

Village of Lincoln

Capital Improvements Program 2018-2024

April 11,2018

**Village of Lincoln
Capital Improvement Program
FY 2018-2024
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Village of Lincoln

CAPITAL IMPROVEMENT PROGRAM

FY 2018-2024

INTRODUCTION

Pursuant to the Municipal Planning Council Act - Public Act 285 of 1931, the Planning Commission of a municipality shall make and adopt a six-year (Capital Improvement Program) program to carry out its long range planning objectives. The Village of Lincoln Planning Commission will be adopting its program this year for fiscal years 2018 through 2024.

Commencing with this program year, the Village Administration procedurally reviews and updates the six-year Capital Improvement Program (CIP) annually between the months of January and March. This is timed so as to correlate directly with the annual Capital Improvement Fund Budget process.

Briefly stated, the objectives of a CIP Program are as follows:

To develop a long range (six year) program in which physical projects are planned, prioritized and implemented in an orderly manner;

To coordinate the capital related projects of the various Village departments and boards and Councils to ensure an appropriate distribution of capital improvement funds with regards to the needs of the Village and the fiscal ability of the Village to undertake the requested projects;

To assist the President and Village Council in the determination of project requests and funding sources with regard to short and long-range plans; and

To coordinate the demands and requests for Capital Improvement Funds with the planning needs of the Village so that an appropriate prioritized system of funding can be programmed over increments of six years.

EXPLANATION OF CAPITAL IMPROVEMENT TERMS

Capital Improvements: Projects that result in the acquisition, addition, updating, or development of physical facilities.

A capital improvement may also include contractual or bonded indebtedness payments related to fixed assets, or any major expenditure for physical development, which generally falls into one of the following categories:

- 1) Land and non-structural improvements
- 2) New structures
- 3) Major repairs - \$5,000 or more
- 4) Major replacements - \$5,000 or more
- 5) Non-motorized equipment - \$5,000 or more

Additionally, capital improvements are generally defined as the following:

- a) New and expanded physical facilities for the community which are relatively large in size, expensive and permanent.
- b) Large scale rehabilitation or replacement of existing facilities.
- c) Major pieces of equipment which has a direct relationship to the function of a physical facility, and which are relatively expensive and of long life.
- d) Purchase of equipment for any public improvements when first erected or acquired that are to be financed in whole or in part from bond funds.
- e) The cost of engineering and architectural studies and surveys relative to an anticipated improvement.

Capital Improvement Program: Capital Improvement Programming is the preparation and updating of a recommended schedule of public works and related equipment to be built or purchased during the next six years. To be effective, the Village's Capital Improvement Program will cover the Village's entire range of public facility and service requirements. In the Village's Capital Improvement Program, all future projects are listed in order of construction priority together with cost estimates and the anticipated means of financing for each project.

A six-year Capital Improvement Programming period is generally considered to be most suitable. A two or three year time period is too short for effective programming because planning and financing of major projects usually take a longer period of time. Conversely, a period of seven or more years may project the program too far into the future to be of practical value. A capital improvement budget is the first year of a Capital Improvement Program.

Capital Improvement Budget: While the Capital Improvement Program is a proposed spending schedule for six years, the Capital Budget is legal authorization to spend, during the coming fiscal year, funds from Village sources and from Federal and State Grants.

The Village Capital Budget is distinct from the Operating Budget. The Operating Budget authorizes the expenditures, on a one-year basis, of funds for employee salaries, fringe benefits, and the purchase of services, supplies and the like. It also includes the payment of principal and interest on the bonds issued to support past Capital Budget projects. Since effective Village services depend on the timely combination of manpower, supplies and capital facilities, serious effort is devoted in the budgetary process to coordinating the Capital and Operating Budgets.

Appropriation: Money appropriated by the Village Council for capital improvement projects to be implemented during the budget year. It includes amendments made during the fiscal year to the originally approved capital budget appropriations.

Program Adoption and Amendment Procedures: The Planning Commission must act within 60 days from receipt of the proposed Capital Improvement Program or it shall be deemed approved. The Planning Commission shall annually prepare such a Capital Improvement Plan for the ensuing six years, which program shall show those public structures and improvements, in the general order of their priority, which in the Planning Council's judgment will be needed or desirable and can be undertaken within the six year period.

In the event of a proposed change or amendment of an adopted Capital Improvement Program and/or Project, said Program or Project must be submitted to the Village Planning Commission for amendment consideration. Should the Planning Commission deny the requested amendment, the legislative body may overturn said denial by a two-thirds vote.

METHODOLOGY

The projects listed in this document were compiled by the Village Administration from the submissions and requests of the various Department and Divisions of the Village. The procedures for the preparation of the 2017-2023 Capital Improvement Program were:

A) Initiation:

A communication from the Village President was transmitted to all Village Department Heads, as well as to select board and Council chairpersons, enlisting their support and cooperation.

B) Analysis of Past Results:

As part of preparing the 2017-2023 CIP, the Village reviewed the results achieved over the past few years with each department in order to get an accurate account of past priorities, expenditures and completed projects during the previous year.

C) Information Gathering:

Review of future capital improvement proposals consisted of systematically analyzing the input from the various Village Departments. The use of "Capital Improvement Project Summary and Description Sheets" provided a brief written description of each Capital Improvement Project recommended for funding over the next six years by fiscal year. Each project Summary and Description Sheet also provided a departmental listing of proposed capital improvement projects with proposed priority and related cost estimates and funding source identification.

D) Prioritizing:

After the gathering of the Summary and Description Sheets and a complete analysis of the impact of the various projects proposed by each Department, a priority for each project was identified. The criteria used for the evaluation of each Capital Improvement Project by the Village Administration consisted of the following:

- 1) Is the proposed project already in process due to its inclusion in the current budget year? Is the project under construction, under contract, and is there a continuing debt obligation payable?
- 2) Is the project mandated by law or court action?
- 3) Is there a relationship between the proposed project and the Village Council's "Goals and Objectives"?
- 4) Is alternative funding available? Is funding available through other sources, or is funding available through land contract or bonding to minimize annual cost requirement?
- 5) Does the proposed project generate revenue for the general fund and/or other funds? This item should be determined based upon an annual forecast and the schedule of revenues should be designated by the appropriate fund.
- 6) Does the proposed project result in the use of supplementary funds for 'leverage', using matching funds with other funding sources.

E) Review Procedures:

The review procedures associated with the Capital Improvement Program consisted principally of the following:

- 1) After receiving all proposed project data and priorities from each Department, the information was evaluated, reviewed, amended and approved by the Village President.
- 2) The Capital Improvement Program was then submitted by the Village President to the Planning Commission for their review and approval. In accordance with the State Law, the Village's Planning Commission must take action regarding the review and approval of said document within 60 days after submission or it is deemed approved.

In summary, the above information enumerates the thought process and procedures used to compile the administration's proposed Capital Improvement Program and Budget. Upon receipt of this proposal, the Planning Commission and, subsequently, the Village Council must review, amend if necessary, and adopt both the program and budget so that implementation can commence.

Village of Lincoln
Capital Improvement Program
FY 2018-2024

Summary of Funding Sources

Funding Source	Category	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Total
Sewer Fund/Bond	Sewer	\$ -						\$ -
Water Fund	Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SAW Funding	Storm Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Major Street Fund	Major Street	\$ -	\$ 523,000.00	\$ -	\$ 106,000.00	\$ -	\$ -	\$ 629,000.00
Local Street Fund	Local Street	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
General Fund	Sidewalk	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 45,000.00
General Fund	Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Fund	Equipment	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 35,000.00
General Fund	Parks and Rec	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
General Fund	Public Safety	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
Total Revenues		\$ 50,000.00	\$ 528,000.00	\$ 40,000.00	\$ 126,000.00	\$ 35,000.00	\$ 5,000.00	\$ 784,000.00

Funding Source	Abbreviation	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Total
Sewer Fund	SF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reg. 9 Task Force/MS	Reg. 9 Task Force/MS	\$ -	\$ 218,000.00	\$ -	\$ 106,000.00	\$ -	\$ -	\$ 629,000.00
MDOT Safety Grant/MS/VR	MDOT Safety Grant/MS/VR		\$ 305,000.00					
Reg. 9 Task Force/MS/VR	Reg. 9 Task Force/MS/VR				\$ 106,000.00			
Local Street Fund/Village Raised	LSF	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
General Fund	SF	\$ 50,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00	\$ 5,000.00	\$ 105,000.00
Equipment Fund	EF	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 35,000.00
Total Revenues		\$ 50,000.00	\$ 528,000.00	\$ 40,000.00	\$ 232,000.00	\$ 35,000.00	\$ 5,000.00	\$ 784,000.00

Village of Lincoln
Capital Improvement Program
FY 2018-2024

Summary of Expenditures by Category

Category	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Total
Sewer	\$ -						\$ -
Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Major Street	\$ -	\$ 523,000.00	\$ -	\$ 106,000.00	\$ -	\$ -	\$ 629,000.00
Local Street	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
Sidewalk	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 45,000.00
Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 35,000.00
Parks and Rec	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
Public Safety	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
Total Expenditures	\$ 50,000.00	\$ 528,000.00	\$ 40,000.00	\$ 126,000.00	\$ 35,000.00	\$ 5,000.00	\$ 784,000.00

Village of Lincoln
 Capital Improvement Program
 FY 2018-2024
 Project Summary

Category: Sewer

Project Title	FISCAL YEAR							Total	Funding Source
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024			
0	\$ -						\$ -		
0	\$ -						\$ -		
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

Village of Lincoln
 Capital Improvement Program
 FY 2018-2024
 Project Summary

Category: Water

Project Title	FISCAL YEAR							Total	Funding Source
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024			
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Village of Lincoln
 Capital Improvement Program
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 Project Summary

Category: Storm Sewer

Project Title	FISCAL YEAR							Total	Funding Source
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024			
0	\$ -							\$ -	LS/MS
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Village of Lincoln
 Capital Improvement Program
 FY 2018-2024
 Project Summary

Category: Buildings

Project Title	FISCAL YEAR							Total	Funding Source
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024			
0	\$ -						\$ -	GF	
0						\$ -	\$ -	GF	
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

Village of Lincoln
 Capital Improvement Program
 FY 2018-2024
 Project Summary

Category: Public Safety

Project Title	FISCAL YEAR							Total	Funding Source
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024			
First Responder Vehicle					\$ 30,000.00			\$ 30,000.00	GF
Totals	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	

**Village of Lincoln
Capital Improvements Project Profile
FY 2018-2024**

Department: Public Safety

Project Title: First Responder Vehicle

Project Category: Public Safety

Start Date: 2022

Project Location: N/A

Overall Priority: Medium

Departmental Priority: Medium

Project Description:
Replace FRV with a newer one

Project Justification
FRV is over 30 years old and is in need or repair

Financing Sources:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
General Fund					\$ 30,000.00	
Total Cost	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -

Village of Lincoln
Capital Improvement Program
FY 2018-2024
Project Summary

Category: Local Street

Project Title	FISCAL YEAR							Total	Funding Source
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024			
Chip and Seal Various Streets				\$ 15,000.00				\$ 15,000.00	LS/VR
0						\$	-	\$	-
								\$	-
Totals	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	

**Village of Lincoln
Capital Improvements Project Profile
FY 2018-2024**

Department: Local Streets

Project Title: Chip and Seal Various Streets

Project Category: Local Streets

Start Date: July 2020

Project Location: Various

Overall Priority: Medium

Departmental Priority: Medium

Project Description:
The Village will determine Streets to have Chip and Seal Applied

Project Justification
Distress in surface areas

Financing Sources:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
LS/VR			\$ 15,000.00			
Total Cost	\$ -	\$ -	\$ 15,000.00		\$ -	\$ -

Village of Lincoln
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 Project Summary

Category: Major Street

Project Title	FISCAL YEAR							Total	Funding Source
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024			
Mill and Resurface		\$ 218,000.00						\$ 218,000.00	Reg. 9 Task Force/MS
Barlow Road Main Street Intersection		\$ 305,000.00	\$ -					\$ 305,000.00	MDOT Safty Grant/MS/VR
Traverse Bay State Road				\$ 106,000.00				\$ 106,000.00	Reg. 9 Task Force/MS/VR
								\$ -	
Total	\$ -	\$ 523,000.00	\$ -	\$ 106,000.00	\$ -	\$ -	\$ -	\$ 629,000.00	

**Village of Lincoln
Capital Improvements Project Profile
FY 2018-2024**

Department: Major Streets

Project Title: Mill and Resurface

Project Category: Major Streets

Start Date: May 2019

Project Location: Barlow Road

Overall Priority: High

Departmental Priority: High

Project Description:
 Mill and Resurface Barlow Road from S Village Limits to Main Street
 The road surface will be crushed, reshaped and a 3 inch HMA overlay will be placed.
 Add 2 Left Turn Lanes

Project Justification
 Barlow Road is beginning to show signs of surface distress and will need to be improved within the next 2 years

Financing Sources:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Reg. 9 Task Force/MS		\$ 218,000.00				
Total Cost	\$ -	\$ 218,000.00	\$ -	\$ -	\$ -	\$ -

**Village of Lincoln
Capital Improvements Project Profile
FY 2018-2024**

Department: Major Streets

Project Title: Barlow Road Main Street Intersection

Project Category: Major Streets

Start Date: June 2019

Project Location: Barlow Road

Overall Priority: High

Departmental Priority: High

Project Description:
Crush and Shape, Add Left Turn Lane and make Storm Drainage Improvements

Project Justification
The Intersection is beginning to show signs of surface distress and will need to be improved within the next 2 years

Financing Sources:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
MDOT Safety Grant/MS/VR		\$ 305,000.00				
Total Cost	\$ -	\$ 305,000.00	\$ -	\$ -	\$ -	\$ -

**Village of Lincoln
Capital Improvements Project Profile
FY 2018-2024**

Department: Major Streets

Project Title: Traverse Bay State Road

Project Category: Major Streets

Start Date: May 2021

Project Location: Traverse Bay
State Road

Overall Priority: High

Departmental Priority: High

Project Description:
Crush and Shape from West Village Limits to Second Street Place a 3 inch HMA overlay.

Project Justification
This Street is beginning to show signs of surface distress and will need to be improved within the next 3 years

Financing Sources:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Reg. 9 Task Force/MS/VR				\$ 106,000.00		
Total Cost	\$ -	\$ -	\$ -	\$ 106,000.00	\$ -	\$ -

Village of Lincoln
 Capital Improvement Program
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 Project Summary

Category: Sidewalks

Project Title	FISCAL YEAR							Total	Funding Source
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024			
Sidewalk Replacement Program	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 45,000.00	MS/LS/ VR	
							\$ -		
							\$ -		
							\$ -		
Total Revenues	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 45,000.00		

**Village of Lincoln
Capital Improvements Project Profile
FY 2018-2024**

Department: Sidewalks

Project Title: Sidewalk Replacement Program

Project Category: Sidewalks

Start Date: June 2018

Project Location: Various

Overall Priority: Medium

Departmental Priority: Medium

Project Description:
Remove and replace various sections of sidewalk throughout the village

Project Justification
Replace bad areas of sidewalk throughout the Village

Financing Sources:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
MS/LS/ VR	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Total Cost	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00

Village of Lincoln
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 Project Summary

Category: **Equipment**

Project Title	FISCAL YEAR							Total	Funding Source
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024			
Purchase Used Dump Truck			\$ 35,000.00	\$ -				\$ 35,000.00	EF
	0	\$ -						\$ -	EF
	0	\$ -						\$ -	EF
	0					\$ -		\$ -	EF
								\$ -	
Totals	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	

**Village of Lincoln
Capital Improvements Project Profile
FY 2018-2024**

Department: Equipment

Project Title: Dump Truck

Project Category: Equipment

Start Date: July 2020

Project Location: N/A

Overall Priority: Medium

Departmental Priority: Medium

Project Description:
Purchase Used Dump Truck

Project Justification
The existing dump truck is in fair condition and maintenance costs have increased over the past few years

Financing Sources:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Equipment Fund			\$ 35,000.00			
Total Cost	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -

Village of Lincoln
 Capital Improvement Program
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 Project Summary

Category: Parks and Rec

Project Title	FISCAL YEAR							Total	Funding Source
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024			
0							\$ -	GF	
Boat Launch Improvements	\$ 30,000.00	\$ -		\$ -			\$ 30,000.00	GF	
Totals	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00		

**Village of Lincoln
Capital Improvements Project Profile
FY 2018-2024**

Department: Parks and Rec

Project Title: Boat Launch Improvements

Project Category: Parks and Rec

Start Date: July 2018

Project Location: Boat Launch

Overall Priority: Medium

Departmental Priority: Medium

Project Description:
Remove and Replace Boat Launch

Project Justification
In poor condition

Financing Sources:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
General Fund/DNR						
Grant/Donations	\$ 30,000.00			\$ -		
Total Cost	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -