Leelanau County Capital Improvements Program (CIP)

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2016 – 2021

Prepared by: Leelanau County Planning Commission, pursuant to the Michigan Planning Enabling Act

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Leelanau County
Capital Improvements Program
2016 - 2021

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PART I: OVERVIEW

AUTHORITY

This Capital Improvement Program (CIP) is developed under Section 65 of the Michigan Planning Enabling Act, Act 33 of 2008, which states:

> **125.3865 Capital improvements program of public structures and improvements; preparation; basis.**
> Sec. 65.
> (1) To further the desirable future development of the local unit of government under the master plan, a **planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements**, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. **The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period.** The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. **Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission** with lists, plans, and estimates of time and cost of those public structures and improvements. (Emphasis added)

WHAT IS A CIP?

A Capital Improvement Program (CIP), is a short-range plan, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Essentially, the plan provides a link between a

- municipality, school district, parks and recreation department and/or other local government entity, and the
- entity's comprehensive and strategic plans, and the
- entity's annual budget.

A CIP is an outline used to designate the financing and prioritizing of upcoming improvement projects. A CIP is used to detail community renovations or improvements and plan out finances for equipment and materials and dates for projects to be started and completed.

Benefits:

A CIP provides many benefits including:

- A systematic evaluation of all potential projects at the same time.
- The ability to stabilize debt and consolidate projects to reduce borrowing costs.
- Serves as a public relations and economic development tool.
- A focus on preserving a governmental entity's infrastructure while ensuring the efficient use of public funds.
- An opportunity to foster cooperation among departments and an ability to inform other units of government of the entity's priorities. For example, it is not uncommon for a

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large city or county to incorporate into its CIP the capital needs of a school district, parks and recreation department and/or some other public service structure.

Features:
The CIP typically includes the following information:

- A listing of the capital projects or equipment to be purchased.
- The projects ranked in order of preference.
- Financing options.
- A timetable for the construction or completion of the project.
- Justification for the project.
- Explanation of expenses for the project.

Why is the CIP Important?
Since County government has limited resources for capital investments, it must have a process for selecting those with the greatest public benefits, to make sure taxpayers receive the maximum return on their investment. It is therefore important that government has a clear assessment of its needs and a process for comparing the relative benefits of different projects with one another.

The process and development of a long-term CIP can realize the following benefits:

Focus attention of community goals and needs. Capital projects are prioritized based on need. The CIP can also be used as a tool to achieve goals and objectives.

Allow for an informed public. The CIP keeps the public informed about future capital investment plans and provides an opportunity for them to be involved in the process.

Encourage more efficient program administration. Work can be more effectively scheduled and available personnel and equipment can be better utilized when it is known in advance what, when, and where projects will be undertaken.

Identify the most economically sound method of funding projects. Through proper planning, the need can be foreseen and action can be taken before the need becomes so critical that immediate funding may be required.

Enhance the County's credit rating. Keeping planned projects within the financial capabilities of the County may lead to better credit ratings.

Help plan for future debt. The CIP can be an effective tool to plan for future debt, and identify methods for funding long-term debt for large projects.

Making Good Decisions
Understanding the available options for funding capital improvements is essential to good decision-making. Equally important is the completion of five year revenue and expenditure projections, the adoption of debt and reserve policies, and the implementation of a thoughtful capital request evaluation process. With this type of information in hand, municipal leaders are better equipped to act in ways that effectively protect public assets and realistically plan for the future

What is a Capital Improvement?
A capital improvement is a major, non-routine expenditure for new construction, improvements to existing buildings, facilities, land, streets, storm sewers, and expansion of parks, to name a few. A

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capital improvement has a relatively high monetary value, a long-life expectancy, and results in the creation of an asset or extends the life of existing assets. The cost of the capital improvement includes design, legal fees, land, operating equipment, furniture, construction, etc. that is necessary to put the asset into service.

Planned capital improvement projects improve our infrastructure including streets we drive on, water we drink, libraries we visit, and parks we visit. A capital need includes various project types such as:

1. Bikeways
2. Bridges
3. Drainage and flood control facilities
4. Libraries
5. Parks and recreation centers
6. Police, fire stations
7. Street improvements
8. Utilities
9. Water and sewer facilities and pipelines
10. Buildings

Is every project a CIP?
No. Every project is not a CIP. CIP descriptions clearly establish that a project is capital in nature. What makes it capital in nature is the construction, purchase, or major renovation of buildings, utility systems, and other facilities; in addition to land acquisition and roadway projects. Some projects will be considered as annual maintenance or activities related to supporting day-to-day operations. (Items such as maintenance costs or replacement costs may still be included in the CIP, even if not considered a project. Examples include: pavement maintenance, replacement of heating/cooling, software/hardware).

CIP DEVELOPMENT PROCESS

The development of a capital improvement program is a continual process and, consequently, should be viewed as a working document. Therefore, while the document covers a six-year planning perspective, it is revised every year in order to accommodate new projects, reflect changes in ongoing projects, and extend the program an additional year.

The first year of the plan is incorporated into the annual budget to appropriate funds. Improvements identified in subsequent years are approved only on a planning basis and do not receive expenditure appropriation. As County projects are completed, projects in future years are added in order to identify and quantify future needs.

Projects included in the CIP are either County managed projects or include just the County's share of projects that will be managed by other agencies. If an outside agency will contribute funding directly to the County for a project that the County will manage, then that cost and funding are included in the project budget. The CIP includes all capital projects which are to be financed in whole or in part from funds subject to control or appropriation by the County. Therefore, the CIP includes bond appropriations (general obligation, certificates of obligation and revenue bonds), General Revenues – Cash, Impact Fees, Developer Contributions, and any Federal, State or private foundation grant funds or loans received by the County for capital improvement projects.

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IMPLEMENTATION

The County considers input from the citizens, the Planning Commission, County staff, and the General Plan in the Capital Improvement Program's preparation. A project list is compiled, prioritized by year, and cost estimates assigned. The County Administrator, County Treasurer and Accounting Department will look at the need to issue debt, potential impact on the tax rate (if any), and available funds. The Planning Commission will review potential projects and decide which projects are desirable and needed. Prior to the start of the budget process, the Commission will prepare an update to the CIP and a list of recommendations for capital improvements over the next six (6) years with recommendations as to which project shall be constructed in which year. A final draft of the CIP and list of recommendations is sent to the County Board to consider and approve. The County Board will consider the CIP and recommendations in its annual budget process. Upon Board approval, the CIP is reproduced and distributed for implementation.

The Six-Year Capital Improvement Program for 2016 through 2021 totals approximately $2.6 to $2.9 million dollars of proposed projects. Funding for CIP projects are derived from various sources, including General Revenues, Special Funds, Developer Contributions, Federal and State funds, 2% allocation funds, donations, loans, and grants. Projects identified as 'unfunded' may be considered as part of a future bond referendum.

ORGANIZATION STRUCTURE

The structure of County government in Michigan is guided in large part by state statute. There are seven elected officials that comprise the County Board of Commissioners. There are also seven individual elected officials (Clerk, Drain Commissioner, Prosecutor, Register of Deeds, Road Commission – 3 members, Sheriff, and Treasurer) who represent the statutory responsibilities of each office. In addition, there are independently elected judges who oversee Circuit Court; Probate Court, and District Court. Non-elected County offices include: Accounting, Administrator, Construction Codes Authority, Emergency Management/9-1-1 Central Dispatch, Equalization, Information Technology, Maintenance, MSU Extension, Planning & Community Development, and Senior Services.

COMMUNITY PROFILE

Population

Source: U.S. Census Bureau

Leelanau County was established in 1863 and is one of 83 counties in the State of Michigan. The County itself is a peninsula surrounded by Lake Michigan on three (3) sides. The County is comprised of 11 townships, 3 villages, the Grand Traverse Band of Ottawa & Chippewa Indians Tribe, and a portion of the City of Traverse City.

Leelanau County consists of 348.5 square miles of land. The County owns or jointly owns land for parks and facilities. Facilities owned include: Law Enforcement Center, Government Center (Courthouse), three County parks, 2.2 acres in Leland (former Government Site), Leland Dam, and Communication Towers.

As of 2008, Suttons Bay Township is the County Seat, when the County moved its government facilities from the unincorporated village of Leland. The County experienced a continuous increase in population from the 1930 Census to the 2010 Census, until a .5% decrease in population reported from the 2010 Census to the estimated 2012 population of 21,607. The majority of the population growth in

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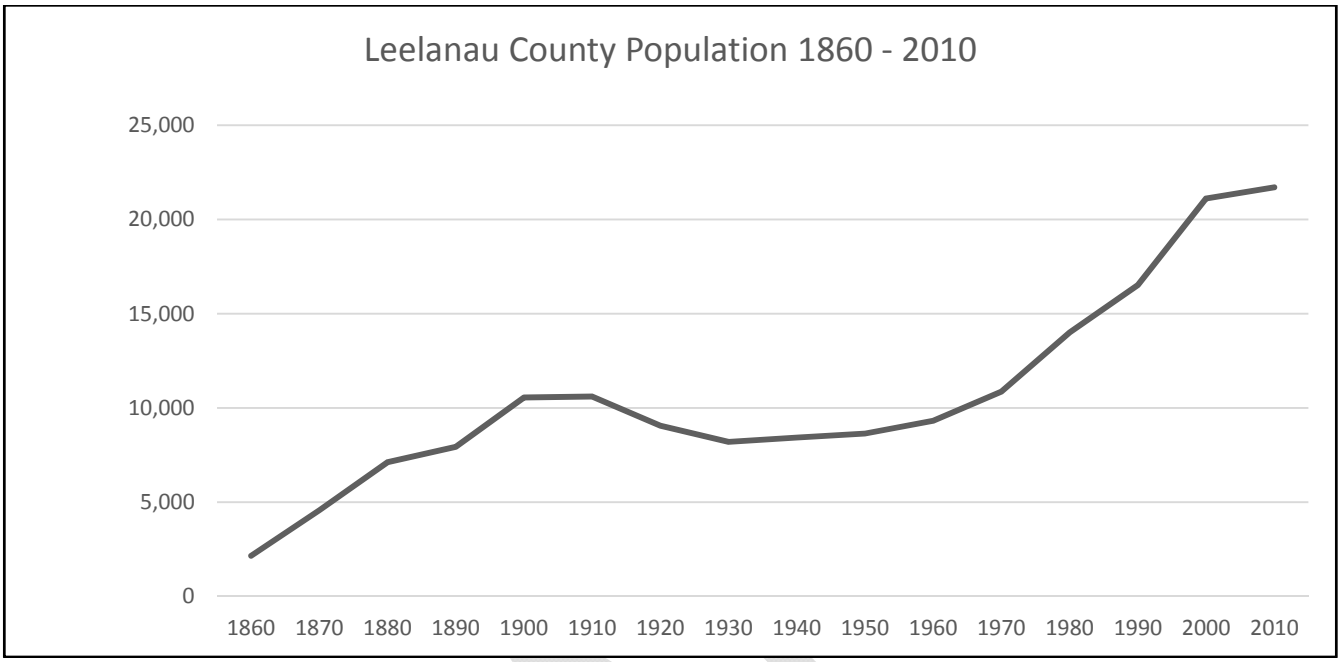
the County is attributable to domestic migration, rather than a natural increase (births minus deaths). The County has a population density of approximately 64 people per square mile.



In 2012, the median age of Leelanau County residents was 52.3 compared to Michigan's median age of 38.9, ranking it the 8th oldest in median age of the 83 Counties in Michigan. The latter also contributes to an average household size that is 2.31 persons compared to a State average household size of 2.49 persons. These statistics reflect that Leelanau County continues to attract older adults while the existing population continues to age as well. See Table below:

Leelanau County, Michigan					
Population by Age Group	**2010 Population**	**2020 Population Est.**	**Change**	**% Change**	**2010 % of Cohort**
Age 0 to 4 years	1,074	1,420	346	33%	4.82%
Age 5 to 15 years	2,329	2,726	397	17%	10.46%
Age 16 to 17 years	606	400	-206	-34%	2.72%
Age 18 to 24 years	1,883	1,094	-789	-42%	8.46%
Age 25 to 34 years	2,526	3,449	923	37%	11.35%
Age 35 to 44 years	2,218	2,958	740	34%	9.96%
Age 45 to 54 years	3,488	2,366	-1122	-33%	15.67%
Age 55 to 64 years	3,510	3,456	-54	2%	15.77%
Age 65 to 74 years	2,383	3,470	1087	46%	10.70%
Age 75 to 84 years	1,599	1,926	327	21%	7.18%
Age 85 and older	647	900	253	40%	2.91%
Total	**22,263**	**24,165**	**1902**	**9%**	**100.00%**
Source: Forecasts/ www.nwmcog.org					

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EVALUATING CAPITAL IMPROVEMENT PROJECT REQUESTS

Criteria

The planning criteria outline a structure of goals, limitations, and philosophies, which frame and direct the process of the plan. The criteria are also used to test alternative approaches to facilities needs in order to identify optimum strategies for the County. Like other components of the plan, the criteria should be periodically reviewed and updated so that the plan reflects the current priorities of the County.

- **Risk to Public Health or Safety -** To protect against a clear and immediate risk to public safety or health.

- **Deteriorated Facility -** A capital investment that deals with a deteriorated facility or piece of equipment. The action taken may be either 1) reconstruction or expensive rehabilitation to extend its useful life to avoid or to postpone replacing it with a new or more costly one; or 2) replacement of the facility or piece of equipment with a new one.

- **Systematic Replacement -** A capital investment that upgrades a facility or piece of equipment as part of a systematic replacement program. This investment assumes that the equipment will be restored to at least the same level of service.

- **Improvement of Operating Efficiency -** A capital investment that substantially and significantly improves the operating efficiency of a department, or an expenditure that has a very favorable return on investment with a promise of reducing existing, or future increases in operating expenses.

- **Coordination -** 1) An expenditure that is necessary to insure coordination with another CIP project; 2) A project that is necessary to comply with requirements imposed by others *(for example: EPA requirements)*; 3) A project that meets established goals or objectives of the Board of Commissioners.

- **Protection and Conservation of Resources -** 1) A project that protects natural resources that are at risk of being reduced in amount or quality; or 2) A project that protects the investment in existing infrastructure against excessive demand or overload that threatens the capacity or useful life of a facility or piece of equipment.

- **New or Substantially Expanded Facility –**
  Construction or acquisition of a new facility (including land), or major expansion thereof, that provides a service, or level of service, not now available.

Project Ranking

If a project passes the Criteria Evaluation and is determined to be a project to list in the CIP, then the County Planning Commission ranks each project based on 4 different categories. This step is also recommended to be completed by the County Board of Commissioners for comparison with project ranking. Categories for the project ranking are:

A. Public Health & Safety
B. Consistency and Coordination
C. Efficiency / Level of Service
D. Funding

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Project Prioritization

After a project is ranked, the County Planning Commission gives it a priority rating. The rating indicates the following:

PRIORITY 1 - Urgent

- 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 longer range planning; or
- Satisfies a legal obligation.
- Meets requirements imposed by others which have a short time frame to complete.

PRIORITY 2 - Important

- Prevents an emergency or condition dangerous to the public health, safety, or welfare;
- Is consistent with an adopted or anticipated element of the County General Plan or Parks & Recreation Plan, a federal or state requirement whose implementation time frame allows 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 can not 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.

PRIORITY 3 - Desirable

- Would benefit the community;
- Worthwhile if funding becomes available;
- Can be postponed without detriment to present services.

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DEFINITIONS

Maintenance Budget (Short term Element 1 year)
Annual appropriation of funds for specific facilities, equipment, and improvements.

Capital Improvement Program (6 years)
A proposed schedule of public projects and facility improvements to be built or completed by the County over the next six (6) years. The Program is a "rolling" process and subsequent year items in the Program are evaluated annually and advanced each fiscal year. Projects are approved on a planning basis only, and do not receive ultimate expenditure authority until they are eventually incorporated into the annual Budget.

Capital Improvement Project
A capital improvement project is a durable, fixed asset, with a lifetime of more than one year and has a value of more than $5,000 per unit, such as:

1) Any acquisition of land for a public purpose;
2) Any construction of a new facility (e.g.., a public building, or water lines, playfield, or the like) or an addition to, or extension of, such a facility;
3) A rehabilitation or major repair of all or a part of a building, its grounds, or a facility, or of equipment,
4) Purchase of major equipment.

Criteria
A means to evaluate proposed capital improvement project requests.

Facility
A building or buildings owned by the County which houses County operations and services.

Parcel
Land owned by the County.

Priority – a rating for a project indicating it is Urgent, Important, or Desirable.

CAPITAL PROJECT FINANCING

Financing capital projects often requires a package of revenue sources. Project financing tools that the County may consider are as follows:

"Pay-as-you-go"
The simplest method of financing capital improvements is "Pay-as-you-go." This approach involves appropriating funds to a capital improvement fund each year until the balance is sufficient to pay the cost of a project. It may involve the use of grant funds. It may also involve levying a special assessment or fee that is put aside in a special fund until enough is accumulated to make the improvement. There are drawbacks to "Pay-as-you-go." Inflation may increase project costs so that the targeted amount may rise over time. Construction costs may increase while the money is being set aside. In addition, there is no immediate benefit to diverting funds to save for a proposed project.

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Lease and/or Lease-Purchase
An agreement to pay for the use of a building, facility or piece of equipment for a period of time, with or without the option to purchase at the end of the timeframe.

Grants and/or Awards
These could include local, state or federal grants or awards, as well as 2% allocation funds from the local Tribe.

Millage
A voter approved amount added to tax bills for a specific length of time.

Special Assessment
A charge added to a tax bill for a property located within a 'special assessment district' (such as a sewer district).

Donations
Donations made to the County for a specific purpose (such as donations for the Veterans Memorial).

Bonds[1]
Issues related to bonding include bonding limits and bond terms. Depending on the type of bond, the project and current debt, bonding limits, or how much debt a county may incur, the term of the bonds have legal and practical considerations that must be determined prior to funding a project. The term of the bonds is the length of the time to repay the bonds.

General Obligation Bonds
General obligation bonds are backed by the authority of the county to levy taxes in any amount without limit to repay the debt. A county board may issue such bonds only if voters specifically approve the issue and give a county board the authority to increase taxes if necessary to repay the general obligation debt.

Limited General Obligation Bonds
As an alternative to general obligation bonds, limited general obligation bonds are guaranteed by collection of delinquent taxes, tax sale proceeds, and rebates from local units if necessary. This approach does not require voter approval.

Revenue Bonds
Revenue bonds are secured only by the net revenues a project generates. Typical public improvements funded by revenue bonds include water and sewer systems, housing facilities, parking ramps and others. The key to financing a project with revenue bonds is whether the project generates revenues through charges for services and whether the project revenues are sufficient to both operate the facility and repay the debt.

Lease Financing
Lease financing of capital assets provides another alternative to the County and may be used for both equipment acquisitions and major improvement and construction projects.

[1] Michigan Department of Treasury website.

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Property Disposal
Disposal (selling) of currently owned property or resources (land, timber, equipment, etc.) is a method for the county to raise necessary funds to use on capital projects.

User Fees
Fees for a permit or pass to use a service or facility. Generates revenue for a specific cause or site.

COMMISSIONS AND AUTHORITIES

The following commissions and authorities provide financing oversight of facilities, management of facilities and long range planning:

County Treasurer – responsible for the receipt, custody, investment and disbursement of all County funds.

Maintenance – The Maintenance Department assists with furnishing, equipping, improving, enlarging, operating and maintaining a building or buildings, grounds, parking lots or structures, etc.

Parks & Recreation Commission - The Parks and Recreation Commission is an advisory commission to the County Board of Commissioners for the County owned parks.

Planning Commission - Responsibilities of the County Planning Commission include development and implementation of the ***Leelanau General Plan***; review local land use plans and zoning ordinances; prepare and update a Capital Improvement Program; provide planning and zoning information, education and outreach; and, review all County property purchases and development projects according to state statute.

County Board of Commissioners – Review recommendations from the County Planning Commission and approve capital expenditures and financing.

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Part II: Existing Capital Facility Inventory

The Existing Capital Facility Inventory is shown on the following maps and charts. This information was derived from County property records, and listings with the County's insurance carrier – Michigan Municipal Risk Management Authority (MMRMA). The Inventory is updated on an annual basis, as capital projects are completed and moved from Part III Recommended Projects, or as property/equipment is sold.

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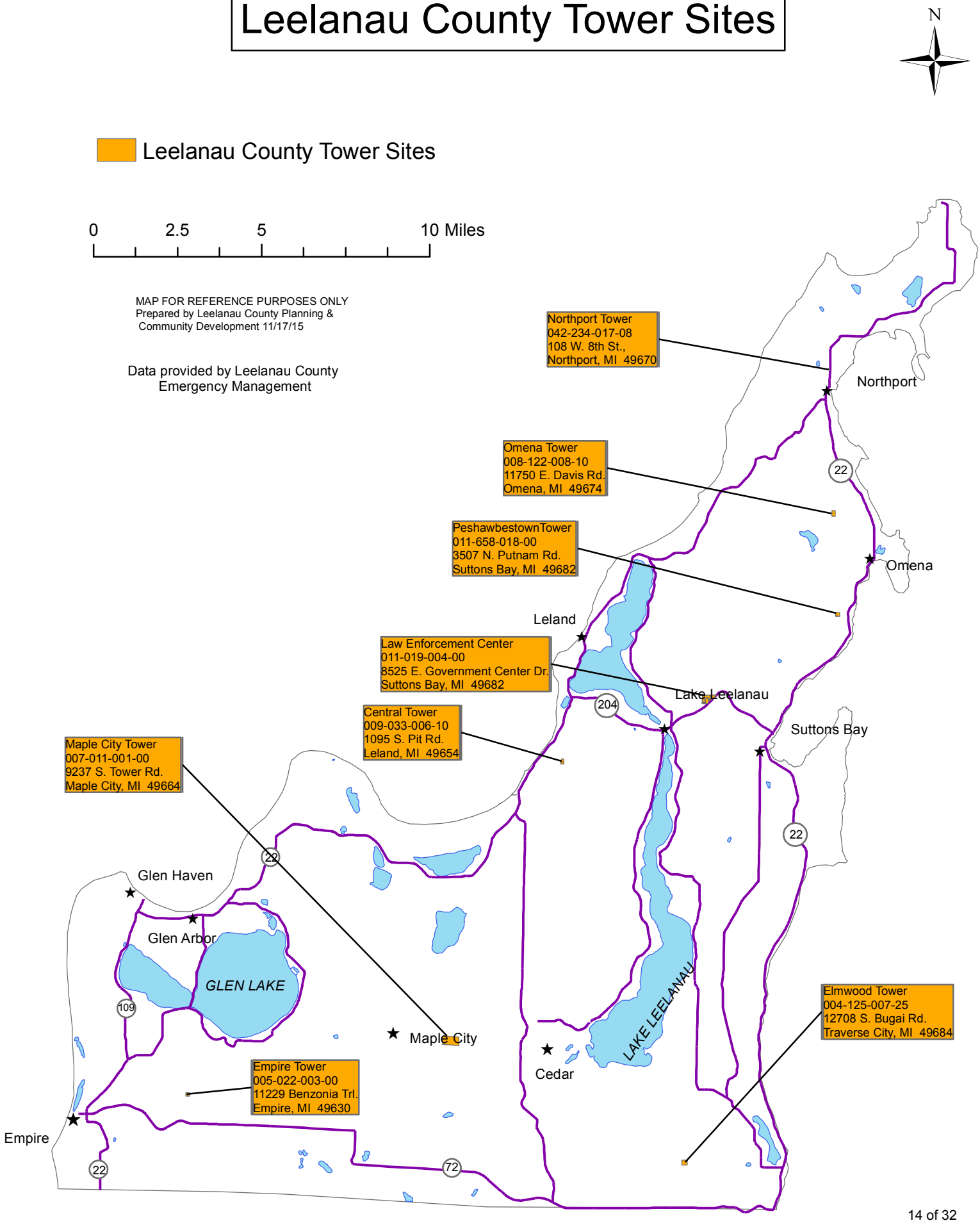
LEELANAU COUNTY INVENTORY - PROPERTY LIST

Building Description	Building Value	Contents Value	Total Value
Government Center Complex - 8527 E Government Center Dr, Suttons Bay, MI 49682			
Government Center	$ 10,485,711	$ 3,222,678	$ 13,708,389
Law Enforcement	$ 7,221,458	$ 856,024	$ 8,077,482
WWTP Plant	$ 214,419	$ 10,071	$ 224,490
Lift Station	$ 72,354	$ -	$ 72,354
Pump/Well House	$ 142,980	$ 15,106	$ 158,086
Pole Building	$ 153,955	$ 226,595	$ 380,550
Law Enforcement Tower	$ 121,945	$ 375,140	$ 497,085
Storage Building	$ 3,056	$ 1,853	$ 4,909
Government Complex Total	**$ 18,415,878**	**$ 4,707,467**	**$ 23,123,345**
Omena Tower - 11750 E Davis Rd Northport, MI 49670	**$ 147,350**	**$ 1,007**	**$ 148,357**
Leland Dam - 11750 W River St Leland, MI 49670	**$ 1,146,178**	**$ -**	**$ 1,146,178**
Central Tower - 1095 S Pit Rd Lake Leelanau, MI 49653	**$ 304,862**	**$ 1,007**	**$ 305,869**
Maple City Tower - 9237 S Tower Rd Cedar, MI 49621	**$ 121,132**	**$ 42,197**	**$ 163,329**
Northport Tower - 108 W 8th St Northport, MI 49682	**$ 81,296**	**$ 24,271**	**$ 105,567**
Myles Kimmerly Park - 1397 W Burdickville Rd, Maple City, MI 49664			
Maintenance Garage	$ 56,095	$ 20,142	$ 76,237
Restrooms	$ 43,900	$ -	$ 43,900
Barn 1	$ 90,747	$ -	$ 90,747
Barn 2	$ 53,351	$ 2,014	$ 55,365
Miles Kimmerly Park Total	**$ 244,093**	**$ 22,156**	**$ 266,249**
Old Settlers Park - 8854 S Dunns Farm Rd, Maple City, MI 49664			
Chapel	$ 95,015	$ 30,213	$ 125,228
Service Building	$ 15,040	$ 6,043	$ 21,083
Restrooms	$ 36,655	$ -	$ 36,655
Old Settlers Park Total	**$ 146,710**	**$ 36,256**	**$ 182,966**
Veronica Valley County Park (Pole Building) 3990 S Maple Valley Rd. Suttons Bay, MI 49682	**$ 31,401**	**$ 16,597**	**$ 47,998**
Elmwood Tower - 12708 S Bugai Traverse City, MI 49684	**$ -**	**$ 28,954**	**$ 28,954**
Empire Tower - 11229 Benzonia Trail Empire, MI 49630	**$ -**	**$ 68,280**	**$ 68,280**
Peshawbestown Tower - 3507 N Putnam Rd Peshawbestown, MI 49682	**$ -**	**$ 21,149**	**$ 21,149**
Leland Townhouse 1 - 115 S Grand Ave. Leland, MI 49670	**$ 233,727**	**$ -**	**$ 233,727**
Leland Townhouse 2 - 121 S Grand Ave. Leland, MI 49670	**$ 233,727**	**$ -**	**$ 233,727**
GRAND TOTALS	**$ 21,106,354**	**$ 4,969,341**	**$ 26,075,695**

LEELANAU COUNTY INVENTORY - EQUIPMENT (over $25,000)

Description	Replacement Value
2001 Pursuit Boat 24' Serial #: SSUC4689E101	$ 64,284.00
2008 Wellcraft Boat 26' Serial #: WELCSA01F809	$ 99,255.00
2009 Massey Ferguson Tractor 55HP	$ 38,000.00
Snow Trail Groomer	$ 60,000.00
22 - 30 Yd Roll Off Recycling Containers	$ 110,000.00
Total	**$ 371,539.00**

Leelanau County Tower Sites



Central Tower

1095 S. Pit Rd., Leland MI 49654
Property Tax ID# 009-033-006-10
Size: 8.8 acres

Liber 355, Page 988
Deed Recorded: December 30, 1992 Cost: $40,000

County owns the tower as well as the property it sits on. It is a 460' lattice guyed structure constructed in 1999. The following co-locators are currently on this site. The County has current lease agreements in place for each vendor:

- Consumers Energy (2015) approximately $32,000 annually. No increase for duration.
- Cherryland Rural Electric (2030) approximately $11,200 annual with a CPI increase
- AT&T (2027) approximately $43,000 annually with a 3% annual increase
- Verizon (2027) approximately $43,000 annually with a 3% annual increase
- Sprint/Nextel (expired, equipment scheduled for removal June 1, 2014)
- Cherry Capital Connection (2017) $0
- Baraga Broadcasting (2021) approximately $6,400 annually with a 2% annual increase

Elmwood Tower

12708 S. Bugai Rd. Traverse City MI 49684
Property Tax ID# 004-125-007-25

The County has equipment on this lattice guyed structure, but it is owned and maintained by the Michigan Public Safety Communications System (MPSCS) – Michigan Dept. of Technology, Management and Budget. We do not pay rent. No revenue stream for the County at this site.

Empire Tower

11229 Benzonia Trl., Empire, MI 49630
Property Tax ID# 005-022-003-00

This is a 200' free-standing lattice tower, unknown date it was built. The County has equipment on this tower but it is owned and managed by American Towers. The County does not pay rent and there is no revenue stream for the County at this site.

Law Enforcement Center

8525 E. Government Center Dr.
Suttons Bay, MI 49682
Property Tax ID# 011-019-004-00
Size: 43 acres

Liber 563, Page 394
Deed Recorded: December 21, 2000 Cost: $370,000

This is a 170' free-standing lattice structure (2003). The County owns the tower and the property it sits on. The County manages the site. The only vendor currently on this site is Cherry Capital Connection and they do not pay rent. Their lease agreement ends in 2017.

Maple City Tower

9237 S. Tower Rd.
Maple City, MI 49664
Property Tax ID# 007-011-001-00

This 199' guyed lattice structure (1997) is owned by the County and the County leases the land it sits on from Noonan & Sons. The lease agreement is good through 2047. Current co-locators are:

- AT&T (2027) approximately $20,000 annually with a 3% annual increase
- Verizon (2027) approximately $20,000 annually with a 3% annual increase

The lease fees generated on this site, minus minimal maintenance fees, are split 50/50 between the County and Noonan & Sons.

Northport Tower

108 W. 8th St.
Northport, MI 49670
Property Tax ID# 042-234-017-08

In 2014, a 199' monopole replaced the 11' free-standing lattice structure. The County owns the tower but leases the property from Leelanau Township in exchange for 50% of co-locator fees, minus a small maintenance fee. The property is located within the Village of Northport. Only vendor is AT&T (2027), approximately $20,000 annually.

Omena Tower

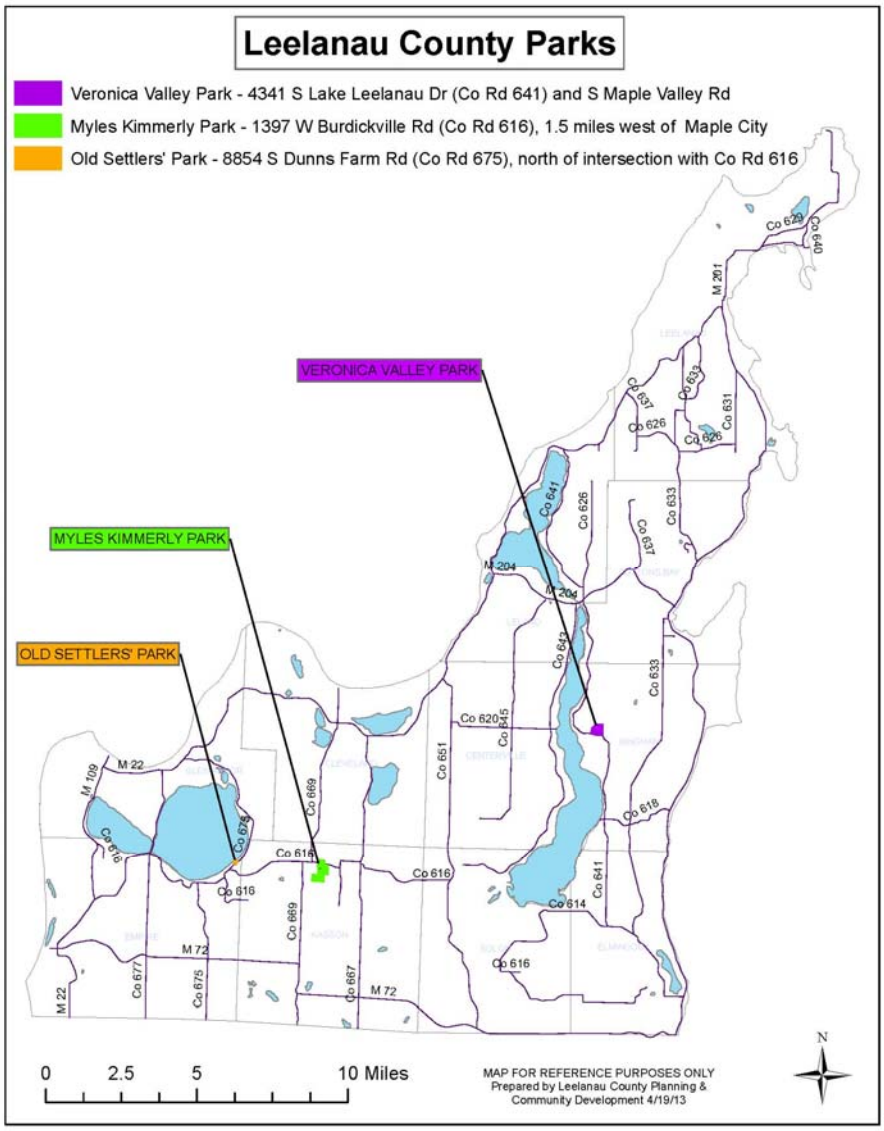
11750 E. Davis Rd.
Omena, MI 49674
Property Tax ID# 008-122-008-10

This is a 199' free-standing lattice structure (2012). The County owns and manages the tower, but leases the property from Brian & Kelly Mitchell (2031) for 50% of co-locator fees, minus a small maintenance fee. Vendor: AT&T (2027) approximately $20,000 annually with a 3% annual increase.

Peshawbestown Tower

3507 N. Putnam Rd.
Suttons Bay, MI 49682
Property Tax ID# 011-658-018-00

This is a 260' free-standing lattice tower (2002) owned and managed by GTB. The County has free space on the tower. This is not a revenue stream for the County.



Myles Kimmerly Recreation Area
Maple City Size:143 acres

Property Tax ID# 007-004-013-00
Liber 28, Page 556
Deed Recorded: October 29, 1901, Cost: $2,400

Property Tax ID# 007-009-004-00
Liber 71, Page 615
Deed Recorded: October 11, 1944, Cost: $700

Old Settlers' Park
Empire Township Size: 6.5 acres
Property Tax ID# 005-001-001-00

Liber 40, Page 621
Deed Recorded: June 26, 1912, Cost: $450

Liber45, Page 175
Deed Recorded: May 1, 1917, Cost: $75

Veronica Valley Park
Bingham Township Size: 92.3 acres
Property Tax ID# 001-112-010-60 & Property Tax ID# 001-113-001-00

Liber 990 Page 899
Deed Recorded: October 31, 2008, Cost: $851,528

Liber 998, Page 936
Deed Recorded: February 3, 2009 Cost: $23,841

Myles Kimmerly Recreation Area

Maple City

Property Tax ID# 007-004-013-00, 007-009-004-00

Size: 143 acres

The Myles Kimmerly Recreation Area includes property on the north and south sides of County Road 616 approximately 1 mile west of Maple City in Kasson Township. This 143-acre park's amenities provide the opportunity for team sports such as soccer matches and baseball leagues; individual sports such as tennis and disc golf; group gatherings and nature experiences.

Facilities include:

1. The Patrick Hobbins Hiking Trail, dedicated in 2003 – ¾ mile in length
2. Soccer Fields – spring, summer, and fall
3. Disc Golf Course – 18 holes
4. Maintenance Building
5. Picnic Shelters with Picnic Tables (4)
6. Playground with Large Swing – adult, Baby Swings, Merry-go-Round, Monkey Bars, Play Activity Center/Play Set, Balance Beam
7. Ball Diamonds (3) with Bleachers; two have dug outs (leagues)
8. Basketball Court (1)
9. Tennis Courts (2)
10. Driving Range
11. Volleyball Court
12. Sand Box
13. Pit Toilets
14. Water Hydrants (5)
15. Flagpole
16. Bike Rack
17. Grills
18. Old Shuffleboard Court
19. Forested Area

Livestock Arena

This park area is across County Road 616 from the Myles Kimmerly recreation area. Amenities provide the opportunity for group/organizational activities such as horse shows, children's agricultural events, and other group/organizational events.

Facilities include:

1. Large Shelter Area/Pavilion with Access Parking and Pad
2. Show Booth
3. Barn
4. Small Barn/Outbuilding
5. Horse Arenas with Bleachers (2)
6. Picnic Tables
7. Benches (3) Water Hydrants (5)

Renovations:

Landscaping was done in 2000 with grant funds.

Disc golf course developed in 2003. Cost: $5,000.

Baseball dugouts built in 2003. Cost: $4,000.

Old Settlers' Park

Empire Township

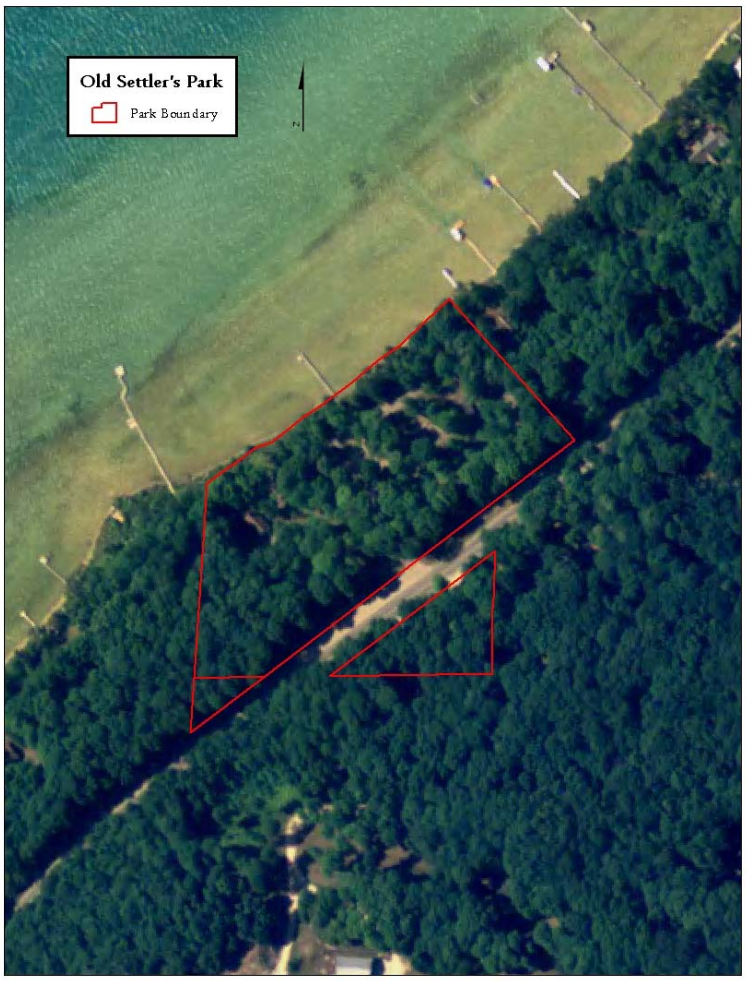
Property Tax ID# 005-001-001-00

Size: 6.5 acres

Old Settlers' Park is located on the southeastern shore of Glen Lake, on South Dunns Farm Road (County Road 675) in Empire Township. Early settlers established it as a picnic ground in 1892 with access to Glen Lake. The chapel located on the grounds of the park is available for use and is coordinated and maintained by the Glen Lake Woman's Club on a first come, first serve basis.

Residents of the logging community of Burdickville held a picnic on August 2, 1893 to honor two elderly pioneers, Kasson Freeman and John Fisher. High attendance at this first picnic inspired the organizers to hold one annually. In 1905, they formed the Old Settlers Picnic Association and began raising funds to purchase a permanent picnic ground. The present Old Settlers Park reflects two purchases. In 1912, with funds from the Association, Leelanau County bought a five-acre parcel adjacent to the Methodist Episcopal Church, which was built in 1896.

In 1917, the Association funded the County's purchase of the church, with the Methodists stipulating that the church "shall not be used for dancing." Each August, people came from miles around to attend the Old Settlers Picnic.



Facilities include:

1. Chapel/meeting room
2. Fireplaces/Barbecue Stoves (2)
3. Gazebo with seating
4. Playground
5. Boat Launch (Non-motorized)
6. "Grub Shack"
7. Picnic Areas with Tables
8. Grills
9. Benches
10. Pit toilets

Sample activities include:

1. Weddings
2. July 4th Flag Raising
3. Old Settlers Annual Picnic
4. Swimming

Renovations:

A new dock was built in 2000

Chapel foundation restored in 2002.
Cost: $18,000

Veronica Valley Park

Bingham Township

Property Tax ID# 001-112-010-60, #001-113-001-00

Size: 92.3 acres

The acquisition of the Veronica Valley Park was completed in December 2008 from a Michigan Natu-ral Resources Trust Fund grant award with the help from Rotary Charities and Leelanau County. This parcel is located in Bingham Township at the junction of Maple Valley Road and County Road 641, approximately four (4) miles southwest of Suttons Bay and four (4) miles south of the Village of Lake Leelanau in the east central area of the County. The Park is approximately one-half mile from Lake Leelanau and 12 miles from the City of Traverse City.

The Veronica Valley Park property was formerly a family operated, nine hole golf course that had not been in use for about four years. The site is characterized by gently rolling hills, open space, wetlands, and forested wetlands that include dense stands of white cedar. The property has three bridges and six ponds. Mebert Creek, a designated trout stream, also winds approximately 2,268 feet through the site. The forested and agrarian views will make this site a peaceful retreat for the pas-sive recreation user.

The concept plan for the proposed passive recreation activities blends well with this site that includes gently rolling hills, a scenic trout stream and high quality wetlands. The trail system will reach most of the areas of the park with a high percentage of the trails maintained by a single width of a County mower. Wood-chipped paths and elevated boardwalks are planned leading to viewing platforms in and adjacent to the wetland areas.

In addition to the trails, a picnic area and playground area have been proposed with tables and benches. The two existing parking areas will remain, with one moved so the net increase in parking area will be kept to a minimum. The nature center/youth fishing center will be in and around a proposed pavilion building. This youth/adult educational center will have the following displays: fishing (both in the stream and ponds), stream ecology, pond ecology, wetland ecology, and birdwatching. This center is seen as being used by youth groups, county schools, individual visitors, and tourists and will be a four season park with cross country skiing, snowshoeing, and sledding in the winter.

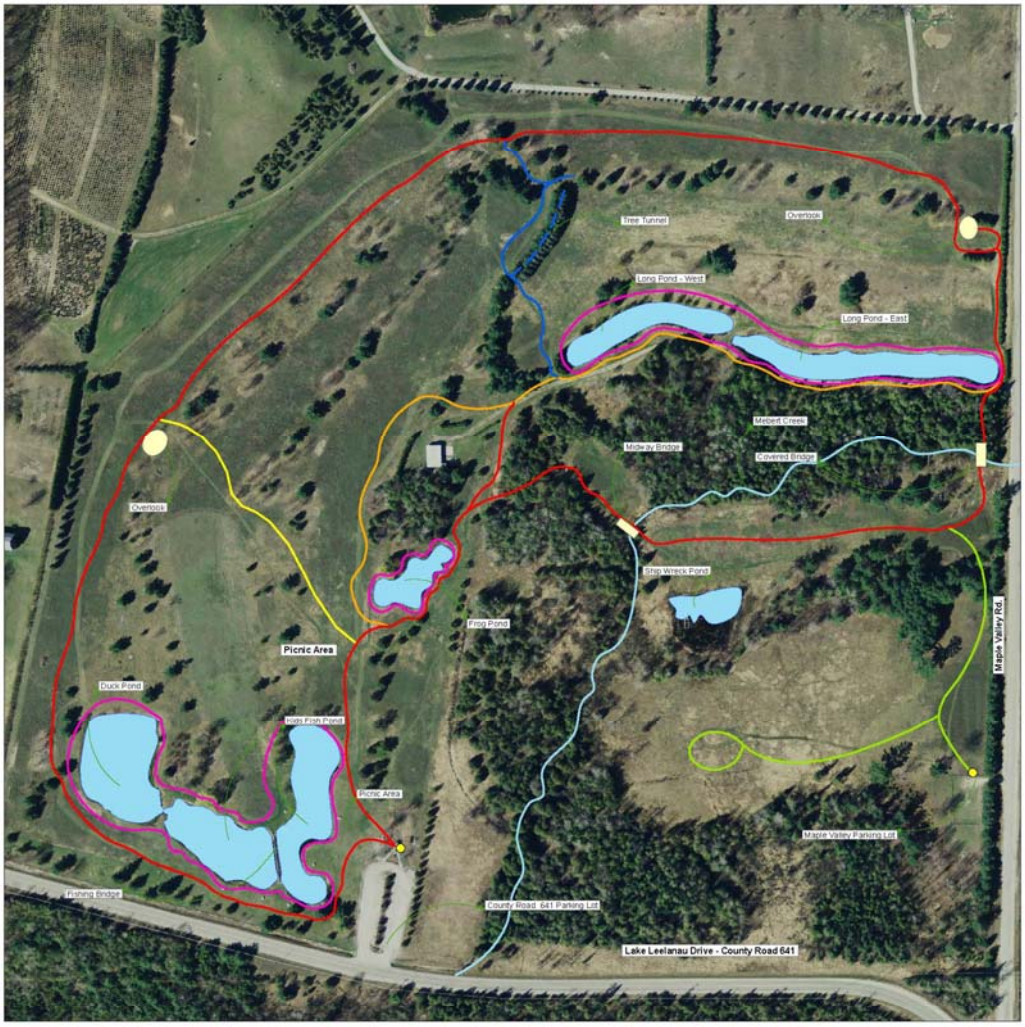
<u>Facilities include:</u>

1. Pole barn (24’ by 32’)
2. Two water wells
3. Septic system
4. Electricity
5. Drinking water fountain

Sample proposed activities:

1. Fishing
2. Hiking
3. Bird Watching
4. Cross Country Skiing
5. Snowshoeing
6. Continued hosting of the Kid's Fishing Day by the Lake Leelanau Lake Association

Veronica Valley Park



Leelanau County Parks and Recreation Information & Trail Map

Veronica Valley Park

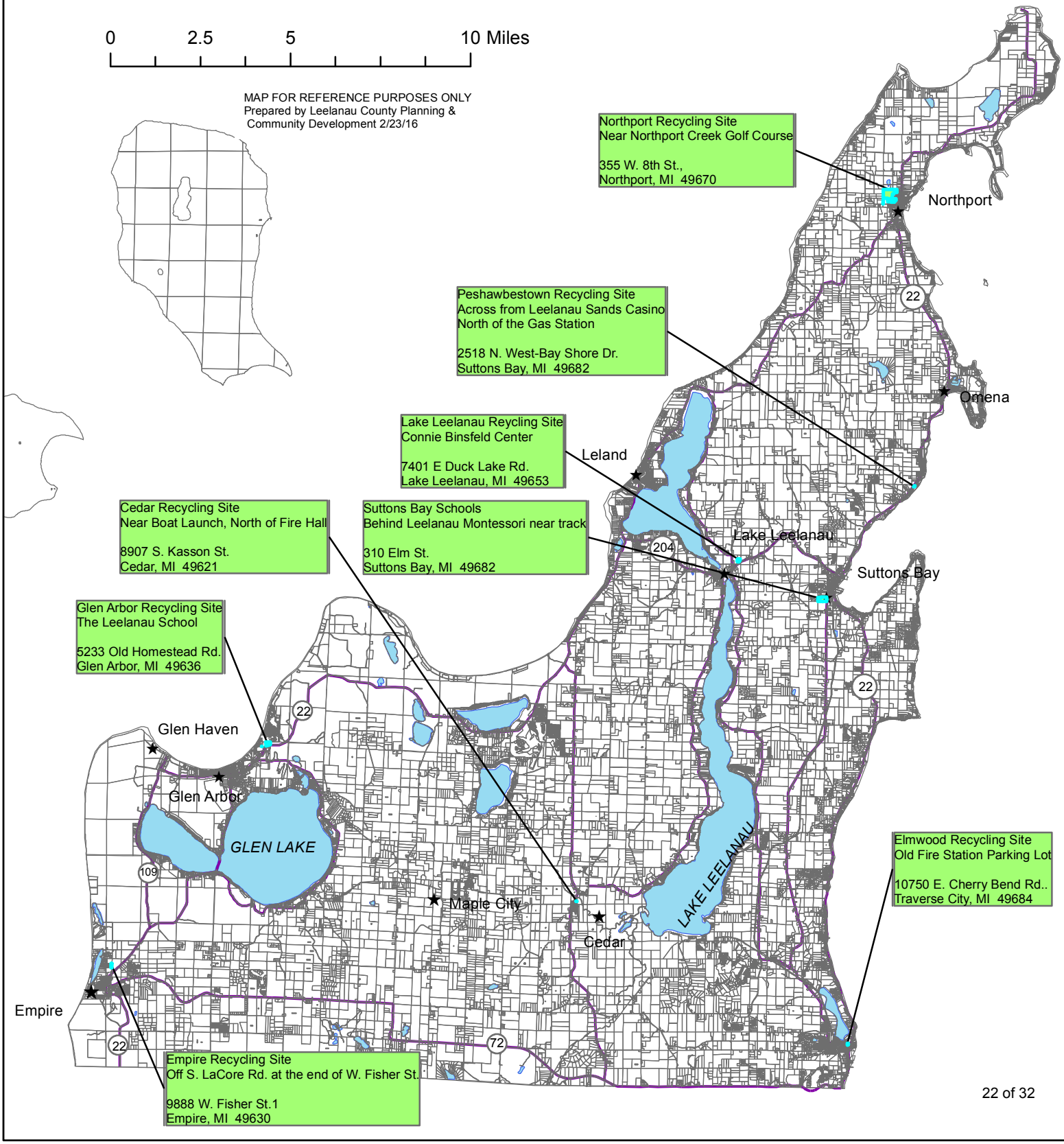
Map for Reference Purposes only.
2012 Orthophotos
Prepared by Leelanau County
Planning & Community Development
November 2013

N

0 75 150 300 Feet

Red Trail-1.3 mi (6887 ft)
Yellow Trail-.15 mi (833 ft)
Orange Trail-.36 mi (1940 ft)
Blue Trail-.14 mi (745 ft)
Green Trail-.22mi (1180 ft)
Mebert Creek
Information Kiosk
Overlook
Frog Pond; Kids Fish/Duck .40 mi (2157 ft); E&W Long .43mi (2281 ft)

Leelanau County Recycling Sites



Part III: Recommended Capital Improvement Projects

Part III contains a Summary Chart of Proposed Projects submitted by County departments. These projects range in cost from $15,000 to nearly $1,000,000. Each of these projects has been ranked according to criteria developed by the County Planning Commission, and outlined in Part I of this CIP. Once ranked, each project was given a number of 1, 2, or 3 for Priority Group, based on the score received during the ranking. The highest Priority Group is "1" which means the project is considered "urgent". A Priority 2 is given to a project that is considered "important", and a Priority 3 is given to a project which is considered "desirable".

Also attached is a proposed timeline of funding for the proposed projects.

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Summary Chart of Proposed Projects

Priority Group	Item Number	Project Title	Location	Department Accountability	Start Date	Estimated Completion	Project Summary	Needs Fulfilled	Approximate Cost Low	Approximate Cost High	Funding Sources	Own	Lease	*Less Trade in / Matching Funds*	Maintenance Costs (annual)	Operational Costs (annual)
1	2016-21	**Correct Work Conditions**	LEC	Buildings & Grounds /Sheriff's Dept.	2016	2017	Repairs & replacement of HVAC, humidifier, water boilers, roof top units, etc.	Correct work conditions	$700,000.00	$900,000.00	Capital Improvement / DTR Fund	X				
1	2016-09	**Enhanced 911 System Upgrade**	County-Wide	Information Technology	2016-2017	2017	Upgrade to Enhanced 9-1-1 System	Improved emergency communications	$115,000	$115,000	General Fund	x				
1	2016-01	**New Radio System**	County-Wide	Emergency Management/911	Spring 2017	2017	New radio system to service all of LC, all fire departments, rescue, school buses etc.	Improved emergency communications	$245,600	$245,600	Tower Fund 518, Grants	x				$14,400
1	2016-15	**Structural Repairs**	Law Enforcement Center	Buildings & Grounds /Sheriff's Dept.	2017	2017	Roof repairs - following RTU change outs	Correct work conditions	$45,000	$45,000	Capital Improvement	X				
2	2016-07	**Barn - Myles Kimmerly Park**	Myles Kimmerly Park	County Board	unknown		Stabilization of barn foundation, barn to be used for storage and/or activities	Increased storage, safety	$150,000	$150,000	General Fund, Parks and Rec Budget, Grants, 2% allocations, private donations	x				
2	2016-22	**Equipment**	Parks & Recreation	Parks & Recreation Commission	2016		Replace small John Deere tractor and old Cross Country Ski Groomer. Kubota RTV converted to winter use. Used in Myles Kimmerly and Veronica Valley Parks	Meets goal of approved Parks & Rec Plan. Existing equipment too old and costly to repair.	$40,500	$40,500	Parks & Rec Budget	X				
2	2016-08	**Improvements - Veronica Valley**	Veronica Valley	Parks & Recreation Commission	2016		Control of invasive species, fishing platform, new trails, bird viewing platform, restroom, pavillion, parking lot improvements	Meets goal in adopted Parks & Rec Plan. Improved accessibility and increased services	$200,000	$200,000	General Fund, Parks and Rec Budget, Grants, 2% allocations	x				
2	2016-12	**iSCSI Disk Storage Upgrade**	County Government Center	Information Technology	2016	2016	Upgrade disk storage for network servers	Updated technology	$17,000	$17,000	Computer Fund 636	x				
2	2016-20	**Keywatcher System**	LEC	Sheriff's Dept	2016	2016	Morse Watchman Keywatcher System	Multi-unit system	$17,137.00	$17,137.00	General Fund, RAP Grant	X				
2	2016-10	**Main Server Upgrade**	County Government Center	Information Technology	2016	2016	Upgrade to supported operating system and increased disk capacity	Updated technology	$18,000	$18,000	Computer Fund 636	x				
2	2016-02	**Patrol Boat (Lake Michigan)**	County-Wide	Sheriff's Dept	2016		A specialized boat to be used in Lake Michigan waters.	Improved security on Lake Michigan waters	$300,000	$400,000	75% Grants, 25% Local Match	x				$5,000
2	2016-19	**Patrol Vehicle Purchase**	LEC	Sheriff's Dept	2016	2016	Purchase new road patrol vehicles	Annual purchase to replace aging vehicles	$87,000	$87,000	General Fund	X		$4,500.00		$7,200.00
2	2016-05	**Security Fencing/Electric Gate**	County Government Center	Sheriff's Dept	unknown		Add security fencing w/electronic gate for SW parking lot next to Sheriff's Office.	Improved security of numerous law enforcement items, including firearms and other tactical items	$25,000	$25,000	General Fund, Capital Improvement Fund	x				
2	2016-11	**Workstation Upgrades**	County Government Center	Information Technology	2016	2016	10 upgraded computer workstations	Updated equipment	$15,000	$15,000	Computer Fund 636	x				
3	2016-18	**Animal Control Vehicle**	LEC	Sheriff's Dept	2017	2017	Replace aging Animal Control Vehicle	Animal control	$33,300.00	$33,300.00	General Fund/2%	X		$3,000.00		$2,400.00
3	2016-17	**Courthouse Eastside Re-sloping**	Government Center	Maintenance	unknown		Re-slope east side of hill by Government Center	Correct water issues	unknown	unknown	General Fund	X				
3	2016-16	**Courthouse Driveway Entrance**	Government Center	Maintenance	unknown		Change entrance location to Government Center	Change driveway entrance or widen turn	$25,000	$25,000	General Fund	X				
3	2016-23	**Document Imaging**	County Government Center	Prosecuting Attorney's Office	2016		Document imaging system for prosecuting attorney records	Improved digital storage	$20,000	$20,000	Computer Fund 636	x				
3	2016-06	**Improvements - Myles Kimmerly Park**	Myles Kimmerly Park	Parks & Recreation Commission	2016	2018	Replace/expand tennis courts, 1 mile paved trail, level and relocate baseball fields, irrigate picnic and ball diamonds, replace restrooms, perimeter trail	Meets goal in adopted Parks & Rec Plan. Promotes outdoot physical activity of residents, improve general safety of deteriorated areas.	$300,000	$300,000	General Fund, Parks and Rec Budget, Grants, 2% allocations	x				
3	2016-14	**New document recording software**	County Government Center	Register of Deeds	2017	2017	Technology upgrade for Reg of Deeds for use of the Automation Fund	Updated technology	$120,000	$120,000	Automation Fund #256	x				
3	2016-03	**Storage Garage**	County Government Center	Maintenance / Sheriff's Dept.	2017	2017	Add to existing pole building, including 3 overhead doors.	Secured storage of maintenance & county equipment (including Family Court items i.e. kayaks, bikes, trailers)	$150,000	$150,000	General Fund	x				
3	2016-13	**Upgrade computer equipment**	County Government Center	Register of Deeds	2017	2017	Technology upgrade for Reg of Deeds for use of the Automation Fund	Updated technology	$16,000	$16,000	Automation Fund #256	x				
3	2016-04	**Water Softener**	LEC	Maintenance	2017	2017	Replace existing water softening system in LEC basement	Replace old system with 2 new units	$22,000	$22,000	General Fund	X				
							Total Estimated cost of Recommended Projects:		***$2,661,537***	***$2,961,537***						

Projected Annual Capital Costs 2016-2021

Item Number	Project Title	Priority Group	2016	2017	2018	2019	2020	2021	Estimated Cost *
2016-21	**Correct Work Conditions**	1	$700,000.00	$200,000.00					$900,000.00
2016-09	**Enhanced 911 System Upgrade**	1		$115,000.00					$115,000
2016-01	**New Radio System**	1		$245,600.00					$245,600
2016-15	**Structural Repairs**	1		$45,000.00					$45,000
2016-07	**Barn - Myles Kimmerly Park**	2			$75,000.00	$75,000.00			$150,000
2016-22	**Equipment**	2	$20,000.00	$20,500.00					$40,500.00
2016-08	**Improvements - Veronica Valley**	2			$50,000.00	$50,000.00	$50,000.00	$50,000.00	$200,000
2016-12	**iSCSI Disk Storage Upgrade**	2	$17,000.00						$17,000
2016-20	**Keywatcher System**	2	$17,137.00						$17,137.00
2016-10	**Main Server Upgrade**	2	$18,000.00						$18,000
2016-02	**Patrol Boat (Lake Michigan)**	2	$400,000.00						$400,000
2016-19	**Patrol Vehicle Purchase**	2	$87,000.00						$87,000
2016-05	**Security Fencing/Electric Gate**	2			$25,000.00				$25,000
2016-11	**Workstation Upgrades**	2	$15,000.00						$15,000
2016-18	**Animal Control Vehicle**	3		$33,300.00					$33,300.00
2016-17	**Courthouse Eastside Re-sloping**	3							unknown
2016-16	**Courthouse Driveway Entrance**	3				$15,000.00	$10,000.00		$25,000
2016-23	**Document Imaging**	3		$20,000.00					$20,000
2016-06	**Improvements - Myles Kimmerly Park**	3			$75,000.00	$75,000.00	$75,000.00	$75,000.00	$300,000
2016-14	**New document recording software**	3		$120,000.00					$120,000
2016-03	**Storage Garage**	3		$75,000.00	$75,000.00				$150,000
2016-13	**Upgrade computer equipment**	3		$16,000.00					$16,000
2016-04	**Water Softener**	3		$22,000.00					$22,000
	TOTALS		**$1,274,137**	**$912,400**	**$300,000**	**$215,000**	**$135,000**	**$125,000**	**$2,961,537**

**** Estimated Costs were presented by County Departments and may be based on estimate, actual bid, or approximation. Estimated costs are subject to change.***

PART IV: Recommendations

Based on the review by staff of the Leelanau County Planning & Community Development office, the Leelanau County Planning Commission reviews the proposed projects and forwards a final recommendation to the County Board. The County Board will then review the final CIP recommendation and consider funding of new projects, as well as the re-appropriation of funds for existing projects, as part of the annual budget cycle.

Recommendations

1. Adopt the CIP

During the planning process, criteria, ranking, and prioritization steps are defined for capital improvement projects, and adopted by the County Planning Commission. These steps are to be applied to all infrastructure decisions. Adoption of the CIP by the County Board of Commissioners establishes a set procedure to be used for making decisions and financing capital improvements.

2. Maintain Capital Improvement Planning

In order to maintain a comprehensive approach to the management of County facilities and parcels of land, the County should maintain a commitment to long range planning, including:

- Continue funding capital maintenance for existing facilities.
- Consider revenue generating options on currently owned properties (i.e. sale of timber, leasing or selling property, etc.).
- Require county departments to utilize the CIP on an annual basis and submit proposed projects to the Planning Commission for inclusion in the CIP, prior to funding being requested.
- Develop an annual Capital Improvement Program (CIP) by the Planning Commission, and approval by the Board of Commissioners as part of the budget process.
- Continue to make annual appropriations for the purpose of safeguarding the value of buildings, and address long term needs.
- Explore options and means of making County facilities more efficient in energy usage.
- Continue to commit to technology improvements in order to meet the goals of improved delivery of services and efficient County operations. Software solutions, such as document imaging, web based applications, and geographic information systems (GIS), will help achieve these goals. Hardware solutions, such as servers, are also necessary.

3. Adopt Submittal Form

- Adopt the Submittal Form and require all departments to utilize the Submittal Form for capital projects. The Submittal Form will be reviewed periodically by the County Board. The Submittal Form will be released at the end of each year to department heads, and required to be completed and returned by January 31 of the next year.

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4. Capital Fund

- In order to continue funding future projects, the County Board should allocate annual funds to be deposited into a Capital Improvement Fund. Funds from the sale of property and equipment, should also be considered for deposit into this Fund.

5. Capital Improvements

- For all capital improvement projects, contracts will include language that requires appropriate permits are pulled and passed, and the repair or construction is completed according to bid specs, and local and state construction codes.

- After repairs or new construction are completed and the permit process is completed, the County will establish a date for walk-thru and inspection *prior* to the 18 month warranty time expiring. The contractor will be notified immediately if the walk-thru and inspection reveals that additional repairs or work are required as part of the contract and warranty.

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Leelanau County Capital Improvement Program (CIP)
Submittal Form

Directions: Departments/Agencies submitting a proposed project for inclusion in the CIP will receive this form at the beginning of each year. The form must be completed in its entirety, and returned by January 31 to the Planning & Community Development office.

Be specific and provide detailed information for any project anticipated within the next six (6) years. Each Project/Equipment request requires a separate Submittal Form.

Project title:_____ Department: _____

Prepared by: _____ Date Prepared: _____

CIP ID#: _____ Anticipated Start Date:_____

Check one: New Project ☐ Revision of Already Submitted Project ☐

I) PROJECT

A) Project Description: Provide a brief (1-2 paragraph) description of the project

_____
_____
_____
_____
_____
_____
_____
_____

B) JUSTIFICATION
If desirable, provide attachments with more details

1) Planning context: Is this project part of an adopted program, policy, or plan?

☐ NO
☐ YES (must identify):_____

Must list the adopted program or policy, and how this project directly or indirectly meets these objectives.

_____
_____
_____
_____

2) Planning context: Is the community legally obligated to perform this service?

☐ NO
☐ YES

Please describe the community's legal obligation:

_____
_____
_____
_____

3) Explain how the project will a) eliminate or prevent an existing health, environment, or safety hazard and/or; b) alleviate an emergency service deficiency or disruption.

4) How is the project consistent with and supported by your department program goals?

5) How is the project supported by goals of the **Leelanau *General* Plan**?

6) How is the project consistent with and supported by local plans (a Master Plan, Parks & Recreation Plan, Trail Plan, etc.)

7) How will the project improve and/or protect the County's infrastructure?

8) How will the project improve and/or increase the level of service provided by the County?

9) List any other anticipated benefits that are not described above, such as: preservation of historic building/feature, increased economic development opportunity, saving greenspace/farmland, meeting a regulatory requirement, etc.

C) Coordination: Please identify if this project is dependent upon one or more other CIP projects and please describe what the relationship is:

_____
_____
_____
_____
_____

D) Project time line: Estimated project beginning and ending dates. Be sure to include any work being done in prior years, including studies or other planning:

_____
_____
_____
_____
_____

E) Prior approval: Is this project included in the 2016 adopted or prior year's budget? Has this project been approved by any board, commission or governing body?

☐ YES: Please check all appropriate box(es)
- ☐ Governing body
- ☐ Planning Commission
- ☐ 2016 budget
- ☐ Prior year budget:_____

☐ NO

F) Total estimated cost: $_____

1) **Basis of cost estimate:** Please check one of the following:

☐ Cost of comparable facility/equipment
☐ Cost estimate from engineer/architect
☐ Rule of thumb indicator/unit cost
☐ Preliminary estimate
☐ Ball park "guesstimate"

2) List all funding options available for this project:

_____
_____
_____
_____
_____

3) Recommended funding options(s) to be used?

_____
_____
_____
_____
_____

4) Will the project leverage outside funding for project completion? If yes, from what source?

_____

5) Will the project require additional personnel, materials/supplies, (or) will it increase operating costs?

_____

G) Cost to Benefit Considerations: Estimate the number of citizens impacted and the benefits of that impact comparing those benefits to the total estimated costs

_____
_____
_____
_____
_____

II) EQUIPMENT

A) Equipment description:_____ **Date prepared**:_____

Department:_____

Form of acquisition: Please check one of the following:

☐ Purchase
☐ Rental/lease

Number of units requested:_____

Estimated service life (years):_____

B) Justification

_____
_____
_____
_____
_____

Purpose of expenditure: Please check appropriate box(es)

☐ Scheduled replacement
☐ Replace worn-out equipment
☐ Expanded service life
☐ Increased safety
☐ Present equipment obsolete
☐ Reduce personnel time
☐ New operation
☐ Improved service to community, procedures, etc.
☐ Other:_____

C) Cost Factors

DIRECT COSTS	PER UNIT ($)	TOTAL COST ($)
Purchase price or annual rent/lease		
Plus: installation or related charges		
Plus: annual operational costs		
Less: annual operational savings		
Less: trade-in, salvage value, discount		
Net purchase cost/annual rent		

Replaced item(s): attach separate page if necessary

ITEM	MAKE	AGE	PRIOR YEAR'S MAINTENANCE	PRIOR YEAR'S RENTAL COST
			$	$
			$	$
			$	$
			$	$