desirable	Backhoe Purchase	Replace existing backhoe	2016	100,000		-	-	100,000	-	-	-	-	
Funding Sources:		DPW reserve								100,000				

**SHELBY CHARTER TOWNSHIP
6-YEAR CAPITAL IMPROVEMENT PROGRAM
SEWER CAPITAL PURCHASES & PROJECTS**

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Operating Cost:	2014	2015	2016	2017	2018	2019	Future Yrs
Total Sewer CIP							65,000	450,000	-	-	-	-	-
SWR1	Important	Sewer Camera Purchase	New sanitary sewer camera for reviewing leads and mains	2014	65,000		65,000	-	-	-	-	-	-
Funding Sources:		DPW reserve					65,000						
SWR2	Important	Sewer Jet/Vactor	Replace existing sewer jet	2015	450,000		-	450,000	-	-	-	-	-
Funding Sources:		DPW reserve					450,000						

SHELBY CHARTER TOWNSHIP
 6-YEAR CAPITAL IMPROVEMENT PROGRAM
 SIDEWALK CAPITAL PURCHASES & PROJECTS

Number	Priority Ranking	Title	Project Description:	Timeframe:	Total Project Cost:	Funds Paid to-date:	Operating Cost:	2014	2015	2016	2017	2018	2019	Future Yrs	Notes
Total Sidewalks CIP								200,000	200,000	200,000	200,000	200,000	200,000	-	
SDWK1	Important	Sidewalks	Priority List prepared by Sidewalk Committee with assistance from TWP Engineer	Annual	Ongoing	-	-	200,000	200,000	200,000	200,000	200,000	200,000	-	budget flat amount because of fluctuation in project completion. If large project comes to fruition-use CIP funding
Funding Sources:		General Fund						200,000	200,000	200,000	200,000	200,000	200,000		