



JOINT CITY COUNCIL and PLANNING COMMISSION WORKSHOP AGENDA – February 11, 2021

Electronic Meeting, 7:30 p.m.

In accordance with State Law, which has authorized remote participation in public meetings for a defined reason, it has been determined by the City of Mason that an electronic meeting is necessary to protect the public health. Public participation is encouraged and procedures facilitating that participation are outlined in supplemental materials attached.

1. **CALL TO ORDER**
2. **PUBLIC COMMENT**
3. **PRESENTATION OF PROPOSED CAPITAL IMPROVEMENT PROGRAM 2021- 2027 BY DEBORAH STUART, CITY MANAGER**
 - A. Discussion of Priorities in Plan and Other Projects to be Considered
4. **ADJOURNMENT**



JOINT CITY COUNCIL and PLANNING COMMISSION WORKSHOP ELECTRONIC MEETING INFORMATION

PLEASE TAKE NOTICE that the meeting of the City of Mason City Council scheduled for **February 11, 2021, starting at 7:30 p.m.**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>

MEETING INFORMATION:

Topic: **Joint City Council and Planning Commission CIP Workshop**

Time: **February 11, 2021 at 7:30 p.m.** Eastern Time

Meeting ID: 8790 8383 9776

Passcode: 183296

Video Conference Information: **Link to join online:** <https://zoom.us/j/879083839776>

- You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided above.

Phone Information: **Dial 301.715.8592**

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

NOTE ON PUBLIC COMMENTS:

If you would like to provide comments beforehand, please send those comments in an email by 6:00 p.m. on the day of the meeting to masonclerk@mason.mi.us. They will be read aloud by the Mayor. If you would like to speak during the meeting, you may. Please follow the guidelines under Electronic Meeting Procedures for Public on the following page.

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155.



General Procedures Related to Electronic Meetings

As required under Public Act 228 of 2020, the following procedures outline the accommodation of meetings held, in whole or in part, electronically by City Council or a City Board or City Commission. Additional procedures will be adopted at a later date, by the Council, to accommodate members that are eligible and cannot attend in person for meetings held on or after January 1, 2021.

Electronic Meeting Procedures for City Council, City Board or City Commission Members

- All attendees including City Council, City Board or City Commission Members will enter the meeting with a muted microphone.
- The meeting Chair's microphone will be unmuted to call the meeting to order.
- During initial roll call, each member will announce the physical location they are participating from by stating the county, city, township, or village and state which they are attending the meeting from.
- The meeting Chair will call for a motion and members will signify making a motion by either voice or the "Raise Hand" feature. The same process will be followed for a second to a motion. The meeting Chair will then acknowledge which member made the motion and which member seconded the motion.
- The meeting Chair will then ask if there is any discussion on the motion. Members will indicate a desire to discuss by either voice or the "Raise Hand" feature. The meeting Chair will then acknowledge the particular member granted the floor for discussion by name.
- Votes shall be taken by roll call.

Electronic Meeting Procedures for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only City Council, City Board or City Commission Members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public comment:
 - Public only will be allowed to address the members during Public Comments
 - Public is allowed three (3) minutes to speak.
 - Public must state the name and address slowly and clearly before they start to address the Council.
 - Public comments will be addressed in the following order:
 1. Those provided the day of the meeting and sent to the designated person in the meeting instructions by a certain time will be read during the meeting.
 2. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the "Raise Your Hand" Feature in Zoom. The meeting Chair will call on individuals to speak and they will be unmuted at that time.
 3. Participants that are available only by phone, after the meeting Chair requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the meeting Chair, at his discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation.

ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

PHONE INSTRUCTIONS - to join the conference by phone

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** (provide with agenda) when prompted using your touch- tone (DTMF) keypad.

VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “**Raise Hand**” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.



Agenda Report: February 11, 2021 Joint CIP Meeting

AGENDA ITEM:

- Presentation of Proposed Capital Improvement Program 2021- 2027 by Deborah Stuart, City Manager
- Discussion of Priorities in Plan and Other Projects to be Considered

RECOMMENDED ACTION

None

HISTORY

A Capital Improvements Program (CIP) is a multi-year planning instrument used to identify needs and financing sources for capital improvements. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

The CIP informs Mason residents and stakeholders on how the municipality plans to address significant capital needs over the next six years.

Some of the many benefits the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

The purpose of the joint workshop between the Planning Commission and the City Council is to hear staff's recommended Capital Improvement Program and for staff to receive feedback on prioritization or other projects that should be considered.

SUMMARY

Authority

Michigan Planning Enabling Act (Public Act 33 of 2008) gives responsibility for preparing a Capital Improvement Program to local Planning Commission bodies. The City of Mason takes the additional step of having Council adopt the Capital Improvement Program.

Urgency

Feedback on this document early in the process allows staff to plan the budget accordingly.

Relation to Other Actions

The final recommended Capital Improvement Program will be first considered by Planning Commission with a recommendation to City Council for final consideration.

FISCAL IMPACT

Current/ Future Budgets: Project identified will be incorporated into future budget proposals.

ADDITIONAL MATERIAL

Proposed Capital Improvements Program for the Fiscal Years 2021-2027 DRAFT 2.3.21



CAPITAL IMPROVEMENT PROGRAM WORKSHOP

DEBORAH STUART, CITY MANAGER

CITY OF MASON

FEBRUARY 11, 2021

PHOTO CREDITS: LOREN SHATTUCK



AGENDA

- Process
- Recommended Projects
- Feedback by Area
 - Clarification
 - If requires follow-up, will be sent to all attend
 - Typos
 - Send separately:
deborahs@mason.mi.us





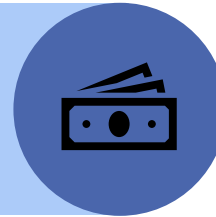
AUTHORIZATION FLOW CHART





POLICY

PRIORITIZED USE OF LIMITED RESOURCES.



Community Vision: Master Plan (Adopted 2014)

Mason is a community founded upon a respect for our historic past, while encouraging an atmosphere that values family, business, the environment and arts, creating a place for present and future.

Included Planned Expenditures:

- Construction of a new facility or an addition \$5,000 plus
- Nonrecurring rehabilitation of all or part of a building, its grounds, a facility, or equipment, \$5,000 plus
- Equipment: Purchase or replacement of major equipment, \$5,000 plus
- Study: \$5,000 plus, part of CIP project
- Study: \$10,000 plus, not part CIP project



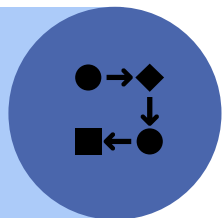
PROVIDE COMMUNITY FACILITIES THAT FUNCTION WELL AND CONTRIBUTE TO THE ATTRACTIVENESS, PUBLIC HEALTH, AND SAFETY OF THE CITY





PRIORITIZATION VS. FUNDING ALLOCATION

CAPITAL IMPROVEMENT PROGRAM (CIP)



Answers questions related to **prioritization**.

Does the project contribute to health, safety and welfare?

Is the project required to comply with a law?

Does the project conform with adopted programs, policies, or plans?

Does the project remediate an existing or projected deficiency?

Will the project upgrade facilities, creating new efficiencies?

What is the service area impact of the project?

Does the project deliver a level of service desired by the community?

Answers questions related to what we can **afford**.

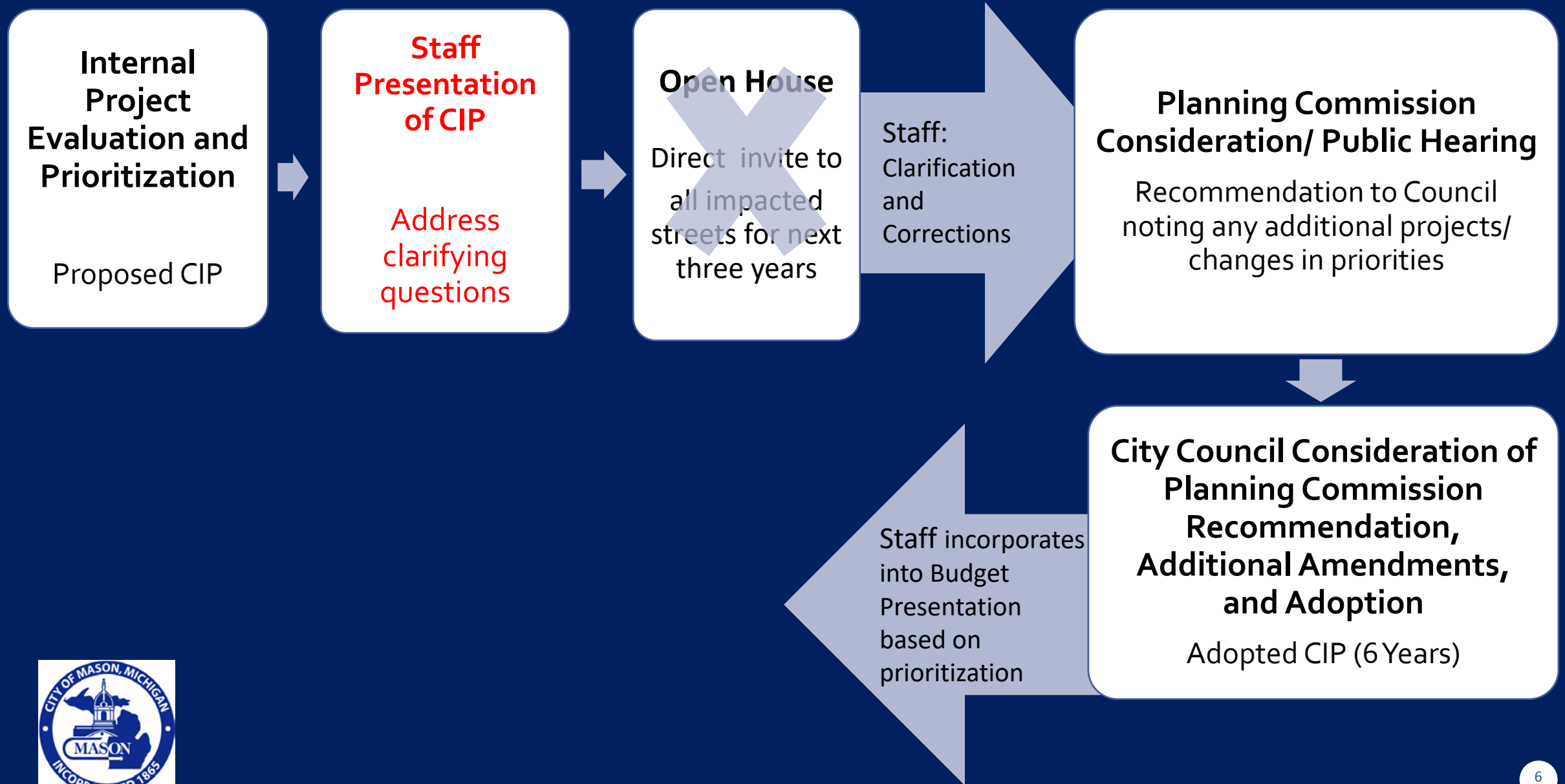
- Some funds are easier to do this in CIP process than others (Fire equipment fund, Motor Vehicle Pool (MVP), Streets)
- Others may require movement during budget:
 - May shift priorities due to funding, if we can get a grant that pays for majority of an item in year three- it is still worth applying now.
 - If we don't receive a grant, it may move back due to the impact to the budget without extra funding.
- Only emergency, unforeseen capital should be added after CIP.



BUDGET



CAPITAL IMPROVEMENT FLOW CHART





CURRENT PROJECTS

CURRENT FY CAPITAL PROJECTS

| STREETS, SIDEWALKS, SIGNALS(S) | | |
|--|--|--|
| 2017-S17 | Center Street-Walnut St to N. Bush St | Completed: October |
| 2017-S18 | Brookdale St- W. South St to Willow St | Completed: August |
| 2017-S19 | Cherry- McRoberts St to Henderson St | Completed: October |
| 2017-S21 | Eaton Drive- All | Completed: June |
| 2017-S22 | W. Elm St- McRoberts St to Lansing St | Completed: October |
| 2019-S9a | E. Maple– S. Jefferson to S. Barnes | Completed: June |
| 2019-S9b | Signal at E. Maple & S. Jefferson | Delayed due to COVID-19. Traffic study to be completed in early Summer |
| 2019-S5a | Henderson Street– Entire length | Completed: October |
| 2019-S5b | Alley- W. Columbia to W. Sycamore | Completed: October |
| 2018-S1 | Temple Street Pedestrian Crossing | Anticipated to start Spring 2021 (MPS confirming-sent email) |
| UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U) | | |
| 2017-U8 | Replace PLCs on 3 Wells | Anticipated start date Spring of 2021 |
| 2017-U23 | Well No. 6 Rebuild | Anticipated start date Spring of 2021 |
| 2017-U25 | Gutters for Water Treatment Plant | Contractor had to reschedule to week of Feb 1 |
| 2018-U32 | South Water Tower Repair | Staff working on RFP for repairs |
| 2019-U1 | Wastewater Treatment Plant - Design | Anticipate contract award Spring 2021 |
| 2019-U4 | Study - Wastewater Solids System | Anticipated completion March. |

Color notes project likely to cross into next FY



CURRENT FY CAPITAL PROJECTS

| PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P) | | |
|---|--|--|
| 2017-P8 | Laylin Park - Phase II | Anticipated start date Spring of 2021 |
| 2020-P2 | Columbia St Bridge Ped. Crossing Design | Anticipated start date Spring of 2021 |
| 2020-P5 | Jefferson St – RR Pedestrian Crossing | Feb Construction Meeting; start Spring 2021 |
| 2020-P6 | Lee Austin Park – Plan/Design | Delaying to next FY, due to capacity |
| 2020-P7 | Non- Motorized Prog: NE Quadrant | Completed: October |
| 2020-P8 | Rayner Park- Master Park Plan | Anticipate contract award Spring 2021 |
| MOTOR VEHICLE POOL (MVP) | | |
| 2017-MVP15 | Vehicle No. 16 Replacement | Vehicle has been ordered |
| 2017-MVP16 | Mower No. 77 Replacement | Staff working with vendor on ordering and delivery details |
| 2017-MVP17 | Vehicle No. 85 Replacement | Vehicle ordered; expected Spring 2021 |
| 2017-MVP20 | Vehicle No. 18 Replacement | Vehicle has been ordered |
| 2017-MVP21 | Mower No. 66 Replacement | Staff working with vendor on ordering and delivery details |
| 2017-MVP29 | Mower No. 69 Replacement | Staff working with vendor on ordering and delivery details |
| 2018-MVP1 | Vehicle No. 22 Replacement | Vehicle has been ordered |

Color notes project likely to cross into next FY



CURRENT FY CAPITAL PROJECTS

BUILDING, PROPERTY, EQUIPMENT (B)

| | | |
|-----------|---|--|
| 2017-B12 | IT New Servers | Anticipated start date Spring of 2021 |
| 2017-B17 | Fire SCBA units | Anticipated purchase Spring of 2021 |
| 2018-B14 | Fire Rehab 815 Replacement | Anticipated purchase Spring of 2021 |
| 2018-B22 | Police Body Worn Cameras | Completed: January |
| 2018-B23 | Masterplan/Zoning Update | Anticipate contract award Summer 2021 |
| 2019-B16b | Election Tabulator Machines | Completed: October |
| 2019-B2a | City Hall - Phase I Design and Security | Installation is in progress; anticipated completion February/March. Design anticipated in Summer 2021 |
| 2020-B4a | DPW- Design | Anticipate contract award Summer 2021 |

Color notes project likely to cross into next FY





RECOMMENDED PROJECTS



OVERVIEW OF DOCUMENT

Coding:

- Example: 2021- MVP₁
- Year Entered Document- Category, Project No.

Presentation:

- Highlight projects underway.
- Discuss **ALL proposed projects for 2021/2022 FY** that will be recommended to be included in the budget
- Discuss any **NEW/ MOVED projects in the next two years** which will be part of multi- year budget projections.

Red indicates change from the provided document.



STREETS, BRIDGES, SIGNALS

Masterplan Goal: Maintain a transportation network throughout the City, including vehicular, pedestrian, and bicycle travel, that encourages efficient and safe travel consistent with the small-town character of the community and coordinated with the planned future land use pattern that meets the needs of all users of the streets, including children, families, older adults, and persons with disabilities.

Regulatory Requirement: Minimum value equal to 4 mills must be allocated for road maintenance annually to have compliance with City Charter. (Document: page 13)





STREETS, BRIDGES, SIGNALS

2021/2022 BUDGET RECOMMENDATIONS

| Project | Title | Additional Summary | Est. Cost | Movement |
|----------|--|-----------------------------|-----------|--|
| 2017-S23 | Rayner Street - Randolph Street to Columbia Street | Pulverize, shape and repave | 53,430 | None |
| 2017-S24 | Eugenia Drive - Northbrook Street to End | Pulverize, shape and repave | 316,680 | None |
| 2017-S25 | Hall Blvd - Ash Street to South Street | Pulverize, shape and repave | 422,240 | None |
| 2017-S26 | Columbia Street - Park Street to Jefferson Street | Pulverize, shape and repave | 75,690 | None |
| 2019-S9b | Maple Street/ Jefferson Street Signal Evaluation | Traffic Signal Equipment | 250,000 | Moved from 20/21 due to COVID impacts on traffic study accuracy |





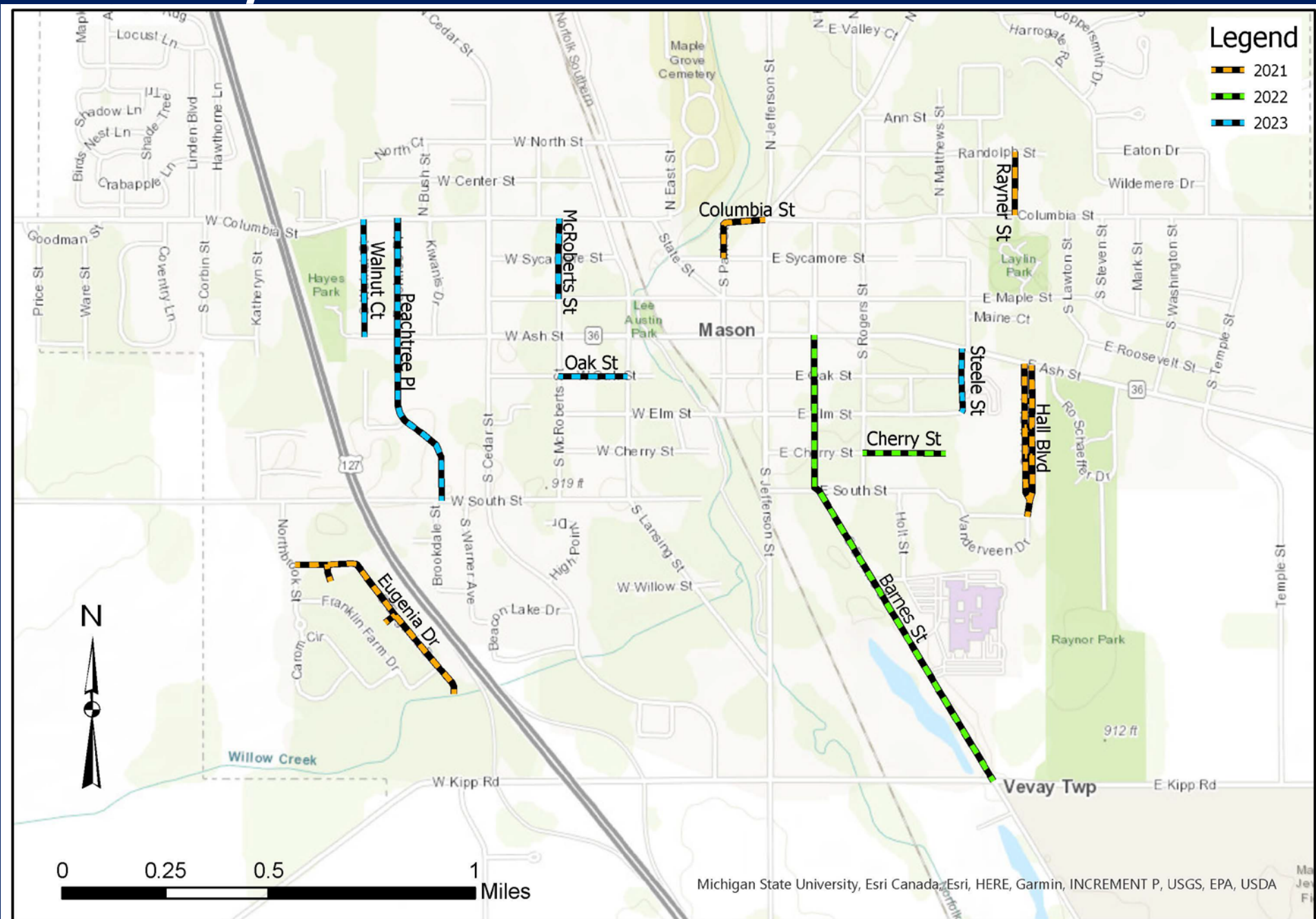
STREETS, BRIDGES, SIGNALS

2022/23 AND 2023/24 BUDGET PROJECTION RECOMMENDATIONS

| Project | Title | Summary | Est. Cost | Movement |
|----------|--|-----------------------------|-----------|----------|
| 2022/23 | | | | |
| 2017-S14 | E. Cherry Street - Rogers Street to End | Mill and fill | 109,608 | None |
| 2017-S15 | S. Barnes Street - Ash Street to Kipp Road | Mill and fill | 755,160 | None |
| 2023/24 | | | | |
| 2018-S27 | Peachtree Place - Columbia Street to South Street | Pulverize, shape and repave | 457,720 | None |
| 2018-S29 | McRoberts Street - Columbia Street to Maple Street | Pulverize, shape and repave | 84,355 | None |
| 2018-S30 | Steele Street - Ash Street to Elm Street | Pulverize, shape and repave | 68,900 | None |
| 2018-S31 | W. Oak Street - McRoberts Street to Lansing Street | Pulverize, shape and repave | 130,188 | None |
| 2019-S1 | Walnut Court - Columbia Street to Ash Street | Pulverize, shape and repave | 118,940 | None |



STREETS, BRIDGES, SIGNALS





UTILITIES: SANITARY, STORM, WATER

Masterplan Goals:

- Preserve the quiet, historical, and small-town character of Mason along with the **integrity of its environmental resources**.
- Manage growth in a manner that encourages the preservation of Mason's small-town character, and ensures **appropriate maintenance and improvements to public services and facilities**, compatibility among land uses and coordination between land use and public services programs, enhancement of community quality of life, and the cost-effective use of tax dollars.

Regulatory Requirement: Many of these projects are required to stay compliant with our National Pollutant Discharge Elimination System (NPDES) Permit and MI Dept. of Environment, Great Lakes, and Energy (EGLE) Water Supply Permit.





UTILITIES: SANITARY, STORM, WATER

2021/2022 BUDGET RECOMMENDATIONS

| Project | Title | Additional Summary | Est. Cost | Movement |
|----------|---|--|-----------|---|
| 2017-U15 | Replace Hydrants at Mason Plaza | Relocate outdated hydrants to safer location | 25,000 | None |
| 2017-U34 | Well No. 5 Rebuild | Rebuild is part of regular maintenance, located near the intersection of W. Ash St. and Kiwanis (east side of Bicentennial Park) | 40,000 | None |
| 2019-U3a | Waste Water Treatment Plant - Design | Design for the WWTP upgrade due to current plant past its lifespan also required to address EGLE Consent Order | 2,000,000 | Split to accurately reflect stages of project |
| 2021-U1 | High-Pressure Pump Variable Frequency Drive – Water Treatment Plant | Repair required for operation to ensure redundancies are in place | 15,000 | NEW |
| 2021-U2 | Replacement of Valves – Water Treatment Plant | Replacement required for operations to be able to isolate sections of the plant for maintenance and repairs | 50,000 | NEW |





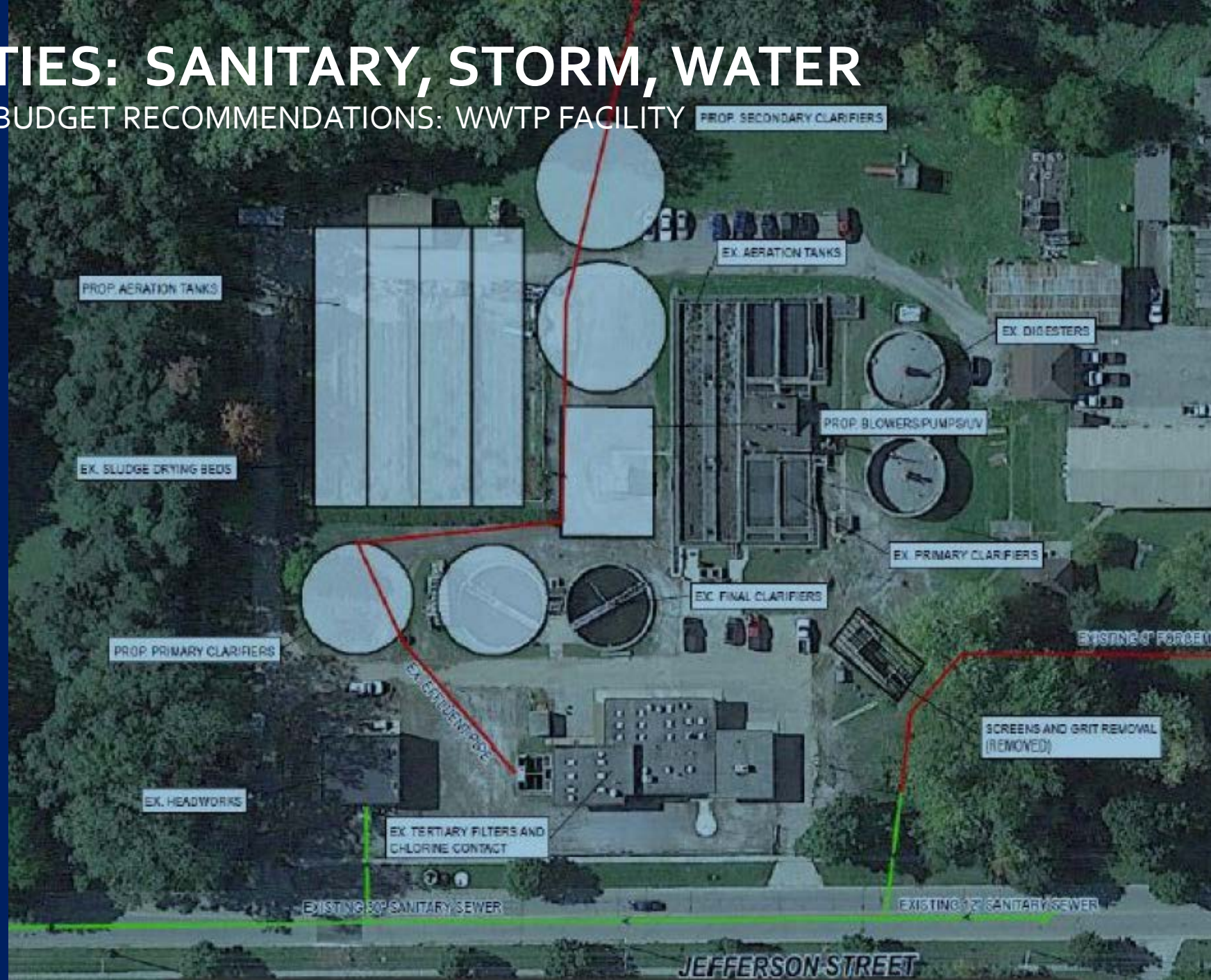
UTILITIES: SANITARY, STORM, WATER

2021/2022 BUDGET RECOMMENDATIONS: WWTP FACILITY



UTILITIES: SANITARY, STORM, WATER

2021/2022 BUDGET RECOMMENDATIONS: WWTP FACILITY





UTILITIES: SANITARY, STORM, WATER

2022/23 BUDGET PROJECTION RECOMMENDATIONS

| Project | Title | Summary | Est. Cost | Movement |
|----------|--|--|------------|---|
| 2022/23 | | | | |
| 2017-U27 | Cherry Street Utilities - Rogers Street to End | Sewer main and manhole replacement | 160,800 | None |
| 2017-U28 | S. Barnes Street Utilities - Ash Street to Kipp Road | New water main | 546,360 | None |
| 2018-U37 | Well No. 10 Rebuild | Rebuild is part of regular maintenance, located near Temple St. And Avery Lane (west of intersection – near well 9 | 40,000 | None |
| 2019-U3b | Wastewater Treatment Plant - Construction | Construction of the WWTP upgrade due to current plant past its lifespan also required to address EGLE Consent Order | 11,002,000 | SPLIT to accurately reflect stages of project |
| 2019-U6 | Wastewater Solids Handling System- Construction | Construction of solids handling system to dispose of the solids that are generated from the wastewater treatment plant | 1,000,000 | MOVED to match timing of WWTP |





UTILITIES: SANITARY, STORM, WATER

2023/24 BUDGET PROJECTION RECOMMENDATIONS

| Project | Title | Summary | Est. Cost | Movement |
|----------|---|--|-----------|--|
| 2023/24 | | | | |
| 2017-U8 | Replace Programmable Logic Controllers (PLC) on Three (3) Wells | Replacement required for operations as parts are limited and stability issues with current PLCs | 45,000 | None |
| 2017-U26 | New Well at Franklin Farms | New well needed to maintain firm capacity for the water system | 400,000 | MOVED, to even out utility fund |
| 2018-U39 | Well No. 9 Rebuild | Rebuild is part of regular maintenance, located near Temple St. and Avery Lane (west of intersection – near well 10) | 40,000 | None |
| 2018-U40 | North Water Tower Exterior/Interior Evaluation and Repaint | Regular maintenance | 750,000 | None |
| 2019-U7 | Convert POTW Property to Public Space | Completion of site for WWTP expansion | 100,000 | None |
| 2021-U3 | Steele Street Utilities - Ash Street to Elm Street | New water and sanitary sewer infrastructure | 193,140 | NEW: Street utilities are added only in year 3 |



PARKS, CEMETERY, FORESTRY, NON-MOTORIZED

Masterplan Goal:

- Preserve the quiet, historical, and small-town character of Mason along with the **integrity of its environmental resources**.
- Manage growth in a manner that encourages the preservation of Mason's small-town character, and **ensures appropriate maintenance and improvements to public services and facilities**, compatibility among land uses and coordination between land use and public services programs, enhancement of community quality of life, and the cost-effective use of tax dollars.
- **To maintain a transportation network throughout the City, including vehicular, pedestrian, and bicycle travel**, that encourages efficient and safe travel consistent with the small-town character of the community and coordinated with the planned future land use pattern that meets the needs of all users of the streets, including children, families, older adults, and persons with disabilities.





PARKS, CEMETERY, FORESTRY, NON-MOTORIZED

Parks, Recreation, and Non-motorized Plan 2020-2024

Objective 1: Sustain Existing Facilities

- Goal 1A: Bring 100% of facilities into a state of good repair within 10 years through renovation or Replacement.
- Goal 1B: Ensure 100% of neighborhoods have non-motorized connectivity to facilities within 10 years by connecting sidewalk and trail gaps between parks.

Projects were evaluated and prioritized based on:

- Compliance (ADA)
- Condition
- Capacity
- Cost
- Community Input





PARKS, CEMETERY, FORESTRY, NON-MOTORIZED

2021/2022 BUDGET RECOMMENDATIONS

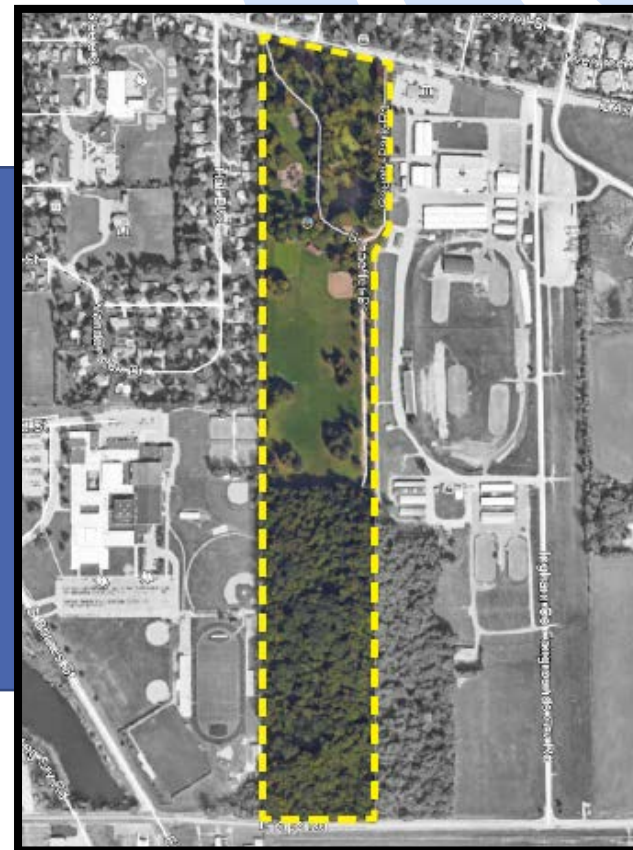
| Project | Title | Summary | Est. Cost | Movement |
|---------|--|--|-----------|-----------------------------|
| 2020-P1 | Hayhoe Riverwalk Trail - Evaluate and Repair | Repair as part of regular maintenance | 5,000 | None |
| 2020-P2 | Lee Austin Park Improvements - Plan/Design | Design and coordination with stakeholders to ensure park can be completed during other Maple St projects | 15,000 | MOVED due to staff capacity |
| 2020-P3 | Non- Motorized Program: Northeast Quadrant of the City | Evaluation of sidewalk and non-motorized gaps | 100,000 | None |
| 2020-P4 | Rayner Park Improvements- Phase I Construction | Repair or replace current playground structure and construct additional features outlined as Phase I in the Rayner Park Master Plan. | 20,000 | None |





PARKS, CEMETERY, FORESTRY, NON-MOTORIZED

2021/2022 BUDGET RECOMMENDATIONS





PARKS, CEMETERY, FORESTRY, NON-MOTORIZED

2022/23 BUDGET PROJECTION RECOMMENDATIONS

| Project | Title | Summary | Est. Cost | Movement |
|----------|--|---|-----------|-----------------------------|
| 2022/23 | | | | |
| 2020-P4 | Hayhoe Riverwalk Trail - Trail Signage | Install gateway, wayfinding and emergency mile marker signage along trail | 50,000 | MOVED due to staff capacity |
| 2020-P12 | Bond Park Improvements - Plan/Design | Design and coordination with stakeholders in preparation for improvements | 20,000 | None |
| 2020-P13 | Griffin Park Improvements - Plan/Design | | 5,000 | None |
| 2020-P14 | Hayes Park Improvements - Plan/Design | | 20,000 | None |
| 2020-P15 | Jefferson Trailhead / Cemetery / Community Garden | Construct restrooms, shade, and drinking fountain | 100,000 | None |
| 2020-P17 | Non- Motorized Program: Southeast Quadrant of the City | Evaluation of sidewalk and non-motorized gaps | 20,000 | None |





PARKS, CEMETERY, FORESTRY, NON-MOTORIZED

2023/24 BUDGET PROJECTION RECOMMENDATIONS

| Project | Title | Summary | Est. Cost | Movement |
|----------|--|---|-----------|---|
| 2023/24 | | | | |
| 2020-P9 | Signage Plan: DDA/HDC District | Design and coordination with stakeholders in preparation for improvements | 150,000 | MOVED due to DDA capacity/ COVID programs |
| 2020-P18 | Bond Park Improvements- Construction | Construct improvements based on design plan | 200,000 | None |
| 2020-P16 | Non-Motorized: Kipp Rd/ Cedar St | Construct sidewalks along north side of Kipp & provide access to Meijer | 80,000 | MOVED to even out expenses |
| 2020-P20 | Non- Motorized Program: Southwest Quadrant of the City | Evaluation of sidewalk and non-motorized gaps | 20,000 | None |



MOTOR VEHICLE POOL

Masterplan Goal: Manage growth in a manner that encourages the preservation of Mason's small-town character and **ensures appropriate maintenance and improvements to public services and facilities**, compatibility among land uses and coordination between land use and public services programs, enhancement of community quality of life, and the cost-effective use of tax dollars.

Regulatory Requirement: LARA vehicle and occupational safety requirements. We have to follow the guidelines of the motor carrier rules for our vehicles that require a CDL to drive. Police and Fire vehicles must be maintained due to the possibility of being driven in an emergency, for the safety of the employees and the public.



Document Reference: Page 35



MOTOR VEHICLE POOL

2021/2022 BUDGET RECOMMENDATIONS

| Project | Title | Summary | Est. Cost | Movement |
|------------|----------------------------|---|-----------|----------|
| 2017-MVP22 | Vehicle No. 83 Replacement | Police (replacement with Explorer) | 48,000 | None |
| 2017-MVP23 | Vehicle No. 21 Replacement | 3/4 Ton Pickup Truck (like replacement) | 45,000 | None |
| 2017-MVP27 | Vehicle No. 86 Replacement | Police (replacement with Explorer) | 48,000 | None |
| 2018-MVP24 | Vehicle No. 59 Replacement | Asphalt Roller and Trailer (like replacement) | 18,000 | None |





MOTOR VEHICLE POOL

2022/23 AND 2023/24 BUDGET PROJECTION RECOMMENDATIONS

| Project | Title | Summary | Est. Cost | Movement |
|-------------|----------------------------------|---|-----------|----------|
| 2022/23 | | | | |
| 2017-MVP18a | Vehicle No. 24 Purchase (SPLIT) | Dump/ Plow Truck (like replacement) | 85,000 | None |
| 2020-MVP1 | Equipment No. 91 Replacement | Leaf Machine (like replacement) | 95,000 | None |
| 2023/24 | | | | |
| 2017-MVP18b | Vehicle No. 24 Equipping (SPLIT) | Equipping Dump/ Plow Truck (like replacement) | 85,000 | None |
| 2018-MVP3 | Vehicle No. 84 Replacement | Police (replacement with Explorer) | 49,000 | None |
| 2018-MVP4 | Vehicle No. 31 Replacement | 3/4 Ton Pickup Truck (like replacement) | 46,000 | None |



BUILDING, PROPERTY, EQUIPMENT

Masterplan Goal: Manage growth in a manner that encourages the preservation of Mason's small-town character, and **ensures appropriate maintenance and improvements to public services and facilities**, compatibility among land uses and coordination between land use and public services programs, enhancement of community quality of life, and the cost-effective use of tax dollars.

Regulatory Requirement: American with Disabilities Act (ADA), LARA vehicle and occupational safety requirements.





BUILDING, PROPERTY, EQUIPMENT

2021/2022 BUDGET RECOMMENDATIONS

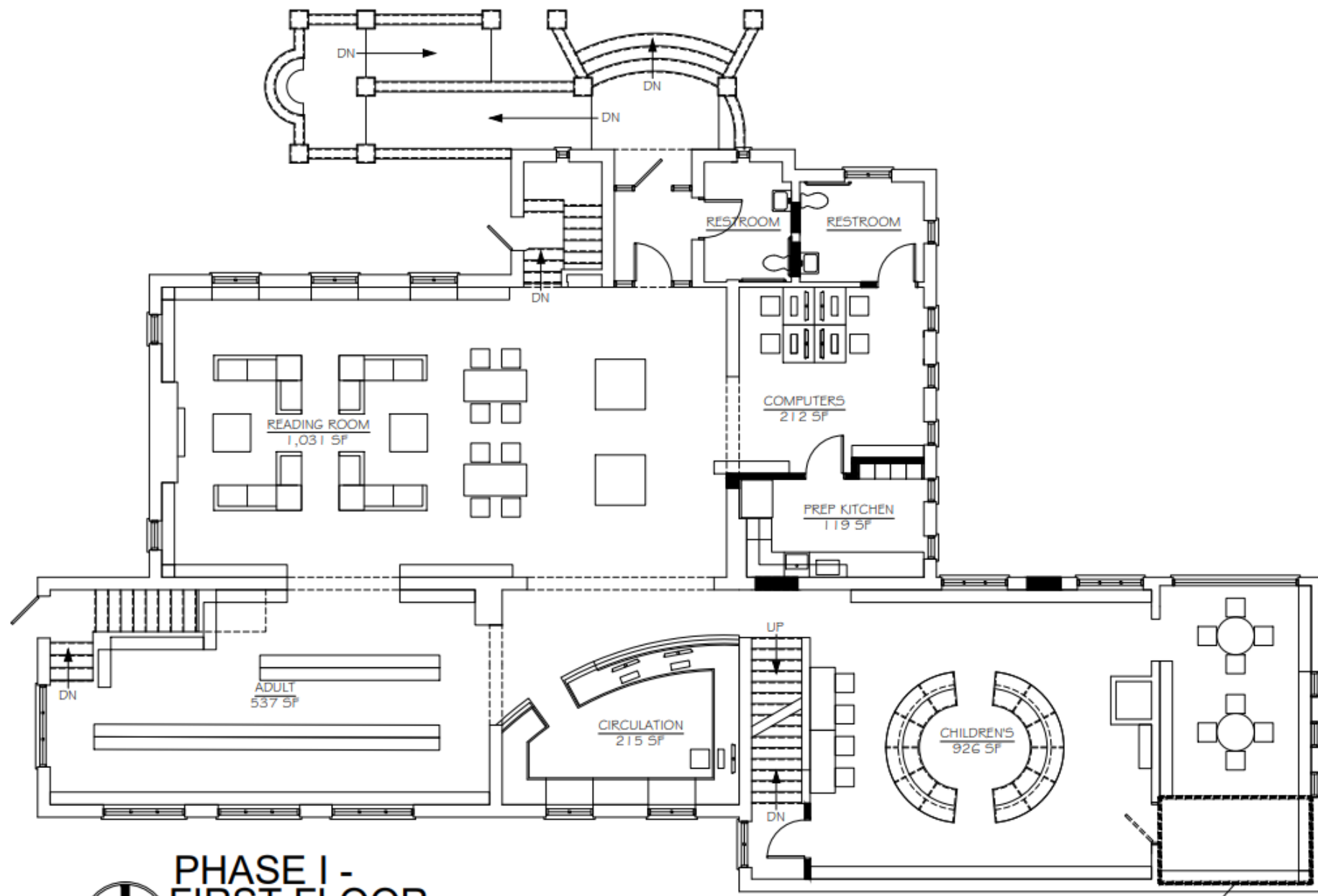
| Project | Title | Summary | Est. Cost | Movement |
|----------|--|---|-----------|----------|
| 2017-B5b | Building: Library Improvements, Phase I, Part 1 | Improvements to the first floor of the library building necessary to meet safety and accessibility requirements, and to improve utilization | 225,000 | None |
| 2017-B7 | Building: Parking Lot Repairs | Required as regular maintenance due to condition of lot | 40,350 | None |
| 2017-B10 | Fire: Station 1- Furnace/AC, Office Area and Training Room | Regular replacement due to equipment life | 20,000 | None |
| 2017-B11 | Fire: Station 1- Commercial Washing Machine | Regular replacement due to equipment life | 8,000 | None |
| 2017-B15 | Fire: Rescue Boat and Motor | Regular replacement due to equipment life | 10,000 | None |
| 2018-B15 | Fire: Station 1- Sprinkler System in Truck Bay | Protection of facility and valuable equipment | 25,000 | None |
| 2018-B16 | Fire: Station 1 Rear Approach | Required as regular maintenance due to condition of lot | 25,000 | None |



LIBRARY PROJECT



- **2019:** Feasibility Study COMPLETE and confirmed community wanted library downtown and it could meet needs of CADL
- City Council authorizes \$550,000 in FY 19/20 Budget, goal of 50% being funded by other entities for Phase 1.
- Phase 1 defined as addressing contractual obligations with CADL, provides ADA required accessibility to building and first floor, and improve the entire first floor for long-term no matter the tenant. Any tenant customization would be provided by CADL.



**PHASE I -
FIRST FLOOR**

SCALE: 1/8" = 1'-0"

OPTIONAL
STORAGE
78 SF



LIBRARY PROJECT



- **2020:** Design for Phase I COMPLETE (\$50,000). Construction delayed due to COVID 19
- Applied for \$100,000 in SHPO funding, ability to apply again if split Phase I into 2 parts.
 - Phase 1, Part I: new entrance, utilities (electrical, plumbing, mechanical), one interior ADA compliant bathroom.
Estimated cost: \$225,000 (FY 21/22)
 - Phase 1, Part II: relocate the children's area, create an event prep kitchen, second ADA compliant bathroom at new entrance (accessible after hours). Complete remaining improvements defined in first floor area plan.
Estimated cost: \$275,000 (FY 23/24)
 - Tenant Customization for First Floor
Estimated cost \$200,000 (by CADL)



BUILDING, PROPERTY, EQUIPMENT

2021/2022 BUDGET RECOMMENDATIONS

| Project | Title | Summary | Est. Cost | Movement |
|----------|--|--|-----------|----------|
| 2018-B21 | Police: Interview Rooms Recording System | Technology upgrade required to meet legal requirements efficiently and reliability, current equipment was a former in car camera | 15,000 | None |
| 2018-B23 | Planning: Master Plan/Zoning 5-year Update (Major): Phase III | Ordinance updates based on Master Plan changes | 50,000 | None |
| 2018-B24 | Building: Rental Space Furniture Replacement | Regular replacement required to maintain building | 5,000 | None |
| 2019-B2b | Building: City Hall Renovations - Phase 1 and Carpet Replacement | Regular replacement required to maintain building, Phase I improvements will focus on first floor | 150,000 | None |
| 2019-B3 | Clerk Upgrade to Laserfiche Avante Platform | Required upgrade due to current version no longer being supported | 20,000 | None |
| 2020-B4b | Department of Public Works Facility Construction | Construction of facility due to being current its lifespan and will be required for WWTP upgrade to address EGLE Consent Order | 4,000,000 | None |





BUILDING, PROPERTY, EQUIPMENT

2021/2022 BUDGET RECOMMENDATIONS: DPW FACILITY





BUILDING, PROPERTY, EQUIPMENT

2022/23 BUDGET PROJECTION RECOMMENDATIONS

| Project | Title | Summary | Est. Cost | Movement |
|-----------|---|---|-----------|--------------------------------|
| 2022/23 | | | | |
| 2018-B20 | Fire: Carpet Replacement for Station 1 | Regular replacement, will be evaluated next year to determine urgency | 20,000 | None |
| 2018-B25 | Police: In-Car Digital Recording System | Technology upgrade required due to outdated technology and limited ability to repair | 45,000 | None |
| 2018-B23a | Planning: Cedar/127 Corridor Sub-area Plan | Interest in property identified a need for a specific area plan due to so many coordinating factors | 50,000 | MOVED to even out expenditures |
| 2018-B23b | Planning: Kipp Road/Temple Street Sub-area Plan | Interest in corridor identified a need for a specific area plan due to so many coordinating factors (may move up due to grant funding) | 30,000 | MOVED to even out expenditures |
| 2018-B26 | Police: Patrol Car Modem Upgrades 5G | Technology upgrade required due to outdated technology and impact on efficiency | 6,000 | None |
| 2019-B5 | IT: Geographic Information System (GIS) - Phase 1 | Technology upgrade required to impact operational efficiency and information customers are seeking, combining current datasets | 17,000 | None |





BUILDING, PROPERTY, EQUIPMENT

2023/24 BUDGET PROJECTION RECOMMENDATIONS

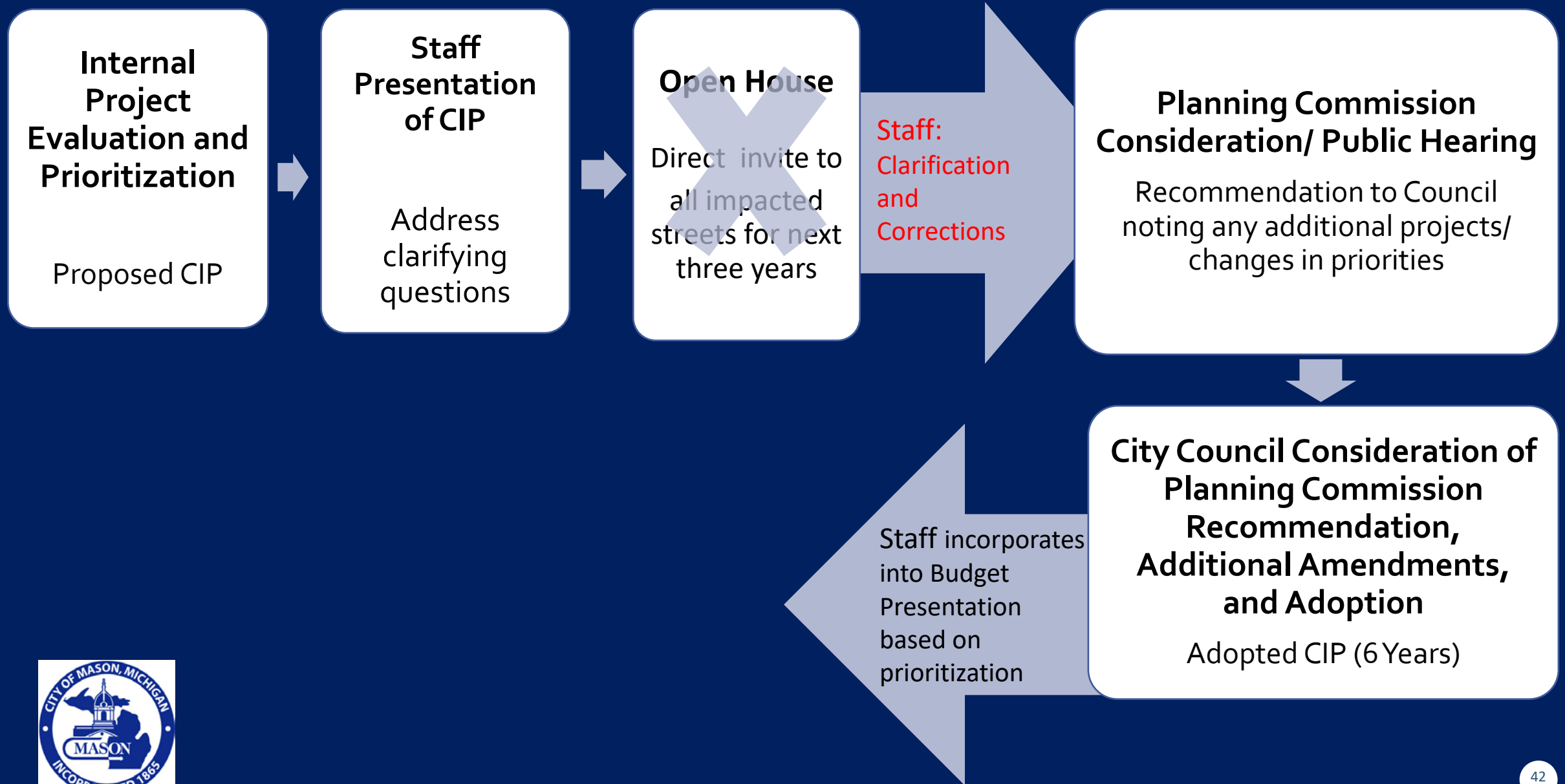
| Project | Title | Summary | Cost | Movement |
|----------|---|---|---------|-----------------------------|
| 2021/22 | | | | |
| 2017-B5c | Building: Library Improvements, Phase I, Part 2 | Renovations of first floor not addressed in Phase I, Part I, including children’s area, second ADA bathroom, prep kitchen/break area. | 275,000 | SPLIT to spread out funding |
| 2019-B7 | IT: Geographic Information System (GIS) - Phase 2 | Technology upgrade required due to outdated technology and impact on efficiency, creation of asset inventories and gaps in data sets | 15,000 | None |
| 2019-B8 | Police: Car Port (3-Car Unit) | Protection of equipment and ability to increase response time in inclement weather | 15,000 | None |





NEXT STEPS

CAPITAL IMPROVEMENT FLOW CHART





THANK YOU



CAPITAL IMPROVEMENTS PROGRAM 2021 – 2027

Adopted XXXX XX, 2021 – City Council

Prepared XXXX XX, 2021 – Planning Commission



City of Mason City Council

Adopted: XXXXX XX, 2021

Russell Whipple, Mayor
Marlon Brown, Mayor Pro Tem

| | |
|---------------|----------------|
| Leon Clark | Jerry Schaffer |
| Jon Droscha | Rita Vogel |
| Elaine Ferris | |

City of Mason Planning Commission

Prepared: XXXX XX, 2021

John Sabbadin, Chairperson

Mark Howe, Vice Chairperson

Megan Wren, Secretary

| | |
|-----------------------------|----------------|
| Leon Clark, Council Liaison | Mitch Perrault |
| Thomas Husby | Scott Shattuck |
| Anne Klein Barna | Seth Waxman |

Prepared by:

Deborah Stuart, City Manager
Michael Olson, Assistant City Manager, DPW Director
Don Hanson, Police Chief
Don Heck, P.E., City Engineer
Elizabeth Hude, Community Development Director
Sarah Jarvis, City Clerk/ Director of Employee and Customer Engagement
Kerry Minshall, Fire Chief / Facilities
Michelle Pietsch, Finance Director / Treasurer

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Introduction

A Capital Improvements Program (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the community of Mason's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs Mason residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP provides visual representations of the community's needs including maps that detail the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the planning commission, governing body, and administration.

Plans and policies include:

- 20-Year Masterplan
- Five-Year Parks and Recreation Plan
- Downtown Development Authority Plan
- Local Development Finance Authority TIF Plan
- Administrative Policies

Definition of a Capital Improvement

The CIP allows for responsible and thoughtful planning of future major expenditures that are not necessarily financed or automatically included in the annual budgeting process. All capital projects that fit the description under the policy (see Page 5) should be part of this CIP.

Legal Basis of the Capital Improvements Program

The CIP has been authorized by the Michigan Planning Enabling Act (Public Act 33 of 2008). This mandate gives responsibility for preparing a CIP for local Planning Commission bodies, and reads as follows:

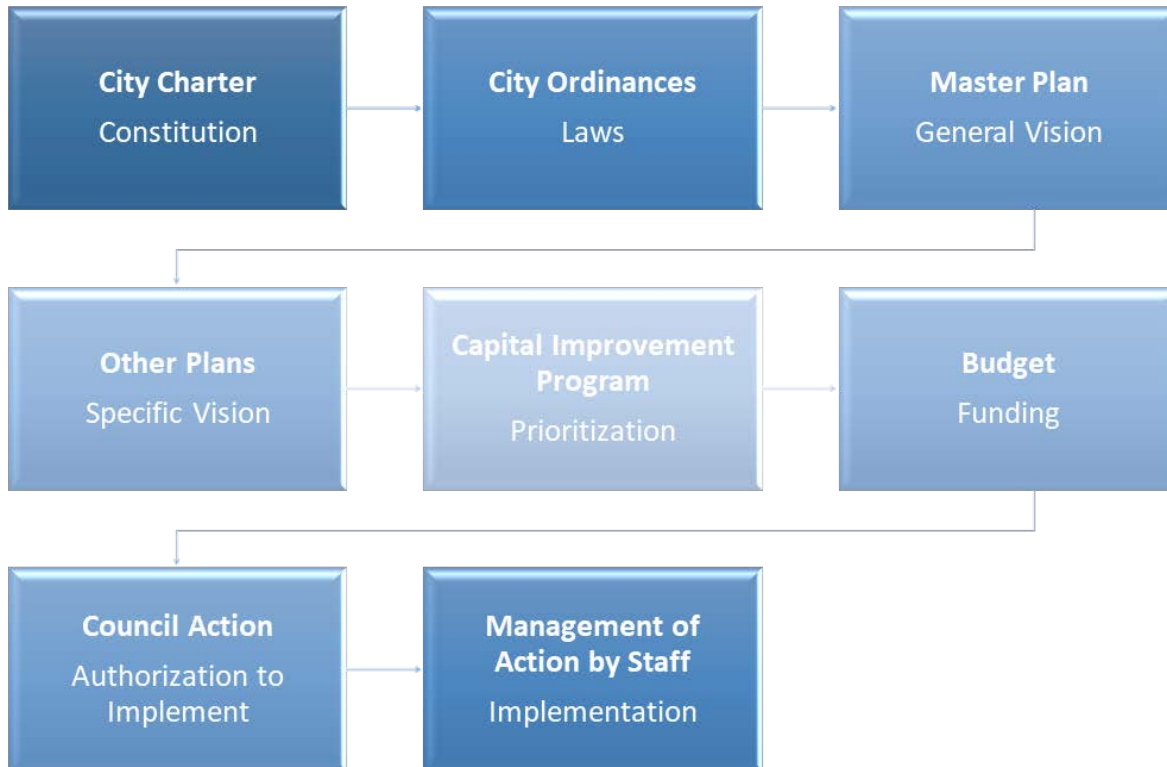
125.3865 Capital Improvements program of public structures and improvements/ preparation; basis. Sec. 65. (1) To further the desirable future development of the local unit of government under the Masterplan, a planning commission, after adoption of a Masterplan, shall annually prepare a capital improvements 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.

Planning and Benefits of the Capital Improvements Program

The CIP is, first and foremost, a key implementation tool for a community's planning efforts and is dynamic. Each year all projects included within the CIP are reviewed for consistency with planning documents, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is also added each year to replace the year funded in the annual operating budget. With thoughtful foresight and review as a result of a CIP, the many outstanding capital projects that Mason is faced with implementing every year can be viewed as one package, rather than as small, fragmented groups or lists, with no unified sense of focus and direction.

When capital improvements begin with careful planning and study, the City of Mason's chances for receiving state and federal grants are greatly enhanced. Some grants require the inclusion of a CIP with their application. Formulation of a CIP helps those involved to look at alternative funding mechanisms that might not have been considered before. Instead of relying on local revenue sources alone, the CIP allows the City to think more creatively to fulfill Masterplan for Land Use goals and policies. The CIP will continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to provide more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy. The CIP often avoids reactive planning, and instead replaces it with balanced growth initiatives.

Authorization Flow Chart



Impact of Capital Budget on the Operating Budget

As new policies and programs are approved, both the operating and capital budgets are impacted. For example, an increase in service levels approved as part of the operating budget would have long-term effects on the Capital Improvements Program. Conversely, a restrictive change to the use of long-term debt would slow capital programs. Regardless of the difference between the operating and capital budgets, the two are interdependent.

Preparation of the CIP by the Planning Commission does not mean they grant final approval of all projects contained within the plan. Rather by recommending approval of the CIP by the City Council, the Planning Commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

The community of Mason strives to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents, as there should be in a strategic planning environment.

CIP Process

Project Submission: New projects are submitted with the Project Application Form that outlines how projects will be evaluated and prioritized:

- Does the project contribute to health, safety and welfare?
- Is the project required to comply with a law?
- Does the project conform with adopted programs, policies, or plans?
- Does the project remediate an existing or projected deficiency?
- Will the project upgrade facilities?
- What is the service area impact of the project?
- Does the project deliver a level of service desired by the community?

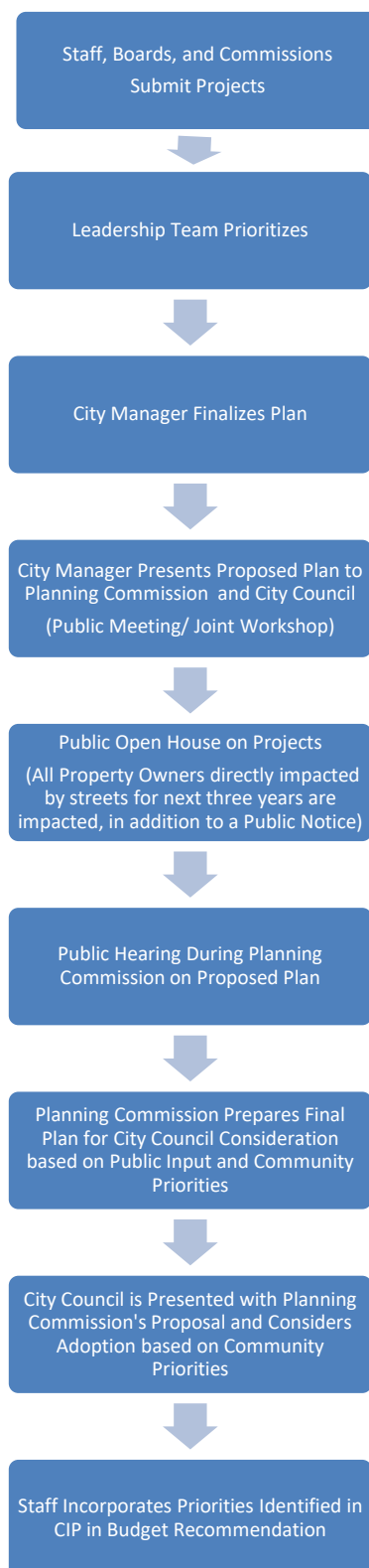
Mason Leadership Team: reviews all projects recommended from various areas of expertise, evaluates the prioritization of projects based on established criteria above, considers funding options, and presents the recommendation to the Planning Commission.

City Manager: clarifies any issues, finalizes the ratings and approves the CIP draft. The City Manager recommends the CIP draft at the Joint Workshop, presents any clarification of the CIP at the Planning Commission and City Council meetings.

Mason Planning Commission: reviews the Policy Group's recommendation, conducts workshops (if necessary), receives public input, conducts public hearings, prepares the plan, and requests the governing body to consider adoption.

Mason City Council: is encouraged to adopt the CIP and use the CIP as a tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

Mason Residents: are encouraged to participate in plan development by working with various boards and commissions, attending the Open House and/or the Planning Commission public hearings, and at the governing body's budget workshops and public hearings. As always, communication is open between residents, governing body representatives, Planning Commission representatives, and staff.



Policy

As used in the City of Mason Capital Improvements Program, a capital improvements project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e., a public building, water/sanitary sewer mains, storm sewers, major/local roadways, recreational facilities), an addition to, or extension of, such a facility, provided the cost is \$5,000 or more and that the improvement will have a useful life of three years or more.
2. Any nonrecurring rehabilitation of all or part of a building, its grounds, a facility, or equipment, provided the cost is \$5,000 or more and the improvement will have a useful life of three years or more.
3. Any purchase or replacement of major equipment to support community programs provided the cost is \$5,000 or more and will be coded to a capital asset account.
4. Any planning, feasibility, engineering, or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided the cost is \$5,000 or more and will have a useful life of three years or more.
5. Any planning, feasibility, engineering, or design study costing \$10,000 or more that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects.

Funding Overview

Capital improvements projects involve the outlay of substantial funds making numerous sources of funding necessary to provide financing over the life of the project. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of the funding sources for projects included in the CIP:

Bonds

When the community of Mason sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them.

General Obligation (G.O.) bonds: Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is included in Mason’s state-imposed debt limits. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bonds are authorized by a variety of state statutes.

- *Mason also has one outstanding bond related to the City Hall/Police Station. The bond has a remaining payment balance of \$3,195,000 with a final payment estimated in 04/2040.*

Revenue bonds: Revenue bonds are sold for projects that produce revenues such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, Revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community backs them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act. The City of Mason currently has no outstanding revenue bonds.

Building Authority

The Mason Building Authority was established for the purpose of acquiring, furnishing, equipping, owning, improving, enlarging, operating, and maintaining a building or buildings, automobile parking lots or structures, recreation facilities and the necessary site or sites therefore thereof, and the payment of the bond principal and interest for any related debt incurred. The Building Authority functions as a mechanism to facilitate the selling of bonds to finance public improvements.

Enterprise Fund (Water and Sewer Fund)

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that particular enterprise fund.

The revenues generated from the Mason's Water and Sewer system must be set aside and collected in accounts as designated by existing revenue bond ordinances. These revenues are pledged for the specific purposes and transferred in a manner specified by those ordinances.

The City of Mason charges for water service supplied by the system based on a rate schedule measured by water usage. These charges must be sufficient to provide adequate revenues for operations, maintenance, replacements, improvements, and debt retirement. The last utility rate study was started in 2019 with estimated completion and rate increases expected in mid-2020, but the COVID pandemic has delayed the final study results and rate recommendations.

- *Mason currently has one outstanding loan with the State of Michigan Drinking Water Revolving Fund (DWRF) related to the Water Treatment Plant. The loan has a remaining payment balance of \$3,443,674 with a final payment estimated in 04/2028.*

Federal and State Funds

The federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

Millages

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property's net value, following the application of all exemptions and a 50% equalization ratio. Mason is authorized to utilize millages under Public Act 279 of 1909, the Home Rule Cities Act. The City of Mason's current millage rate is 15.25. Under the Headlee Amendment, the City of Mason City Council is authorized to raise the millage up to 18.0865 without a vote of the people.

Special Assessments

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e., by those who directly benefit. Local improvements often financed by this method in Mason are sidewalk and drive approach improvements.

State Shared Revenue

The City of Mason receives its share of various taxes and fees from programs and requirements by the State of Michigan. This refers to both constitutional and statutory Revenue Sharing payments.

- The Constitutional portion consists of 15% of gross collections from the 4% sales tax distributed to cities, villages, and townships based on their population. The Legislature cannot reduce or increase this amount.
- The Statutory portion is distributed by a formula, set in Public Act 532 of 1998. The Act calls for 21.3% of the 4% sales tax collections to be distributed in accordance with the formula. The Legislature has the ability to reduce the statutory portion based on the State's priorities for the State's budget.

Tax Increment Financing (TIF)

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that results from a redevelopment project to pay for project-related public improvements.

- *For purposes of financing activities within the community of Mason's downtown district, the Downtown Development Authority adopted a 30-year TIF plan in 1984 (extended to expire in 2030) that generates roughly \$90,000 in revenue annually.*
- *For purposes of financing activities related to Mason's south industrial area, the Local Development Finance Authority Act adopted a TIF plan in 1989 that generates roughly \$440,000 in revenue annually.*

Weight and Gas Tax

Based on a formula set by the State of Michigan, the community of Mason receives a portion of the tax placed on motor fuel and highway usage in the state. The restrictions placed on the expenditure of these funds ensure that they will be spent on transportation-related projects or operations and services. These are commonly called Act 51 funds.

- *Mason on average receives \$800,000 split between the Major and Local Street Funds.*

NOTE: Numbers in this section are current per the audited financial statements dated June 30, 2020.



CAPITAL IMPROVEMENTS PROGRAM 2021-2027

LIST OF PROJECTS

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Streets, Bridges, Signals (S)

OVERVIEW

Transportation-related issues are a high priority for the City of Mason. The City of Mason contains both public and private roadways. Public roads are owned and operated by the Michigan Department of Transportation (MDOT), the Ingham County Road Commission, and the City of Mason. Private roads are owned and operated by private developments and homeowner groups. The City currently maintains 12.25 miles of major streets, 19.78 miles of local streets, 2.21 miles of cemetery drives, and 2.5 miles of non-motorized trail.

In order to define priorities for the local street and major road rehabilitation programs, the City has a formal asset management program that categorizes roads based on their Pavement Surface Evaluation and Rating (PASER) first. Table 1 illustrates PASER ratings for asphalt pavements.

Table 1. PASER Rating Overview

| Rating | Visible Distress | General Treatment and Conditions |
|----------------|---|---|
| 10 Good | None | New construction. |
| 9 Good | None | Recent overlay. |
| 8 Good | No longitudinal cracks except reflection of paving joints. Occasional transverse cracks, widely spaced (40' or greater). All cracks sealed or tight (open less than 1/4"). | Recent sealcoat or new cold mix. Little or no maintenance required. |
| 7 Fair | Very slight or no raveling, surface shows some traffic wear. Longitudinal cracks (open 1/4") due to reflection or paving joints. Transverse cracks (open 1/4") spaced 10' or more apart, little or slight crack raveling. No patching or very few patches in excellent condition. | First signs of aging. Maintain with routine crack filling. |
| 6 Fair | Slight raveling (loss of fines) and traffic wear. Longitudinal cracks (open 1/4"– 1/2"), some spaced less than 10'. First sign of block cracking. Sight to moderate flushing or polishing. Occasional patching in good condition. | Shows signs of aging. Sound structural condition. Could extend life with sealcoat. |
| 5 Fair | Moderate to severe raveling (loss of fine and coarse aggregate). Longitudinal and transverse cracks (open 1/2") show first signs of slight raveling and secondary cracks. First signs of longitudinal cracks near pavement edge. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Some patching or edge wedging in good condition. | Surface aging. Sound structural condition. Needs sealcoat or thin non-structural overlay (less than 2"). |
| 4 Poor | Severe surface raveling. Multiple longitudinal and transverse cracking with slight raveling. Longitudinal cracking in wheel path. Block cracking (over 50% of surface). Patching in fair condition. Slight rutting or distortions (1/2" deep or less). | Significant aging and first signs of need for strengthening. Would benefit from a structural overlay (2" or more). |
| 3 Poor | Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Severe block cracking. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (1" or 2" deep). Occasional potholes. | Needs patching and repair prior to major overlay. Milling and removal of deterioration extends the life of overlay. |
| 2 Poor | Alligator cracking (over 25% of surface). Severe distortions (over 2" deep). Extensive patching in poor condition. Potholes. | Severe deterioration. Needs reconstruction with extensive base repair. Pulverization of old pavement is effective |
| 1 Poor | Severe distress with extensive loss of surface integrity. | Failed. Needs total reconstruction. |

The lowest-rated roads in each of these categories would generally be addressed first. However, the last PASER evaluation was completed in 2019 so staff takes into account changes in conditions. Our staff was trained this year on PASER and the next PASER evaluation will in house or by Wolverine.

Following the PASER evaluation, the City looks at underground utilities and considers whether the condition of those utilities would move a street project up in priority. This is followed by the impact to residents and how many property owners would be impacted positively due to the improvement.

Finally, the City considers the budget and how many streets can be completed within a year based on the resources available. Mason voters have approved that a minimum value equal to 4 mills must be used for road projects every year. Due to the construction season crossing fiscal years and unforeseen factors impacting the ability for a project to be completed, the City maintains a rolling summary to assure the City is meeting this requirement (see Table A). This allocation can be funded by numerous resources to meet this requirement.

The City's policy is to evaluate sidewalks on any road that is being improved and replace them as needed.

Once prioritized the road work will typically be completed in one of the three following ways:

- **Mill and Fill:** Consists of grinding the surface layer with a milling machine, hauling and disposing of the milled bituminous pavement. A new lift of hot mix asphalt (HMA) is placed over the milled surface. This treatment methodology can facilitate up to 10 years of additional service life without full reconstruction. This method of surface rehabilitation provides the greatest value in areas where the base layers of pavement do not have extensive cracking and utility repairs or replacements are not warranted. Sidewalks are evaluated and replaced as necessary.
- **Pulverize, Shape and Repave:** Consists of pulverizing the full depth of the existing pavement and intermixing the pulverized HMA with the aggregate base. This pulverized material is then graded and compacted to the original cross slope of the street. Any excess material is hauled off site. New HMA is placed upon this pulverized section in as many as three lifts. This method provides the equivalent of a new street cross-section without the added expenses of removing and replacing all of the concrete curb and gutter. In addition, the pulverized material can be temporarily stockpiled on the adjacent lane to facilitate any utility repairs or replacements. Sidewalks are evaluated and replaced as necessary.
- **Reconstruction:** Consists of the complete removal and replacement of all components of the street, including but not limited to concrete curb and gutter, existing pavement and gravel section. This method of construction is limited to areas deteriorated beyond the scope of the Mill and Fill or Pulverize, Shape and Repave methods. After removal, the street is completely rebuilt by re-grading the base, placing new aggregate, placing new concrete curb and gutter, and repaving the road. Often new drainage structures and storm sewer are installed as a reconstruction project. Typically, this method is reserved for circumstances such as a road widening or narrowing or the complete replacement or reconstruction of underground infrastructure such as sanitary sewer or water main. This is the costliest, most time-consuming and disruptive street construction.

Table 2. 20 Year Road Appropriation Summary: 2000-2020

| Fiscal Year | Required Appropriation | Actual Spent | Over/(Under) |
|---------------|------------------------|-------------------|------------------|
| 00/01 | 629,313 | 858,359 | 229,046 |
| 01/02 | 666,271 | 1,658,097 | 991,826 |
| 02/03 | 764,684 | 454,415 | (310,269) |
| 03/04 | 792,587 | 888,648 | 96,061 |
| 04/05 | 828,705 | 976,706 | 148,001 |
| 05/06* | 739,970 | 1,045,585 | 305,615 |
| 06/07 | 824,935 | 648,943 | (175,992) |
| 07/08 | 871,830 | 1,042,491 | 170,661 |
| 08/09 | 916,258 | 2,876,791 | 1,960,533 |
| 09/10 | 967,322 | 539,351 | (427,972) |
| 10/11 | 896,554 | 823,559 | (72,995) |
| 11/12** | 871,232 | 3,573 | (867,659) |
| 12/13 | 860,205 | 68,165 | (792,040) |
| 13/14 | 869,376 | 1,477,869 | 608,493 |
| 14/15 | 853,096 | 480,704 | (372,392) |
| 15/16 | 864,892 | 1,509,286 | 644,394 |
| 16/17 | 853,788 | 369,815 | (483,973) |
| 17/18 | 872,460 | 1,172,037 | 299,577 |
| 18/19 | 868,820 | 263,751 | (605,069) |
| 19/20 | 884,585 | 1,396,589 | 512,004 |
| 20/21*** | 903,080 | 1,021,406 | 118,327 |
| Totals | 17,599,963 | 19,576,140 | 1,976,177 |

* Note: 5 Mill to 4 Mill Requirement

** Note: Street Construction Waived

*** Note: Partial Year includes up to 12/31/20

Proposed Project Year: 2021-22

Project Number: 2017-S23 Rayner Street – Randolph Street to Columbia Street

Description: Pulverize, shape and repave. The road was last worked on in 1996 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 3. Eleven homes will be directly impacted by this improvement.

Project Number: 2017-S24 Eugenia Drive – Northbrook Street to End

Description: Pulverize, shape and repave. The road was last worked on in 1996 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Fifty homes will be directly impacted by this improvement.

Project Number: 2017-S25 Hall Blvd - Ash Street to South Street

Description: Pulverize, shape and repave. The road was last worked on in 1980 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 4. Twenty-seven homes will be directly impacted by this improvement.

Project Number: 2017-S26 Columbia St- Park Street to Jefferson Street to South Street

Description: Pulverize, shape and repave. The road was last worked on in 1999 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Four homes will be directly impacted by this improvement.

Project Number: 2019-S9b Maple Street/ Jefferson Street Signal Evaluation *(Moved from 20-21)*

Description: Evaluation the need for a replacement traffic signal at this location.

Justification: Ingham County Road Commission has concerns about the existing signal. There is also concern that a traffic light is not necessary at this location instead a four-way stop may be more appropriate. The City will complete a traffic study to determine the need. If the signal needs to be replaced, it is estimated to cost \$250,000 and will be coordinated with this project. Due to COVID, staff did not feel a traffic study in the would have been representative of traffic at this location. Staff anticipates completing the traffic study in the current fiscal year when restrictions are lifted, but that would result in any replacement now occurring in 2021-22 fiscal year.

Proposed Project Year: 2022-23

Project Number: 2017-S14 E. Cherry Street – Rogers Street to End

Description: Mill and fill. The road was last worked on in 1997 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. This project will include utility CIP Project 2017-U27. Thirty-two homes will be directly impacted by this improvement. This project will be coordinated with construction of improvements at Steele Street School.

Project Number: 2017-S15 S. Barnes Street – Ash Street to Kipp Road

Description: Mill and fill. The road was last worked on in 1988 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. This project will include utility CIP Project 2017-U28. Fifty-six homes will be directly impacted by this improvement.

Proposed Project Year: 2023-24

Project Number: 2018-S27 Peachtree Place - Columbia Street to South Street

Description: Pulverize, shape and repave. The road was last worked on in 1997 and had a mill and repave. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 4. Sixty-three homes will be directly impacted by this improvement.

Project Number: 2018-S29 McRoberts Street - Columbia Street to Maple Street

Description: Pulverize, shape and repave. The road was last worked on in 1998 and had mill and fill work done. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 4. Nine homes will be directly impacted by this improvement.

Project Number: 2018-S30 Steele Street – Ash Street to Elm Street

Description: Pulverize, shape and repave. The road was last worked on in 1996 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 4. This project will include utility CIP Project 2021-U3. Seven homes will be directly impacted by this improvement.

Project Number: 2018-S31 West Oak Street- McRoberts Street to Lansing Street

Description: Pulverize, shape and repave. The road was last worked on in 1998 and had a total reconstruction in that year. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Seventeen homes will be directly impacted by this improvement.

Project Number: 2019-S1 Walnut Court- Columbia Street to Ash Street

Description: Pulverize, shape and repave. The Street was last worked on in 1999. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Twenty-four (24) homes will be directly impacted by this improvement.

Proposed Project Year: 2024-25

Project Number: 2019-S2 Coppersmith Drive – Sanctuary Street to Wildemere Street

Description: Pulverize, shape and repave. The Street was last worked on in 1980. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Ten (10) homes will be directly impacted by this improvement.

Project Number: 2019-S3 South Street – Barnes Street to Rogers Street

Description: Pulverize, shape and repave. The Street was last worked on in 1998. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 4. Eight (8) homes will be directly impacted by this improvement.

Project Number: 2019-S4 Foxview Street – Entire Length

Description: Pulverize, shape and repave. The Street was last worked on in 2006. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Nine (9) homes will be directly impacted by this improvement.

Project Number: 2019-S6 Middlebury Street – Entire Length

Description: Pulverize, shape and repave. The Street was last worked on in 2006. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Fifteen (15) homes will be directly impacted by this improvement.

Project Number: 2019-S7 McRoberts Street – Maple Street to South Street

Description: Pulverize, shape and repave. The Street was last worked on in 1998. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Thirty-three (33) homes will be directly impacted by this improvement.

Project Number: 2019-S8 Maple Street – Lansing Street to Park Street

Description: Pulverize, shape and repave. The Street was last worked on in 1996. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 4. This project will impact the Business District, trail users and access to the park and downtown by neighborhood to the west of the bridge.

Proposed Project Year: 2025-26

Project Number: 2017-S16 Maple Street Bridge Repair/Replacement

Description: Bridge replacement due to bridge deteriorating and safety concerns.

Justification: Bridge was evaluated and the report shows that the concrete head walls have severe spalling and are in need of repair/replacement and hand rails on the bridge are not safe. Project will be timed with adjacent park improvements to minimize impact to citizens.

Project Number: 2020-S1 Rogers Street – Ann Street to Columbia Street

Description: Pulverize, shape and repave. The Street was last worked on in 1991. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Thirteen (13) homes will be directly impacted by this improvement.

Project Number: 2020-S2 South Street – Rogers Street to Hall Blvd.

Description: Pulverize, shape and repave. The Street was last worked on in 1997. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 4. Twenty-Eight (28) homes will be directly impacted by this improvement.

Project Number: 2020-S3 State Street – Sycamore Street to Maple Street

Description: Pulverize, shape and repave. The Street was last worked on in 2004. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Ten (10) homes will be directly impacted by this improvement.

Project Number: 2020-S4 Steele Street – Sycamore Street to Maple Street

Description: Pulverize, shape and repave. The Street was last worked on in 2001. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 4. Six (6) homes will be directly impacted by this improvement.

Project Number: 2020-S5 Stratford Drive – Eaton Drive to Columbia Street

Description: Pulverize, shape and repave. The Street was last worked on in 1979. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Fifteen (15) homes will be directly impacted by this improvement.

Project Number: 2020-S6 Wildemere Drive – Coppersmith Drive to Stratford Drive

Description: Pulverize, shape and repave. The Street was last worked on in 1980. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Fifty-One (51) homes will be directly impacted by this improvement.

Proposed Project Year: 2026-27

Project Number: 2019-S10 Franklin Farms Extension

Description: Acquire land, design and construct an extension to Franklin Farms Drive south over Willow Creek to Kipp Rd.

Justification: There are currently 264 households with only one means of ingress/egress, far exceeding the standards for residential development (25 households) within the City. When South Street is closed, residents and emergency responders must take a longer route via Columbia/College/Sitts or Kipp/College/Sitts to reach the area. If Northbrook were to be closed for any reason, there is no second alternative or reasonable means of access to/from the neighborhood. The idea for connecting this neighborhood across Willow Creek to Kipp Rd is nearly 80 years old as it appears on the City's 1940 Road Plan, extending Eugenia Drive to Kipp Rd.

(Moved from 25-26)



Figure 1: City of Mason 1940 Road Plan

Project Number: 2021-S1 Avery Lane —Entire Length **(NEW)**

Description: Pulverize, shape and repave. The road was last worked on in 2009 wear course was put on after construction of the Water Treatment Plant was completed.

Justification: PASER Rating- 6. The Water Treatment Plant will be directly impacted by this improvement.

Project Number: 2021-S2 E. Sycamore Street—Jefferson to Steele Street **(NEW)**

Description: Pulverize, shape and repave. The road was last worked on in 2003 and had a mill and repave. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 3 (Jefferson to Barnes) and 4 (Barnes to Steele). Thirty-four properties will be directly impacted by this improvement.

Project Number: 2021-S3 W. Sycamore Street—Jefferson to State Street **(NEW)**

Description: Pulverize, shape and repave. The road was last worked on in 2001 and had a mill and repave. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 5. Twenty-one properties will be directly impacted by this improvement.

Project Number: 2021-S4 W. Sycamore Street -- Cedar Street to S. Lansing Street **(NEW)**

Description: Pulverize, shape and repave. The road was last worked on in 2006 and had a mill and repave. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 2 (Cedar to McRoberts) and 1 (McRoberts to Lansing). Twenty-three properties will be directly impacted by this improvement.

Project Number: 2021-S5 Vanderveen Drive—Entire Length **(NEW)**

Description: Pulverize, shape and repave. The road was last worked on in 2006 and had a mill and repave. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 3. Seventeen properties will be directly impacted by this improvement.

Project Number: 2021-S7 Windjammer Court – Entire Length **(NEW)**

Description: Pulverize, shape and repave. The road was last worked on in 2008. Sidewalks will be evaluated and replaced as necessary.

Justification: PASER Rating- 2. Five homes will be directly impacted by this improvement.

Utilities: Sanitary Sewer, Storm Water, and Water Distribution (U)

OVERVIEW

Sanitary Sewer: The sewage collection and treatment system consist of a 1.5 Million Gallons per Day (MGD) activated sludge treatment plant, 32 miles of sewer line including interceptors, and four lift stations. The City, like most other communities in Michigan, operates under a National Pollutant Discharge Elimination System permit (NPDES) administered by the MDEQ. This permit establishes the allowable effluent levels to be discharged to the receiving waters, namely Sycamore Creek.

A study was completed by Wolverine Engineers to determine the best method of providing sewer service to areas on the undeveloped east side of Mason. The feasibility study has identified six districts, known as the Rayner Creek Utility Districts, which are served via a common lift station and force main. During 2005, as part of the Temple Street extension from M-36 to Kipp Road, the sewer and pump station were constructed to serve District 3 as this area develops.

Storm Water System: The State of Michigan Department of Environment, Great Lakes, and Energy (EGLE) regulates Municipal Separate Storm Sewer Systems (MS4). The goal of the MS4 program is to reduce the discharge of pollutants to surface waters of the state. The current gravity system consists of concrete drainage pipes ranging from 6 inches to 42 inches in diameter, along with corrugated metal pipes up to 72 inches in diameter. These pipes are connected to the street network through a series of catch basins. Eventual outflow is to one of the three creeks flowing through town - Sycamore, Willow or Rayner - since the system is separated from the sanitary sewer system.

Maintenance of the storm water system is divided between the City and the Ingham County Drain Commission. The county has designated drains that flow through the City such as the Willow and Rayner Creek Drains.

Water Distribution: The City's water system consists of seven wells, two 500,000-gallon elevated storage towers, 600 fire hydrants and one one-million-gallon ground storage tank and approximately 45 miles of water main in various sizes (4" to 16"). The City has a centralized treatment facility; the water is pumped through raw water mains to the treatment plant to remove Radium 226 and 228 as well as iron.

Lead and Copper: The recent rule changes enacted by State of Michigan has resulted in an unfunded mandate in the water distribution system. The new rules state that the water utility will at its expense replace the entire water service beginning at the corporation valve to 18" inside the house if it is found to contain a "lead service line" (LSL). Lead service lines have been expanded to include services with lead "goosenecks" and galvanized lines that are or were connected to LSLs. There is no longer any distinction between the municipal and customer owned portion of the water service where lead is concerned.

To start, the city was required to complete a preliminary distribution system material inventory that was due to the State by January 1, 2020. This involves compiling information from available records that will predict with reasonable certainty which service lines may be a lead service line. The City completed the

required preliminary material assessment of the distribution system materials and reported the following for our 2918 water service lines:

- 535: Likely (but not visibly confirmed) to contain some level of lead (including galvanized previously connected to lead)
- 885: Unknown but may contain lead
- 530: Unknown but unlikely to contain lead
- 979: Confirmed to NOT contain lead.

The City now must then investigate and confirm the actual number of lead service lines to be replaced. This is to be documented in an asset management plan with a comprehensive materials list approved by the State by January 1, 2025. The plan must also show a schedule of the replacements that must be made at a minimum of 5% per year avg, however, all lead service line replacements must be complete within 20 years (2045) unless an alternate schedule for replacement is approved in the asset management plan. The City plans to match our street construction schedule and prioritize lead likely areas. Based on the preliminary data, the City will be targeting 75 line per year. That process will be to either visibly confirm they do not contain lead or removing the line. Currently these expenditures will be covered in our operating budget. However, they may be shifted to the CIP at a later time.

In **calendar** year 2020, the City exceeded their mark by either replacing lead service lines identified or confirming the absence of a lead service lines at seventy seven (77) properties.

Please note: Street utility work for years four through six (2023-2026) are not included due to the work associated with accurately estimating costs.

Proposed Project Year: 2021-22

Project Number: 2017-U15 Replace Two Fire Hydrants Behind Mason Plaza

Description: Replace two fire hydrants behind Mason Plaza. This project was carried over from previous CIP as it was discovered that additional research was necessary regarding easements on the property to access the hydrants.

Justification: These hydrants break easily and parts are difficult to source. It has also been determined by the Fire Chief that the hydrants are too close to the building for safety during firefighting operations.

Project Number: 2018-U34 Well No. 5 Rebuild

Description: Ash Street Well No. 5 Rebuild

Justification: This type of well typically needs a rebuild every five-to-six years and this well was last serviced in 2016. Well maintenance and replacement are critical to maintaining the water supply.

Project Number: 2019-U3a Wastewater Treatment Plant – Design (SPLIT)

Description: Construct an activated sludge wastewater treatment plant.

Justification: The Publicly Owned Treatment Works (POTW) was originally constructed in the late 1940s and into 1958 with additional improvements added in 1975, 1977, and 2011 and in 2016. Most of the unit processes in the wastewater treatment plant are operating beyond their typical useful lifespan. Maintaining compliance with the National Pollutant Discharge Elimination System (NPDES) permit requirements, the current system creates significant challenges and under certain conditions does not provide adequate capacity to handle full treatment of the City's wastewater. High flows entering the wastewater treatment plant have caused sanitary sewer overflows (SSO's) which is a violation of the City's NPDES permit and has also caused damage to the primary tanks. The current wastewater treatment plant is designed to treat a maximum of 1.5 million gallons of wastewater per day (MGD). The average flow of the wastewater entering the plant is approximately 1.13 MGD and during certain weather events the recorded wastewater flows have been as high as 6 MGD. Project split to allow to more accurately depict when portions of the project will be funded.

Project Number: 2021-U1 High-Pressure Pump Variable Frequency Drive – WTP (NEW)

Description: One of the three high-pressure pump Variable Frequency Drives (VFDs) needs to be repaired.

Justification: The high-pressure pump variable frequency drives allow for the plant to run in an automated process when the water towers call for water to fill up in order to maintain the water system pressure needed for both domestic use and fire protection. Recently two of the three VFDs were repaired as part of an insurance claim, however the third VFD was not included and had failed prior to the other two VFDs failing. With three functioning VFDs the plant will be able to function as it was intended to with the important redundancies in place to produce available drinking water.

Project Number: 2021-U2 Replacement of Valves – WTP (NEW)

Description: This project would involve the replacement of three (3) sixteen gate valves that control water flow to and from the ground water storage tanks and the bypass between the two lines. In addition to the gate valves, one sixteen-inch butterfly valve would need to be replaced inside the plant located on the line between the filtration process and the ground storage tank. Prior to the replacement of the valves,

an analysis of the cause to the premature failure of the valves must be determined to mitigate this type of early failure in the future.

Justification: Isolation with the use of valves at the Water Treatment Plant is vital to perform repair when needed. When the water plant operators last tried to isolate sections of the Water Treatment Plant, they were unable to stop the flow of water to perform the necessary repairs to the plant. After meeting with staff, engineers, and the valve manufacture we have concluded that the valves did not function properly and need to be replaced.

Proposed Project Year: 2022-23

Project Number: 2017-U27 Cherry Street Utilities – Rogers Street to End

Description: Sewer main replacement and manhole replacement.

Justification: The sanitary sewer was constructed in 1940 and needs to be replaced. It has clay tile and inflow problems. The sanitary manholes are brick and in poor shape, requiring replacement. This project will include street CIP Project 2017-S14.

Project Number: 2017-U28 S. Barnes Street Utilities – Ash Street to Kipp Road

Description: New water main and valves to replace existing 4" and dual mains.

Justification: This is an old water main from the early 1900s from Ash Street to Bond. Upsizing to 8" water mains and eliminating places where dual mains exist will help with firefighting ability and water quality. This project will include street CIP Project 2017-S15.

Project Number: 2018-U37 Well No. 10 Rebuild

Description: Temple Street Well No. 10 Rebuild

Justification: This type of well typically needs a rebuild every five-to-six years and this well was last serviced in 2016. Well maintenance and replacement are critical to maintaining the water supply.

Project Number: 2019-U3b Wastewater Treatment Plant – Construction **(SPLIT)**

Description: Construct an activated sludge wastewater treatment plant.

Justification: See Project Number 2019-U3a. Project split to allow to more accurately depict when portions of the project will be funded.

Project Number: 2019-U6 Wastewater Solids Handling System **(Moved from 21-22)**

Description: Construction of a wastewater solids handling system to dispose of the solids that are generated from the wastewater treatment plant.

Justification: The two digesters operating at the wastewater treatment plant will have to be replaced in the future. There are now other options available in solid handling other than digestion. These other options should be investigated to determine if the cost and safety issues would benefit the City. This project will be coordinated with Project Number 2019-U3b.

Project Year: 2023-24

Project Number: 2017-U8 Replace Programmable Logic Controllers (PLC) on Three (3) Wells

Description: Supervisory Control and Data Acquisition (SCADA) Control Work- Upgrades on PLC, power supply and any control panel issues from the original installation. Wells are improved on a three-year cycle, three wells at a time, which helps to reduce project costs. This is the second phase of the three-year replacement plan for three controllers.

Justification: Control Wave Programmable Logic Computer boards are the originals installed in 2002. These PLCs are not available or repairable. The low voltage power supplies for the control panels are experiencing stability issues. There are control issues at all three sites. The upgrades to sites will allow staff to be more effective and efficient with system operations.

Project Number: 2017-U26 New Well at Franklin Farms *(Moved from 22-23)*

Description: New well at Franklin Farms site. The proposal is to drill a small-bore deep well at the Franklin site and case off the bore past the zone of collapse. A submersible pump would be installed to pull water from the lower formation. The original vertical turbine pump of Well No. 6 would be reengineered and a more economical submersible pump would be installed during the well rebuild scheduled for this year. This would be similar to the setup of Wells No. 9 and No. 10. This will save considerable funds as opposed to building a new well site. The configuration will likely yield more water from this site than current production.

Justification: The well bore for the Franklin Farms well is compromised. There is screen in the bottom of this well to stabilize the bore from collapse. The bore is also not aligned with the screen so total well cleaning is not possible. The production has fallen off from the original level to approximately 30%. The project has been moved to even out capital costs in this fund.

Project Number: 2018-U39 Well No. 9 Rebuild

Description: Temple Street Well No. 9 Rebuild.

Justification: This type of well typically needs a rebuild every five-to-six years and this well was last serviced in 2016. Well maintenance and replacement are critical to maintaining the water supply.

Project Number: 2018-U40 North Water Tower Exterior/Interior Evaluation and Repaint

Description: Repaint the North Water Tower.

Justification: During the last inspection of the North Water Tower it was suggested that the City plan for a tower repaint in 20 years. The tower will be inspected every five years and this time line may be extended.

Project Number: 2019-U7 Convert DPW Property to Public Space

Description: Convert some unused DPW property to public open space or a Riverwalk Trail access.

Justification: When the DPW is relocated, and after the wastewater treatment plant construction, there may be some property to the North of the WWTP that will not be used. This property could be utilized as a green area or a Riverwalk Trail access for the public.

Project Number: 2021-U3 Steele Street Utilities – Ash Street to Elm Street **(NEW)**

Description: Replacement of water and sanitary sewer infrastructure

Justification: The 4" watermain was installed in 1934 and the sanitary sewermain was installed around 1934. This project will include street CIP Project 2018-S30.

Proposed Project Year: 2024-25

Project Number: 2019-U5 Post-Construction Demolition of Unused Structures *(Moved from 22-23)*

Description: Remove unused buildings and / or structures after the wastewater treatment plant construction.

Justification: After the construction there will be buildings and structures that will have to be removed that are not part of the actual project. This will ensure the site is left in an appropriate condition.

Project Number: 2019-U9 New Chlorine Generator

Description: New chlorine generator at the Water Treatment Plant.

Justification: The current chlorine generator is 10 years old and we have, up until this point, been able to obtain parts for this system. We have over the years up-dated the current system by replacing two of the three operating cells and the third being done in fiscal year 2019-2020. Past that, the manufacturer has indicated that parts will become limited current system.

Project Number: 2019-U10 Water Treatment Plant Filter Media Replacement

Description: Filter system replacement at the Water Treatment Plant.

Justification: The current filter media is ten years old. According to the latest radiological survey from EGLE done May 15, 2018 the residual radium in the filter media may approach a level of concern in the next five to ten years regarding disposal options in the future. The water department will do regular testing to predict the proper replacement timetable.

Project Number: 2019-U11 Well No. 8 Rebuild

Description: Ash Street Well No. 8 Rebuild

Justification: This type of well typically needs a rebuild every five-to-six years and this well was last serviced in 2017. Well maintenance and replacement are critical to maintaining the water supply.

Proposed Project Year: 2025-26

Project Number: 2017-U29 Generators for ISD* and Curtis Street Lift Stations

Description: Install standby generators for ISD and Curtis Street lift stations.

Justification: Staff gets called out to these locations multiple times a year for power-related problems. This requires staff to have a bypass pump or set up portable generators, for as long as three days at a time, for power outages. *ISD = Ingham Intermediate School District. When this station was installed, ISD was the only user. While the users have changed, the name of the lift station has remained.

Project Number: 2019-U8 **WWTP Office Building Remodel**

Description: Remodel and upgrade existing laboratory, restrooms and offices at the Wastewater Treatment Plant.

Justification: The WWTP construction will free up areas of the administration/laboratory building that can be utilized for other uses. The laboratory area, restroom, offices and break area are old and need of an upgrade.

Project Number: 2020-U2 **Cedarwoods Retention Pond Cleaning**

Description: Improvements at Cedarwoods retention ponds which accept water from the City storm water system on Cedar St.

Justification: In a 2001, the City committed to assuming 15% cost of cleaning/maintaining the drainage system. Residents on McRoberts have reported concerns related to the condition of the ponds and are experiencing drainage issues on the rear of their property which abuts the Cedarwoods development.

Proposed Project Year: 2026-27

Project Number: 2021-U3 **Advanced Metering Infrastructure** **(NEW)**

Description: Installation of an Advanced Metering Infrastructure (AMI) which would include four (4) data collectors, software, belt clip reader, and all necessary components.

Justification: The installation of an AMI would improve Water and Sewer customer service, reduce staff time spent on collecting water meter readings, and improve Inflow and Infiltration (I&I) efforts. The customer service improvements would include detecting water leaks at a home or business, this could save customers hundreds or thousands of dollars. We currently drive around every month to collect meter reading and staff is dispatched to conduct final readings for water meters as well, AMI collects the meter reading data in real-time, eliminating the need for DPW staff to drive the truck around for monthly readings and final readings, instead staff at City Hall can gain the necessary data from the computer when needed. When looking at I&I flow data having AMI we would be able to extract the water use of a particular area and compare it to the sewer flow data to identify the amount of I&I in the sewer system.

Parks, Cemetery, Forestry, Non-Motorized (P)

OVERVIEW

The City of Mason operates Mason's only cemetery, Maple Grove Cemetery, located in the central portion of the City within the northern sector. Established in 1844, it comprises approximately 38 acres with additional acreage available for expansion. Sycamore Creek flows along the eastern edge of the property which is important to the development of the Hayhoe Riverwalk Trail throughout the City. Approximately 50 burials are performed on average per year. The older portion of the cemetery has been listed on the National Register of Historic Places.

The City of Mason owns and operates eight municipal parks within the City limits totaling 92.74 acres and includes a wide variety of seasonal recreation activities. The City currently maintains sidewalks along most of the 12.25 miles of major streets and 19.78 miles of local streets. There are 2.21 miles of cemetery drives, and 3.32 miles of non-motorized trail with three trailheads that make up the Hayhoe Riverwalk Trail.

Table 3. City of Mason Inventory of City Parks

| Property | Park Type* | Service Area** | Acres | Description/Facilities |
|------------------------|------------|----------------|-----------|--|
| Laylin Park | NP | CQ | 7.2 | Two stocked fishing ponds w/fishing docks, catch/release, picnic shelter, restrooms, picnic tables, grills, playground equipment |
| Lee Austin Park | NP | N | 0.9 | Sycamore Creek/Hayhoe Riverwalk Trail, picnic tables, grill, workout equipment |
| Hayes Park | CP | VS | 9.22 | Lighted softball field, basketball court, two tennis courts, sledding hill, playground equipment, shelter, restrooms, picnic tables, grills |
| Bond Park | NP/SU | N | 5.3 | Lighted softball field, skateboard park, roller hockey rink, drinking fountain, restrooms, Rayner Creek |
| Griffin Park | NP | N | 0.65 | Historical markings, landscape plantings, picnic table, gazebo |
| Bicentennial Park | SU | VS | 2.27 | Pink school house, serves as one of Mason Historical Society museums |
| Maple Grove Park | NRA | CQ | 5.2 | Undeveloped property, Sycamore Creek, used for nature walking |
| Rayner Park | CP | EC | 62 | Playground, one large soccer playing field, one small soccer practice field, basketball court, one baseball field, picnic shelter, picnic tables, grills, nature area |
| Hayhoe Riverwalk Trail | PT | VS | 2.5 miles | Nature walk/trail heads |
| Community Garden | CF | CQ | | Community garden plots, water service for irrigation; plots can be rented by a Mason resident for a small fee. Surplus harvest from the designated Donation plot is offered to the community and local food bank for free. |

*Park types: NP (Neighborhood Park), CP (Community Park), NRA (Natural Resource Area), SU (Special Land Use), PP (Private Park), PT (Park Trail), CF (Community Facility)

**Service area: N (Neighborhood), CQ (City Quadrant), VS (Village/Surrounding Townships), EC (Entire County)

The City of Mason’s five-year Parks, Recreation, and Non-motorized Plan 2020-2024 evaluated parks and prioritized needs using the 5C’s: Compliance (ADA), Condition, Capacity, Cost, and Community Input. The following projects listed in the section were identified and prioritized as the action steps necessary to meet the Plan’s Objective and Goals:

| OBJECTIVE | GOALS |
|-----------------------------|---|
| Sustain Existing Facilities | <ol style="list-style-type: none">1. Bring 100% of facilities into a state of good repair within 10 years through renovation or replacement.2. Ensure 100% of neighborhoods have non-motorized connectivity to facilities within 10 years by connecting sidewalk and trail gaps between parks. |

Projects will be expedited as funding becomes available. Funding for the projects listed here will come from the General Fund, Act 51, DDA funds, the Iva Bond (IB) Fund, Grants, private donations, and, potentially, a dedicated Park Millage. Projects in later years of the CIP may be moved up and completed sooner if additional funds become available.

All projects have been renamed, numbers and descriptions are based on the 2020 Parks, Recreation, and Non-Motorized Plan.

Proposed Project Year: 2021-22

Project Number: 2020-P3 Hayhoe Riverwalk Trail – Evaluation and Repair

Description: Conduct an evaluation of the full length of the Hayhoe Riverwalk Trail and repair any sections deemed to be in need of repair.

Justification: The Hayhoe Riverwalk Trail tied for the highest priority by the 5Cs parameters. There are several areas along the trail that are in need of repair. According to the public opinion survey, the trail is one of Mason’s most utilized assets and many respondents expressed concerns about the condition of the trail.

Project Number: 2020-P6 Lee Austin Park Improvements – Plan/ Design *(Moved from 20-21)*

Description: Design and development of construction plans for Lee Austin Park. Planning will need to be coordinated with the Downtown Development Authority, Consumers Energy, and the railroad, and with the Maple Street roadway and bridge repairs scheduled for 2024-2025 and 2025-2026 fiscal years (2025 spring-fall construction season).

Justification: Lee Austin Park tied for the highest priority by the 5Cs parameters. It does not currently meet ADA standards and there are significant safety concerns about the trail grades and the state of the current shelter, which sits on property owned by Consumers Energy. The plan/design will also consider opportunities and needs for this park related to stormwater detention and soil erosion. The plan will consider timing of improvements with the Maple Street roadway and bridge repairs scheduled for 2024-2025 and 2025-2026 fiscal years (2025 spring-fall construction season).

Project Number: 2020-P10 Non-Motorized Program: Northeast Quadrant of the City

Description: This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 2.

Justification: The current evaluation of sidewalks only occurs when a street is being worked on, which can result in 20 years before that sidewalk is evaluated again. Without a systematic review of the sidewalks, we are currently only allocating resources on a spot basis when the problem becomes a safety hazard. This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete-specific project.

Project Number: 2020-P11 Rayner Park Improvements – Phase 1 Construction

Description: Repair or replace current playground structure and construct additional features outlined as Phase I in the Rayner Park Master Plan.

Justification: The playground and restroom building are in need of major repair or replacement. The previously developed Rayner Park Master Plan will guide the improvements to ensure the best layout and use of space within the park while also accounting for the surrounding properties and their connectivity with the fairgrounds and high school. Construction of Phase 1 will be coordinated with the Ingham County Drain Commission and the dredging of the ponds. *NOTE: Rayner Park Improvements – Phase 2 Construction will be determined by the Rayner Park Master Plan*

Proposed Project Year: 2022-23

Project Number: 2020-P4 Hayhoe Riverwalk Trail –Trail Signage *(Moved from 21-22)*

Description: Install gateway, wayfinding and emergency mile marker signage along the Hayhoe Riverwalk Trail.

Justification: Additional signage will increase visibility, navigability and safety along the trail. The markers will serve as a means of location identification in the event of an emergency where first responders may need to be dispatched or for reporting other safety or maintenance related issues. The project was moved to even out capital costs in this fund.

Project Number: 2020-P12 Bond Park Improvements – Plan/Design

Description: Design and development of construction plans for Bond Park.

Justification: Bond Park has several existing issues such as lack of accessibility to and from the restrooms and parking areas, and a lack of seating. The hockey rink is also underutilized and in a poor state of repair. Bond Park is an important location for residents in the northeast quadrant, and is unique in that it offers a skate bowl and roller hockey rink. However, it does not provide the standard park amenities necessary to accommodate shared use for families needs and children of different ages, interests and abilities that live in the area. Community input included suggestions for replacing the hockey rink with a play structure, adding shade sails over the skate bowl, allowing graffiti as public art in the skate area; and, reducing the size of the park, relocating the softball field and selling outlots for residential development. This input was included in the update of the Parks, Recreation, and Non-motorized Plan 2020-2024. A Bond Park Master Plan is necessary to finalize decisions about the future of this park.

Project Number: 2020-P13 Griffin Park Improvements – Plan/Design

Description: Develop a plan for Griffin Park.

Justification: The future of Griffin park needs to be explored. Should Griffin Park be leased to a private entity to be used as parking, should it be converted to a natural area, or should it continue to operate as is? These are the questions that should be answered in this planning effort.

Project Number: 2020-P14 Hayes Park Improvements – Plan/Design

Description: Design and development of construction plans for Hayes Park improvements.

Justification: Hayes Park has several existing issues such as poor drainage, lack of restroom accessibility, and features that are in a poor state of repair. The tennis courts are in need of major repair/replacement and community input suggests converting them or creating additional capacity for their use as Pickle Ball courts. Plans need to be developed to address these issues.

Project Number: 2020-P15 Jefferson Trailhead / Cemetery / Community Garden

Description: Construct restrooms (vault toilet), shade, and drinking fountain at the Jefferson Trailhead which also serves the Cemetery and Community Garden.

Justification: The current cemetery restrooms are difficult to find, not ADA Accessible, have deteriorated beyond good repair and are in need of replacement. A drinking fountain and shade **are** needed for community gardeners, trail users and their dogs.

Project Number: 2020-P17 Non-Motorized Program: Southeast Quadrant of the City

Description: This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 2.

Justification: This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete specific project.

Proposed Project Year: 2023-24

Project Number: 2020-P9 Signage Plan: DDA/Historic Districts *(Moved from 21-22)*

Description: Install wayfinding signage per the City-wide Signage Plan in the Downtown Development District/Historic District.

Justification: Wayfinding signage improves safety, navigability, and economic growth. The signage design plan reinforces the brand and community vision. Signage will be installed in the DDA/Historic District as part of this phase. The project was moved to even out capital costs in this fund.

Project Number: 2020-P18 Bond Park Improvements - Construction

Description: Implement decisions and construct improvements based upon the Bond Park Master Plan.

Justification: Tied to results of Project Number: 2020-P12

Project Number: 2020-P16 Non-Motorized: Kipp Rd./Cedar St. *(Moved from 22-23)*

Description: Construct sidewalks along the north side of Kipp road from Cedar St. to the US-127 overpass and construct sidewalks from the Kipp Rd./Cedar St. intersection to Meijer. Coordination is required through planning with MDOT and Ingham County Road Department who have jurisdiction over the right of way and will be a major focus of the Sidewalk Program for the Southwest quadrant scheduled in this fiscal year.

Justification: Currently there is no non-motorized connection to the businesses west of Cedar St. on Kipp Rd. or to Meijer. Meijer is where most residents purchase their groceries. It is also a major employer in the city, and also the sites of an MDOT commuter lot and CATA transit stop. Therefore, providing safe non-motorized access to the area is very important for maintaining walkability in Mason, and for serving those without vehicles. This project will be coordinated with outcomes of the City of Mason Master Plan update which includes sub-area corridor studies for Cedar St. from US-127 to Kipp Rd and Kipp Rd from US-127 to Temple St. The project was moved to even out capital costs in this fund.

Project Number: 2020-P20 Non-Motorized Program: Southwest Quadrant of the City

Description: This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 2.

Justification: This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete specific project.

Proposed Project Year: 2024-2025

Project Number: 2020-P19 Signage Plan: Major Corridors

(Moved from 23-24)

Description: Install wayfinding signage per the City-wide Signage Plan along major corridors. Coordination is required through planning with MDOT and Ingham County Road Department who have jurisdiction over the right of way.

Justification: The City is in need of a more cohesive wayfinding system. Wayfinding signage improves safety, navigability, and economic growth. The signage design plan reinforces the brand and community vision. This phase of installation will be coordinated with outcomes of the City of Mason Master Plan update which includes sub-area corridor studies for Cedar St. from US-127 to Kipp Rd and Kipp Rd from US-127 to Temple St. The project was moved to even out capital costs in this fund.

Project Number: 2020-P21 Hayes Park Improvements – Construction

Description: Construction of Hayes Park improvements.

Justification: Tied to results of Project Number: 2020-P14

Project Number: 2020-P22 Non-Motorized Program: Northwest Quadrant of the City

Description: This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 2.

Justification: This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete specific project.

Project Number: 2018-P23 Planning: Parks/Recreation Plan – 5-Year Update

Description: The Parks/Recreation plan outlines the plan for operations, maintenance, capital improvements and programming of the City's parks and trails. This update will be a progress check on implementation of projects in the past five years and outline projects for the next five. It will also incorporate goals identified in the Master Plan update which includes sub-area corridor studies that will inform future land use and non-motorized projects.

Justification: The Parks/Recreation plan is required by statute in order to be eligible for grants and for coordination with other jurisdictions, in particular, the Michigan Department of Natural Resources (DNR), Michigan Department of Transportation (MDOT), and Ingham County – Drain Commission and Road Department (ICDC and ICRD). The plan also serves as documentation of our compliance with State and Federal requirements such as the Americans with Disabilities Act.

Proposed Project Year: 2025-2026

Project Number: 2020-P24 Lee Austin Park Improvements- Construction

Description: Implement construction plans for Lee Austin Park. Construction will be coordinated with the Downtown Development Authority, Consumers Energy and the railroad, and with the Maple Street roadway and bridge repairs (2025 spring-fall construction season).

Justification: Tied to results of Project Number: 2020-P6

Project Number: 2020-P25 Non-Motorized Program: Northeast Quadrant of the City

Description: This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 2.

Justification: This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete specific project.

Project Number: 2020-P26 Second Drive - Cemetery

Description: Construct second entrance into the Cemetery on East Street.

Justification: This is a second entrance into the Cemetery that will improve traffic circulation and emergency access in the event the main entrance is closed or obstructed for any reason.

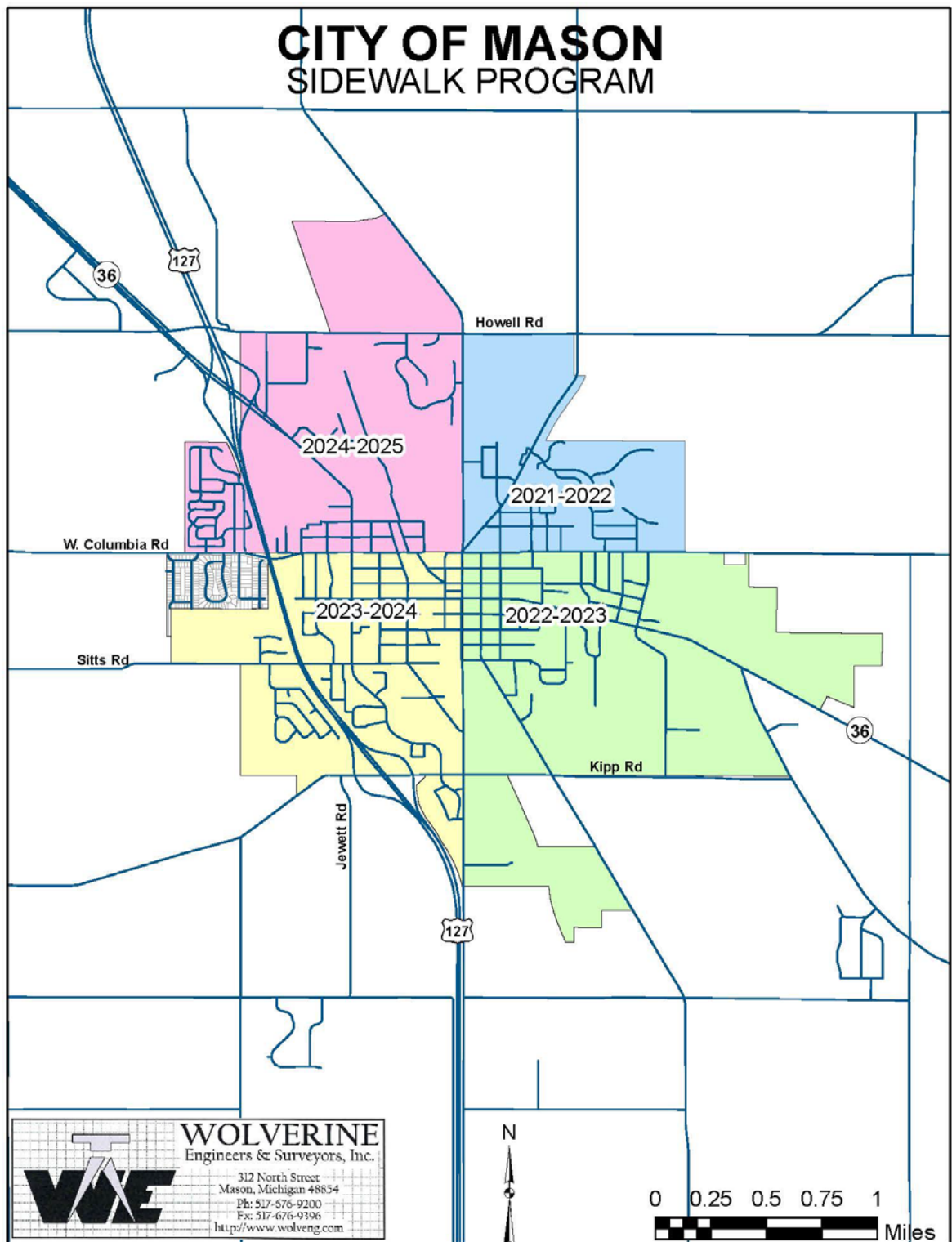
Proposed Project Year: 2026-27

Project Number: 2021-P1 Non-Motorized Program: Southeast Quadrant of the City **(NEW)**

Description: This program will evaluate the sidewalks in a designated area of the City. This may be included in our Special Assessments as appropriate. The City will let a bidding package specifically for sidewalk work. See Figure 2.

Justification: This program will allow us to address affected areas proactively and receive the cost savings of bidding it with a concrete specific project.

Figure 2 – Non-Motorized Program



Motor Vehicle Pool (MVP)

The City of Mason maintains a motor vehicle pool (MVP) consisting of over 59 trucks, cars, and pieces of motorized equipment. Each vehicle has a lifespan determined by a combination of information from the manufacturers, condition based upon maintenance records including number of miles/hours between repairs, and the trade-in value compared to estimated maintenance costs. The primary goals are that the vehicles in the MVP are safe, reliable and provide the necessary functionality at an economical cost.

Most motor vehicle fleets use one of three options in determining a vehicle's replacement point:

- 1) Replacement is determined based on established intervals of age and mileage. This method is simple to implement but may not result in the most economical cost because it does not consider variability among vehicles.
- 2) Replacement is made when repairing exceeds the value of the vehicle. This method is often referred to as the "drive it till it dies" approach, which typically occurs when a major component fails, such as a transmission or engine. Major components tend to start failing on vehicles in the 100,000 miles range.
- 3) Replacement is based on lifecycle costing analysis. This method considers the point in the vehicle or equipment's life when the sum of all ownership and operating costs reaches a minimum. Typical parameters included in these analyses are depreciation, cost of repairs, insurance, fuel and maintenance.

The City's current guidelines target vehicle replacement at approximately 10 years or 100,000 miles on pickup trucks and ¾ ton trucks. The police fleet replacement schedule is 5 years for front line police cars and 8-10 years or 100,000 miles on administrative cars. Large equipment like dump trucks, vactors and street sweepers, the goal is 20 years for replacement, however these have to be planned for as they are large impact items on the MVP budget.

The City mechanic reviews all MVP equipment annually and prepares a report detailing the condition of the vehicles in the fleet. This report is helpful when preparing for the budget and impacts the decision-making process when updating the replacement schedule.

In the next CIP plan the public works department will be reviewing the MVP replacement plan to adapt it to the American Public Works Association model for asset management, which bases replacement on lifecycle costing analysis (number three above).

Table 4. City of Mason Fleet Summary and Replacement Schedule

| Department | Type | Units | Lifespan | # of Years Between Replacement | # of Replacements Per Rotation |
|------------|--|-----------|---------------|--------------------------------|--------------------------------|
| Police* | Patrol Cars | 4 | 4 | 1 | 1 |
| Police | Detective Car/Admin Car | 2 | 10 | 10 | 1 |
| Fire | Command Truck | 2 | 10 | 5 | 1 |
| Fire | Brush Truck | 1 | 5 | 5 | 1 |
| Fire | Rehab truck | 1 | 20 | 20 | 1 |
| DPW | Mowers | 5 | 5 | 1 | 1 |
| DPW | 5-yard Dump/Plow Truck | 4 | 20 | 5 | 1 |
| DPW | Salt Spreaders | 2 | 20 | 20 | 2 |
| DPW | 3/4 Ton 4x4 Front V-plow Pick-up | 2 | 10 | 5 | 1 |
| DPW-WTP | 3/4 Ton 4x4 Front V-plow Pick-up | 1 | 10 | 10 | 1 |
| DPW-WWTP | Mower | 1 | 5 | 1 | 1 |
| DPW | ½ Ton 2x4 Pickup Trucks | 9 | 10 | 1 | 1 |
| DPW | SUV-Personnel | 1 | 8 | 8 | 1 |
| DPW | 1 1/4 ton Front Plow Dump Truck | 1 | 15 | 15 | 1 |
| DPW | Man lift truck | 1 | 25 | 25 | 1 |
| DPW | Street Sweeper | 1 | 25 | 25 | 1 |
| DPW | Vactor/Sewer Rodding Truck | 1 | 25 | 25 | 1 |
| DPW | Front End Material Loader | 1 | 3 | 3 | 1 |
| DPW | Back Hoe | 1 | 25 | 25 | 1 |
| DPW | 4x4 Universal Terrain Vehicle (UTV) - Tool Cat | 1 | 15 | 15 | 1 |
| DPW | 6x4 UTV (currently JD Gator, to be replaced with Tool Cat) | 1 | 15 | 15 | 1 |
| DPW | 20-yard Leaf Loader | 2 | 25 | 25 | 2 |
| DPW | Utility Tractor with Front Loader and Belly Mower | 1 | 25 | 25 | 1 |
| DPW | Utility Tractors with Brush Hog | 1 | 25 | 25 | 2 |
| DPW | High Cubic Feet per Minute (CFM) Air Compressor with Jack Hammer | 1 | 25 | 25 | 1 |
| DPW | Trailers in various configurations | 6 | 20 | 20 | 6 |
| DPW | 75 kilowatt (kw) Stand By Portable Generators | 2 | 40 | 40 | 2 |
| DPW | Other equipment | | 20 | as needed | as needed |
| | Total Vehicles/Equipment | 59 | 17 | | |
| | plus Other Equipment | | Avg. Lifespan | | |

Proposed Project Year: 2021-2022

Project Number: 2017-MVP22

Vehicle No. 83 Replacement

Description: Replacement of vehicle number 83 with a 4-door Explorer police utility vehicle utilized as a police car.

Justification: Replacement due to life of equipment. Replacement will be with an Explorer. Our current police vehicles are pursuit-rated Ford Taurus that are being discontinued. Staff has evaluated alternative vehicles including Chargers, Mustangs, and Explorers. The Explorer provided the best utilization of space for our officers and passengers with minimal cost increase.

Project Number: 2017-MVP23

Vehicle No. 21 Replacement

Description: Replacement of vehicle number 21, 3/4 Ton Pickup Truck utilized by DPW winter maintenance and cemetery, parks and forestry for summer maintenance.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Project Number: 2017-MVP27

Vehicle No. 86 Replacement

Description: Replacement of vehicle number 86 with a 4-door Explorer police utility vehicle utilized as a police car utilized as police cars.

Justification: Replacement due to life of equipment. Replacement will be with an Explorer. Our current police vehicles are pursuit-rated Ford Taurus that are being discontinued. Staff has evaluated alternative vehicles including Chargers, Mustangs, and Explorers. The Explorer provided the best utilization of space for our officers and passengers with minimal cost increase.

Project Number: 2018-MVP24

Equipment No. 59 Replacement

Description: Replacement of an asphalt roller and trailer, vehicle number 59 utilized by DPW for street maintenance.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Proposed Project Year: 2022-2023

Project Number: 2017-MVP18a

Vehicle No. 24 Replacement

Description: Replacement of vehicle number 24, 5-yard Dump/Plow Trucks utilized by DPW for plowing, salting streets and water main breaks.

Justification: Replacement due to life of equipment. Replacement will be with like equipment. Purchase moved and split to allow for consistent and sustainable MVP budget.

Project Number: 2020-MVP1

Equipment No. 91 Replacement

Description: Replacement of Leaf Machine, number 91 utilized by Cemetery, Parks, Forestry and DPW for leaf pick up.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Proposed Project Year: 2023-2024

Project Number: 2017-MVP18b

Vehicle No. 24 Equipping

Description: Equipping of vehicle number 24, 5-yard Dump/Plow Trucks utilized by DPW for plowing, salting streets and water main breaks.

Justification: Replacement due to life of equipment. Replacement will be with like equipment. Purchase moved and split to allow for consistent and sustainable MVP budget.

Project Number: 2018-MVP3

Vehicle No. 84 Replacement

Description: Replacement of vehicle number 84 with a 4-door Explorer police utility vehicle utilized as a police car.

Justification: Replacement due to life of equipment. Replacement will be with an Explorer. Our current police vehicles are pursuit-rated Ford Taurus that are being discontinued. Staff has evaluated alternative vehicles including Chargers, Mustangs, and Explorers. The Explorer provided the best utilization of space for our officers and passengers with minimal cost increase.

Project Number: 2018-MVP4

Vehicle No. 31 Replacement

Description: Replacement of vehicle number 31, 3/4 Ton Pickup Truck utilized by DPW winter maintenance and cemetery, parks and forestry summer maintenance.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Proposed Project Year: 2024-25

Project Number: 2019-MVP3

Vehicle No. 15 Replacement

Description: Replacement of vehicle number 15, 1/2 Ton 2x4 Pickup Truck utilized by Water Treatment Plant staff for general travel and site inspections.

Justification: Replacement due to life of vehicle. Replacement will be with like vehicle.

Project Number: 2019-MVP5

Vehicle No. 86 Replacement

Description: Replacement of vehicle number 86 with a 4-door Explorer police utility vehicle utilized as a police car. *This purchase will be at the end of year 3 and follow the 4 year replacement cycle. Purchase in this fiscal year is necessary to accommodate purchase of Large Equipment No. 26 in 2025-26 fiscal year.*

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Project Number: 2019-MVP6

Vehicle No. 802 Replacement

Description: Replacement of vehicle number 802, Expedition utilized by the Assistant Chief of the Fire Department for emergency services.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Project Number: 2020-MVP2**Vehicle No. 85 Replacement**

Description: Replacement of vehicle number 85 with a 4-door Explorer police utility vehicle utilized as a police car.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Proposed Project Year: 2025-26**Project Number: 2019-MVP2****Vehicle No. 83 Replacement**

Description: Replacement of vehicle number 83 with a 4-door Explorer police utility vehicle utilized as a police car to be utilized as police vehicle.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Project Number: 2020-MVP3**Large Equipment No. 26 Replacement**

Description: Replacement of vehicle number 26 Vactor Truck.

Justification: Replacement due to life of vehicle. Truck is utilized by DPW for sanitary sewer cleaning, sewer backups, cleaning storm water basins, and other tasks. Replacement will be with like vehicle.

Proposed Project Year: 2026-27**Project Number: 2021-MVP1****Mower No. 75 Replacement****(NEW)**

Description: Replacement of mower number 77, utilized for general maintenance of cemetery, parks and forestry.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Project Number: 2021-MVP2**Vehicle 5 Replacement****(NEW)**

Description: Replacement of vehicle number 5 with a 4-door passenger vehicle utilized as a police car for the detective position.

Justification: Replacement due to life of equipment. Replacement most likely will be with a Ford Explorer. The Explorers provided the best utilization of space for our officers and passengers with minimal cost increase.

Project Number: 2021-MVP3**Vehicle 12 Replacement****(NEW)**

Description: Replacement of vehicle number 12, 1/2 Ton 2x4 Pickup Truck utilized for general maintenance use by the DPW for hauling trash, checking wells, etc.

Justification: Replacement due to life of vehicle. Replacement will be with like vehicle.

Project Number: 2021-MVP4**Vehicle 14 Replacement****(NEW)**

Description: Replacement of vehicle number 14, 1/2 Ton 2x4 Pickup Truck utilized for general maintenance use by the DPW for hauling trash, checking wells, etc.

Justification: Replacement due to life of vehicle. Replacement will be with like vehicle.

Project Number: 2021-MVP5**Vehicle 21 Replacement****(NEW)**

Description: Replacement of vehicle number 21, 3/4 Ton Pickup Truck utilized by DPW winter maintenance and cemetery, parks and forestry for summer maintenance.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Project Number: 2021-MVP6**Vehicle 84 Replacement****(NEW)**

Description: Replacement of vehicle number 84 with a 4-door Explorer police utility vehicle utilized as a police car utilized as police cars.

Justification: Replacement due to life of equipment. Replacement will be with like equipment.

Building, Property and Equipment (B)

OVERVIEW

Administrative Services and City Hall: The current City Hall was built in 2010 and houses the following Departments: Administration, Clerk/Customer Service/Human Resources, Assessing/ Finance, Police, and Community Development. The building also includes Mason Public Schools as a tenant.

The Sycamore Room is located on the main floor of City Hall and can be divided into two meeting rooms by tract walls, facilitating more than one event at a time. It is primarily used for City Council meetings, various other board and commission meetings, election precincts for all elections, as well as the Mason Area Seniors Club. This room is used by a variety of groups and residents for various functions.

Fire Services and Fire Stations: The Fire Department operates out of two stations. Station 1 (12,403 square feet) was built in 1998 and is located at 221 West Ash Street adjacent to City Hall. The building houses the administrative offices as well as most of the firefighting equipment. Station 2 is located at 615 Curtis Street and was built in 1976. The 1,800 square-foot building currently houses reserve firefighting equipment, training equipment and a DPW pump. The City plans to relocate the items in Station 2 to the new DPW facility and sell the property to reduce maintenance costs. The fire service area includes the City of Mason, Aurelius Township and Vevay Township, and a portion of Alaiedon Township for a total of 85 square miles serving a population of approximately 16,000 residents.

Library: The Mason Library at 145 West Ash is owned by the City of Mason and operated by the Capital Area District Library as part of its 13-branch library system serving 13 communities and 23 municipalities. The building was commissioned by Mr. Albert Hall and constructed in 1938 as a memorial to his wife, Ada. Through the years it has undergone two expansions/renovations bringing the total area used to 6,424 square feet on three floors.

Proposed Project Year: 2021-22

Project Number: 2017-B5b Building: Library Improvements, Phase I, Part 1

Description: Improvements to the first floor of the library building necessary to meet safety and accessibility requirements, and to improve utilization. Phase 1, Part 1 will focus on a new entrance, utilities (electrical, plumbing, mechanical), one interior ADA compliant bathroom.

Justification: The building is nearly 80 years old and in need of upgrades that will support prolonged use and accessibility for all community members of all abilities. Investment in the building and its use as a library in downtown is consistent with the community vision, policy and laws adopted through the Master Plan, Sections 2-4 (Community Character, Historic Preservation and the Environment) and 5-6 (Capital Improvements Programming); the City's ordinance Ch. 31 Historic Preservation which, in 1976, establishes the Historic District Commission specifically to provide for preservation of historic and within historic districts; and the commitment made in 2004, through the Certified Local Government (CLG) Agreement, which requires Mason to enforce appropriate federal, state and local legislation for the designation and protection of historic properties. The CLG program offers grants that can be used as a match to support improvements. Staff is researching further how the City's investment can be leveraged to match other grants and private funding sources.

Project Number: 2017-B7 Building: Parking Lot Repairs

Description: Repairs to City Hall parking lot including additional curb, curb and asphalt repair

Justification: Over time, parking lot surfaces and curb shrink and expand with changing weather systems. The parking lot asphalt surface at City Hall is showing signs of settling and cracking. Crack sealing has been performed for the past few years. However, there are a few areas that are beginning to crumble to the point where sealing will no longer provide the required fix. Also, there are several curbs with significant chunks broken out. There isn't any curb or gutter at the west end allowing the water runoff to erode the dirt onto the railroad tracks. Some of the parking lot is very old and broken and was not replaced at the time of the City Hall project and was not built to withstand the fire trucks.

Project Number: 2017-B10 Fire: Station 1- Furnace/AC, Office & Training Room

Description: Replacement of furnaces and air conditioners. Fire Station 1 has two furnaces and air conditioners - one for the basement training room and the other for the office areas.

Justification: The furnaces are original to the station in 1998 and will likely need replacing in the near future.

Project Number: 2017-B11 Fire: Station 1- Commercial Washing Machine

Description: Replacement of Heavy-Duty Commercial Washing located within Fire Station 1

Justification: NFPA 1851: Standard on Selection, Care, and Maintenance of Structural Firefighting Protective Ensembles requires the regular cleaning and advanced cleaning of all turnout gear every six months or sooner depending on use to help prevent exposures to toxins and carcinogens. Our commercial washer was purchased in 1994 and have been repaired several times. It should be considered for replacement.

Project Number: 2017-B15 **Fire: Rescue Boat and Motor**

Description: One Rescue Boat and Motor

Justification: The boat is used for ice and water rescues in lakes, ponds, or streams by the Fire Department. This equipment was initially purchased in reaction to a double drowning in Columbia Lakes that the Fire Department did not have the equipment to respond to. This was originally purchased by the Fire Association, but will need to be replaced.

Project Number: 2018-B15 **Fire: Sprinkler System in Truck Bay**

Description: Install new automatic sprinkler system for truck bay.

Justification: The Mason Fire Station was built in 1998 and at the time the fire sprinkler system was not extended from the office to the apparatus bays. The Mason Fire Station currently houses roughly 3.2 million dollars in vehicles along with other costly equipment. Staff recommends that the fire sprinkler system in Station 1 be expanded from the office area to include the apparatus bays. This fire station provides essential services to the community which should be protected in order to avoid interruption of emergency response service capabilities. The time and future cost to repair or rebuild the Fire Station as well as replace or repair the damaged vehicles and equipment would be difficult. Automatic sprinkler protection should be considered a means for protecting the community's investment in the Fire Station.

Project Number: 2018-B16 **Fire: Station 1 Rear Approach**

Description: Rebuild rear approach to Fire Station 1

Justification: The rear approach of Fire Station 1 currently has the original concrete from 1998 when the building was built. The concrete is worn, crumbling and in need of repair. The rear approach is used by fire trucks as they enter the garage. The concrete approach needs to be stable, bear heavy weight and create a safe driving condition for the parking of the fire apparatus.

Project Number: 2018-B21 **Police: Interview Digital Recording System**

Description: Purchase and update two existing interview room camera systems in both the non-secure interview room and secure interview room.

Justification: Law enforcement officers engage and speak with citizens who are in crisis, who have been victimized and who often require privacy during face-to-face conversations. A non-secure and a secure interview rooms are the primary areas where more private law enforcement-citizen conversations occur, walk-in complainants are taken and where citizen and suspect interviews occur. Quality equipment that is user-friendly, reliable; and which meets statutory standards and Department of Justice oversight is critical. Our current system is an older in-car system converted to be used indoors and is several years old and a generation older than our last in-car system which was purchased years ago. Support and repairs will soon not be available. Another goal is to research and purchase equipment using a systems integrated approach making it part of either our current in-car system or facility security video system, thus with a co-located server capable of proper digital storage CJIN standards and evidence integrity. Both of which are possibilities. The State of Michigan, by statute, mandates interrogations involving major felonies and some serious misdemeanors. We require all interviews and or contacts, with rare exception identified by policy, be recorded. This is a critical technology the department must maintain in order to comply with statute (PA 479 of 2012), policy and best practices.

Project Number: 2018-B23 **Planning: Masterplan/Zoning 5-year Update (Major): Phase III**

Description: The City's Masterplan is a 20-year roadmap for how the City of Mason wishes to evolve over time, and the basis for future budget, policy and ordinance decisions. The Masterplan is comprised of professional technical studies, graphics, maps, analysis and recommendations for ensuring that land uses, public facilities and infrastructure investments are well coordinated in a manner that supports the public's health, safety and social/economic/environmental welfare consistent with the community's vision. This phase will focus on the adoption of the final Masterplan and city ordinance updates.

Justification: The Masterplan investment is now phased over two fiscal years - community engagement, technical analysis and a draft Masterplan in phases one and two (FY2020-21) with the final adoption and city ordinance updates taking place in Phase 2 two (FY2021-22).

Project Number: 2018-B24 **Building: Rental Space Furniture Replacement**

Description: Replace tables, chairs and other items as necessary in the rental space.

Justification: The City Hall offers space available to our community for rent to accommodate special events such as parties and club meetings. Average wear and tear on tables, chairs and other furniture in those spaces is to be expected. Chairs that are worn and stained need to be replaced, as well as tables with wear or damage that make them unsafe.

Project Number: 2019-B2b **Building: City Hall Renovations-Phase 1 and Carpet Replacement**

Description: Improvements focused on first floor to accommodate staffing changes and optimum utilization of space. This will also include carpet replacement.

Justification: Due to realignment of staff, a focus on customer service, and safety protections, the first floor requires a redesign. Having utilized the space for a significant amount of time, it is clear we are at consistent staffing levels and understand the improvements required to work most effectively in the space. This would include making the customer service desk viable as a workspace and addressing our customer windows that are no longer utilized. Creating confidential spaces as needed for both the Clerk and Police. Creating a shared space and conference area for customer interactions that are sensitive in nature. Materials used would be movable in the future, so as the organization evolves the space can continue to adapt. This phase will not complete the first floor, but will provide for high priority items. Project split to allow for design in fiscal year 19/20 and renovations in 20/21.

Project Number: 2019-B3 **Clerk: Upgrade to Laserfiche Avante Platform**

Description: Upgrade to Laserfiche Avante software for electronic records storage.

Justification: By upgrading the system, we will have the ability to set-up workflows internally for approval or filing purposes of documents. Product will allow web access as well as mobile app access. Product also comes with Forms Essentials which allows the ability to create electronic forms. Product comes with a Records Management Module allowing for pre-determined retention schedules to be set that automatically purge documents. Comes with a three-day on-site training to set up Records Management module. Currently we are running under and outdated version of Laserfiche. This product is still supported by MCCi but no upgrades will be made to the current version. It is essential for the City to continue moving towards electronic records. This program will also take the manual labor out of determine when to purge documents.

Project Number: 2020-B4b **Dept of Public Works (DPW) Facility - Construction**

Description: A new facility will need to be built to allow for the Wastewater Treatment Plant to be expanded and because the existing facility is reaching the end of its useful life. This new facility will house all public works activities and equipment for the future needs of the City.

Justification: When the City upgrades the Wastewater Treatment Plant the DPW facility needs to be relocated. This anticipated relocation provides the opportunity to consolidate operations.

The greatest amount of space will likely be dedicated to housing vehicles and equipment indoors or under cover. This will reduce stresses particularly in the winter months and could result in an increase in vehicle longevity and/or salvage values. In addition, greater controls of consumable items, such as vehicle parts and water fittings, will be gained through the elimination of multiple storage areas. As was the case with the recently constructed Water Treatment Plant, an understanding of future needs and expansion will be given to the overall dimensions of the proposed DPW building. The building will also include storage currently housed at Fire Station 2, so that property can be sold. Staff will also evaluate opportunities for partnership with other entities.

Proposed Project Year: 2022-23

Project Number: 2018-B20 **Fire: Carpet Replacement for Station 1**

Description: Replace the carpet in the office building at Fire Station 1. It is the original carpet that was laid when the building was built in 1998.

Justification: The carpet in Fire Station 1 is 20 years old and suffers from general wear and tear. The walking paths are worn and the general meeting areas are worn and stained. It is now at the point of being unable to clean at an acceptable level. The Fire Station is used regularly for fire training classes, bi-weekly meetings and firefighter training, other local meetings and is open to the public. Staff recommends re-carpeting Fire Station 1 to maintain an appearance of excellence in our community.

Project Number: 2018-B25 **Police: In-Car Digital Recording System**

Description: Purchase (4) patrol cars as Replacements or current in-car digital recording systems.

Justification: Our L-3 Mobile Vision in-car digital recording systems will be beyond 5-years old and beyond their life expectancy. Per the manufacturer, sales of this generation of units end in 2021 and support and repairs for our units will be difficult or unavailable. The Department must replace four (4) in-car digital recording systems. Due to expected technology changes the department will purchase an up-to-date generation system and server to record, store and manage data from the patrol car fleet. An emphasis must be placed on the system being user friendly, robust, and having redaction capabilities. In-Car systems are critical to the functions of the Department for a myriad of reasons including: best evidence in criminal matters, internal quality controls, personnel audits, transparency and for digital evidence storage. The Michigan Municipal Risk Management Authority considers in-car recording systems an effective risk management tool and partnership funds are available. Four (4) in-car systems will provide one per fully marked patrol vehicles. The Department mandates the usage with only few exceptions to protect certain privacies. For the 2022-2023 Fiscal Year, we will work to invest in a system that integrates with our existing systems as much as able.

Project Number: 2018-B23a Planning: Cedar/127 Corridor Sub-area Plan *(Moved from 21-22)*

Description: Sub-area corridor study along the Cedar/127 Corridor to evaluate transportation infrastructure improvements that support and maximize land-use development opportunities in accordance with the community's vision and Masterplan.

Justification: The City is growing as a place for new and renewed investment. Available land for development is becoming scarcer. The Cedar/127 Corridor is an area that is served by existing infrastructure, contains undeveloped and under-developed land and is easily accessible to/from highway U.S. 127. This area was identified in the community's Masterplan as an area to incentivize future growth. A professional corridor study will position Mason to maximize capital funding, grants, zoning, and partnerships with Michigan Department of Transportation and Ingham County to ensure changes in this corridor result in a well-planned area that supports quality development for current and future residents and businesses. The project was moved to even out capital costs in this fund.

Project Number: 2018-B23b Planning: Kipp Road/Temple Street Sub-area Plan *(Moved from 21-22)*

Description: Sub-area corridor study along both Kipp Road and the Temple Street Corridors to evaluate transportation infrastructure improvements that support and maximize land-use development opportunities in accordance with the community's vision and Masterplan.

Justification: The City is growing as a place for new and renewed investment. Available land for development is becoming scarcer. Kipp Road serves as access from US 127 to Temple Street. Both corridors are areas that are served by existing infrastructure, contain undeveloped and under-developed land and are easily accessible to/from the highway U.S. 127. These areas were identified in the community's Masterplan as an area to incentivize future growth. A professional corridor study will position Mason to maximize capital funding, grants, zoning, and partnerships with Michigan Department of Transportation and Ingham County to ensure changes in this corridor result in a well-planned area that supports quality development for current and future residents and businesses. The project was moved to even out capital costs in this fund.

Project Number: 2018-B26 Police: Patrol Car Modem Upgrades

Description: Four (4) 5G Patrol Car Modems

Justification: The department intends to upgrade the patrol car modems which were installed in 2017 and will be at the end of their life cycle by 2022-2023. Modems have a certain amount of data capacity for communications from the car to the recipient and back again. As patrol car technology becomes faster and more efficient, the amount of data produced increases as well. 5G Modems will be needed and are the current standard for data exchange in a modern patrol car. It is expected that higher capacity modems will be the norm to keep the car's systems on-line and operating efficiently.

Project Number: 2019-B5 IT: Geographic Information System (GIS) - Phase 1

Description: Implement GIS to support asset management (roads, utilities), public safety, planning and decision making

Justification: The City currently has very limited capability with GIS. A variety of key datasets and GIS files exist, but the majority of staff still rely on paper maps and records GIS is the industry standard for asset management, planning and decision making that utilizes geospatial data for informed decision making and analysis. Phase 1 will include the initial identification of existing datasets, implementation of storage, software and licensing, training for staff on basic use, and the definition of priorities for future phases.

Staff will primarily rely on services available through the City Engineer, County and State for technical support but will budget for additional services to provide customized datasets that require additional capabilities. Once in place, GIS files for zoning, tree inventory, roads/PASER ratings, subdivision and development as-built plans, utilities, public safety, and environmental information, can all be accessed from a desktop, and can be layered to improve decision making. Maps can be generated and saved as .pdf files to share on the website or by other electronic means. Implementation of a public access interface to GIS files is suggested for Phase 3 in 2021-2022. This will correspond with the completion of the City of Mason Masterplan/Zoning/CIP update - improving access to information for developers, residents, businesses and property owners.

Proposed Project Year: 2023-24

Project Number: 2017-B5c Building: Library Improvements, Phase I, Part 2

(SPLIT)

Description: Improvements to the first floor of the library building necessary to meet safety and accessibility requirements, and to improve utilization. Phase 1, Part 2 will relocate the children's area, create an event prep kitchen, second ADA compliant bathroom at new entrance (accessible after hours). This renovation will complete the remaining improvements that increase capacity of the floor area for public access and utilization.

Justification: The building is nearly 80 years old and in need of upgrades that will support prolonged use and accessibility for all community members of all abilities. Investment in the building and its use as a library in downtown is consistent with the community vision, policy and laws adopted through the Master Plan, Sections 2-4 (Community Character, Historic Preservation and the Environment) and 5-6 (Capital Improvements Programming); the City's ordinance Ch. 31 Historic Preservation which, in 1976, establishes the Historic District Commission specifically to provide for preservation of historic and within historic districts; and the commitment made in 2004, through the Certified Local Government (CLG) Agreement, which requires Mason to enforce appropriate federal, state and local legislation for the designation and protection of historic properties. The CLG program offers grants that can be used as a match to support improvements. Staff is researching further how the City's investment can be leveraged to match other grants and private funding sources. The project was moved to even out capital costs in this fund.

Project Number: 2019-B7 IT: Geographic Information System (GIS) - Phase 2

Description: Implement GIS to support asset management (roads, utilities), public safety, planning and decision making

Justification: GIS is the industry standard for asset management, planning and decision making that utilizes geospatial data for informed decision making and analysis. Phase 2 will include development and implementation of primary asset inventories and core datasets as determined in Phase 1, as well as the protocols for asset management including customized web applications for field personnel. Staff will primarily rely on services available through the City Engineer, County and State for future technical support but will budget for additional services to provide customized datasets that require additional capabilities. Once in place, GIS files for zoning, tree inventory, roads/PASER ratings, subdivision and development as-built plans, utilities, public safety, and environmental information, can all be accessed from a desktop, and can be layered to improve decision making. Maps can be generated and saved as .pdf files to share on the website or by other electronic means. Implementation of a public access interface to GIS files is suggested for Phase 3 in 2021-2022.

Project Number: 2019-B8 **Police: Car Port (3-bays)**

Description: A three (3) unit carport in the police parking lot to protect up to (3) patrol vehicles and their technology for police service from the elements to help preserve patrol vehicles, improve response capability and improve overall police efficiency.

Justification: Mason patrol cars must be operational 24/7/365 regardless of extreme heat, cold, ice, snow or any other environmental situations. Generally, there are no more than (3) officers, including a sergeant, who would need to respond to an emergency at one time. By protecting up to (3) patrol vehicles, Mason PD will be in a better position to act and respond regardless of environmental conditions and better protect the already significant investment in vehicles and technology required in modern patrol cars. A (3) unit carport located in the police lot would serve this need, patrol cars can be rotated as needed during unfriendly conditions, which will better serve our citizens.

Proposed Project Year: 2024-25

Project Number: 2019-B4 **Building: City Hall Renovations- Phase 3**

Description: Continued improvements to second floor to accommodate staffing changes and optimum utilization of space.

Justification: Due to realignment of staff and a focus on customer service, the second floor (East Side) requires a redesign. Having utilized the space for a significant amount of time, it is clear we are at consistent staffing levels and understand the improvements required to work most effectively in the space. This would include more efficient use of finance area and determining if there is additional usable space for small tenant. This redesign would address the customer window that has been closed. Materials used would be movable in the future, so as the organization evolves the space can continue to adapt.

Project Number: 2019-B9 **IT: Geographic Information System (GIS) - Phase 3**

Description: Implement GIS to support asset management (roads, utilities), public safety, planning and decision making

Justification: The City currently has very limited capability with GIS. A variety of key datasets and GIS files exist, but the majority of staff still rely on paper maps and records. GIS is the industry standard for asset management, planning and decision making that utilizes geospatial data for informed decision making and analysis. Phase 3 will include development and implementation of a public online presence, development and implementation of secondary asset inventories and datasets, and completion of city-wide GIS implementation as determined in Phase 1. This final phase will correspond with the completion of the City Masterplan/Zoning/CIP update - improving access to information for developers, residents, businesses and property owners.

Project Number: 2020-B1 **Police: Secure Patrol Operations Equipment**

Description: Purchase, integrate and Install quality government/military grade equipment storage cabinets/units into Police Department.

Justification: Law enforcement has to rely more and more on expensive, high technology purchases and equipment to sustain our mission readiness and capability. A multi-million dollar radio system with the City owning nearly \$100,000 in hand-held radios, BWC, electronic radar devices, CEWs (Tasers), Naloxone (drugs), patrol rifles and preliminary breath test units which collectively cost hundreds of thousands of

dollars and are only authorized to be used by trained professionals in restricted circumstances. All are assets utilized by our officers which need to be safely secured and stored to ensure their protections, proper long-term care, security and operational readiness. These items require an investment in rugged law enforcement level, modular storage facilities. By fiscal year 2023-2024 the final footprint for the police department for the foreseeable future will be in place and the purchase of storage units is an efficient and responsible purchase for patrol equipment and city assets.

Project Number: 2021-B1 Charter Review and Update **(NEW)**

Description: Develop a charter commission to revise the charter to determine if changes are needed to bring it up to date and make it current with how the community has evolved.

Justification: The Council has a goal of regular review of regulating language to ensure the organization is functioning as efficiently as possible. Over time it is expected that the Mason community has changed and as a consequence the charter may need to be revised. This can be a time consuming and costly venture, so while it may not qualify under the current CIP project criteria, the Council would like to ensure it is captured as a priority for future budgeting.

Proposed Project Year: 2025-26

Project Number: 2017-B13 IT: AV Room Technology Replacement Phase 2

Description: Replacement of camera and equipment by which meetings of City Council, boards and commissions may be recorded, televised and streamed.

Justification: Phase 1 addressed simplifying the system and creating easier to use audio and video recording equipment. Phase 2 will upgrade the cameras and related equipment to assure we continue to provide high quality public viewing of our meetings through the website and the cable access channel. This project would include comprehensive system design, equipment selection, bid packets, bid analysis, integration, testing, training, and as-built documentation.

Project Number: 2019-B6 Building: Library Improvements – Phase 2

Description: Phase 2 work will include the renovation of the basement to create community event space and related storage; first floor renovations to include a building addition to incorporate an elevator and space for the Friends of the Mason Library – Bookwork Heaven; second floor renovations for staff offices and tenant space (Ingham County Genealogical Society). All improvements will meet the standards of the Americans with Disabilities Act (ADA). All improvements would be contingent on designs meeting the standards of the State Historic Preservation Office.

Justification: See Project Number: 2017-B5b

Project Number: 2019-B10 IT: New Servers **(Moved from 24-25)**

Description: New Windows and Server

Justification: The server needs to be upgraded on a rotation to keep up with the technology changes and meet the needs of both the staff and citizens. Microsoft begins limiting updates to older servers as new versions are released. According to analyst firm, International Data Corporation (IDC), upgrading your server infrastructure on a regular schedule improves relative performance, consolidation, management efficiency and reliability. The project was moved to occur at the beginning of the 2024-25 fiscal year.

Project Number: 2020-B2 Building: Parking Lot Repairs/ Seal Coating

Description: Repairs to parking lots including lot behind Courthouse Pub, lot behind Hillard Building, City Hall Parking Lot, lot behind Keans, and Police Parking Lot.

Justification: Regular repair required to maintain these lots and extend life of surface.

Project Number: 2020-B3 Building: City Hall Carpet Replacement

Description: Replace Community Room and office area carpeting.

Justification: The carpeting in these areas gets the most use and is getting worn and stained. The Community Room gets rented often with food and drinks getting spilled. This is part of a regular replacement program to keep the facility updated.

Proposed Project Year: 2026-27

Project Number: 2021-B2 Speed Trailer and Message Board **(NEW)**

Description: The purchase of a new Speed Trailer & Message Board will assist the City with traffic and public safety through messaging, education, information sharing, data collection and traffic law enforcement and deterrence.

Justification: A Speed Trailer & Message Board can be deployed at the initiative of law enforcement and citizen requests, but also a tool which can be used by all departments to gather information (messaging, traffic counts, detours, temporary road closures, PSA's, etc.) and provide essential information. The City of Mason current owns an older Speed Trailer with more limited capability and minimal communications capacity to motorists



CAPITAL IMPROVEMENTS PROGRAM 2021-2027

BUDGET and RESOLUTIONS

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CAPITAL IMPROVEMENTS PROGRAM 2021-2027
Recommended XXXX xx, 2021 - Planning Commission
Adopted XXXX xx, 2021 - City Council

| STREETS, BRIDGES, SIGNALS (\$) | | | Budget | Forecast | | Projections | | | |
|--------------------------------|----------|---|--------------|------------|------------|-------------|--------------|--------------|--------------------|
| Project Number | Category | Project Name/Description | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | Total Project Cost |
| 2017-S23 | Streets | Rayner Street - Randolph Street to Columbia Street | \$ 53,430 | | | | | | \$ 53,430 |
| 2017-S24 | Streets | Eugenia Drive - Northbrook Street to End | \$ 316,680 | | | | | | \$ 316,680 |
| 2017-S25 | Streets | Hall Blvd - Ash Street to South Street | \$ 422,240 | | | | | | \$ 422,240 |
| 2017-S26 | Streets | Columbia Street - Park Street to Jefferson Street | \$ 75,690 | | | | | | \$ 75,690 |
| 2019-S9b | Streets | MOVED: Maple Street/ Jefferson Street Signal Evaluation | \$ 250,000 | | | | | | \$ 250,000 |
| 2017-S14 | Streets | E. Cherry Street - Rogers Street to End | | \$ 109,608 | | | | | \$ 109,608 |
| 2017-S15 | Streets | S. Barnes Street - Ash Street to Kipp Road | | \$ 755,160 | | | | | \$ 755,160 |
| 2018-S27 | Streets | Peachtree Place - Columbia Street to South Street | | | \$ 457,720 | | | | \$ 457,720 |
| 2018-S29 | Streets | McRoberts Street - Columbia Street to Maple Street | | | \$ 84,355 | | | | \$ 84,355 |
| 2018-S30 | Streets | Steele Street - Ash Street to Elm Street | | | \$ 68,900 | | | | \$ 68,900 |
| 2018-S31 | Streets | W. Oak Street - McRoberts Street to Lansing Street | | | \$ 130,188 | | | | \$ 130,188 |
| 2019-S1 | Streets | Walnut Court - Columbia Street to Ash Street | | | \$ 118,940 | | | | \$ 118,940 |
| 2019-S2 | Streets | Coppersmith - Sanctuary Street to Wildemere Street | | | | \$ 126,150 | | | \$ 126,150 |
| 2019-S3 | Streets | South Street - Barnes Street to Rogers Street | | | | \$ 173,275 | | | \$ 173,275 |
| 2019-S4 | Streets | Foxview Street - Entire Length | | | | \$ 52,780 | | | \$ 52,780 |
| 2019-S6 | Streets | Middlebury - Entire Length | | | | \$ 90,480 | | | \$ 90,480 |
| 2019-S7 | Streets | McRoberts Street - Maple Street to South Street | | | | \$ 278,980 | | | \$ 278,980 |
| 2019-S8 | Streets | Maple Street - Lansing Street to Park Street | | | | \$ 120,640 | | | \$ 120,640 |
| 2017-S16 | Bridge | Maple Street Bridge Repair/Replacement | | | | | \$ 250,000 | | \$ 250,000 |
| 2020-S1 | Streets | Rogers Street - Ann Street to Columbia Street | | | | | \$ 126,750 | | \$ 126,750 |
| 2020-S2 | Streets | South Street - Rogers Street to Hall Blvd | | | | | \$ 221,000 | | \$ 221,000 |
| 2020-S3 | Streets | State Street - Sycamore Street to Maple Street | | | | | \$ 65,000 | | \$ 65,000 |
| 2020-S4 | Streets | Steele Street - Sycamore Street to Maple Street | | | | | \$ 45,500 | | \$ 45,500 |
| 2020-S5 | Streets | Stratford Drive - Eaton Drive to Columbia Street | | | | | \$ 78,000 | | \$ 78,000 |
| 2020-S6 | Streets | Wildemere Drive - Coppersmith Drive to Stratford Drive | | | | | \$ 247,000 | | \$ 247,000 |
| 2019-S10 | Streets | MOVED: Franklin Farms Extension | | | | | | \$ 2,000,000 | \$ 2,000,000 |
| 2021-S1 | Streets | NEW: Avery Lane — Entire Length | | | | | | \$ 101,400 | \$ 101,400 |
| 2021-S2 | Streets | NEW: E. Sycamore Street—Jefferson to Steele Street | | | | | | \$ 247,000 | \$ 247,000 |
| 2021-S3 | Streets | NEW: W. Sycamore Street—Jefferson to State Street | | | | | | \$ 104,000 | \$ 104,000 |
| 2021-S4 | Streets | NEW: W. Sycamore Street -- Cedar Street to S. Lansing Street | | | | | | \$ 156,000 | \$ 156,000 |
| 2021-S5 | Streets | NEW: Vanderveen Drive — Entire Length | | | | | | \$ 143,000 | \$ 143,000 |
| 2021-S6 | Streets | NEW: Windjammer Court – Entire Length | | | | | | \$ 84,500 | \$ 84,500 |
| | | | \$ 1,118,040 | \$ 864,768 | \$ 860,103 | \$ 842,305 | \$ 1,033,250 | \$ 2,835,900 | \$ 7,554,366 |

| UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U) | | | Budget | Forecast | | Projections | | | |
|--|----------|---|--------------|---------------|------------|-------------|------------|-----------|--------------------|
| Project Number | Category | Project Name/Description | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | Total Project Cost |
| 2017-U15 | Water | Replace Hydrants at Mason Plaza | \$ 25,000 | | | | | | \$ 25,000 |
| 2017-U34 | Water | Well No. 5 Rebuild | \$ 40,000 | | | | | | \$ 40,000 |
| 2019-U3a | POTW | SPLIT: Waste Water Treatment Plant - Design | \$ 2,000,000 | | | | | | \$ 2,000,000 |
| 2021-U1 | Water | NEW: High-Pressure Pump Variable Frequency Drive – WTP | \$ 15,000 | | | | | | \$ 15,000 |
| 2021-U2 | Water | NEW: Replacement of Valves – WTP | \$ 50,000 | | | | | | \$ 50,000 |
| 2017-U27 | DPW | Cherry Street Utilities - Rogers Street to End | | \$ 160,800 | | | | | \$ 160,800 |
| 2017-U28 | DPW | S. Barnes Street Utilities - Ash Street to Kipp Road | | \$ 546,360 | | | | | \$ 546,360 |
| 2018-U37 | Water | Well No. 10 Rebuild | | \$ 40,000 | | | | | \$ 40,000 |
| 2019-U3b | POTW | SPLIT: Waste Water Treatment Plant - Construction | | \$ 11,002,000 | | | | | \$ 11,002,000 |
| 2019-U6 | POTW | MOVED: Wastewater Solids Handling System- Construction | | \$ 1,000,000 | | | | | \$ 1,000,000 |
| 2017-U8 | Water | Replace Programmable Logic Controllers (PLC) on Three (3) Wells | | | \$ 45,000 | | | | \$ 45,000 |
| 2017-U26 | Water | MOVED: New Well at Franklin Farms | | | \$ 400,000 | | | | \$ 400,000 |
| 2018-U39 | Water | Well No. 9 Rebuild | | | \$ 40,000 | | | | \$ 40,000 |
| 2018-U40 | Water | North Water Tower Exterior/Interior Evaluation and Repaint | | | \$ 750,000 | | | | \$ 750,000 |
| 2019-U7 | POTW | Convert POTW Property to Public Space | | | \$ 100,000 | | | | \$ 100,000 |
| 2021-U3 | Streets | NEW: Steele Street Utilities - Ash Street to Elm Street | | | \$ 193,140 | | | | \$ 193,140 |
| 2019-U5 | POTW | MOVED: Post-Construction Demolition of Unused Structures | | | | \$ 200,000 | | | \$ 200,000 |
| 2019-U9 | Water | New Chlorine Generator | | | | \$ 75,000 | | | \$ 75,000 |
| 2019-U10 | Water | Water Plant Filter Media Replacement | | | | \$ 175,000 | | | \$ 175,000 |
| 2019-U11 | Water | Well No. 8 Rebuild | | | | \$ 45,000 | | | \$ 45,000 |
| 2017-U29 | DPW | Generators for ISD and Curtis Street Lift Stations | | | | | \$ 40,000 | | \$ 40,000 |
| 2019-U8 | POTW | Wastewater Plant Office Building Remodel | | | | | \$ 500,000 | | \$ 500,000 |

| | | | | | | | | | |
|----------|-------------|--|--------------|---------------|--------------|------------|------------|------------|---------------|
| 2020- U2 | Storm Water | Cedarwoods Retention Ponds Maintenance | | | | | \$ 50,000 | | \$ 50,000 |
| 2021-U6 | Water | NEW: Advanced Metering Infrastructure | | | | | | \$ 120,000 | \$ 120,000 |
| | | | \$ 2,130,000 | \$ 12,749,160 | \$ 1,528,140 | \$ 495,000 | \$ 590,000 | \$ 120,000 | \$ 17,612,300 |

| PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P) | | | Budget | Forecast | | Projections | | | |
|---|---------------|--|------------|------------|------------|-------------|------------|-----------|--------------------|
| Project Number | Category | Project Name/Description | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | Total Project Cost |
| 2020-P3 | Non-Motorized | Hayhoe Riverwalk Trail - Evaluate and Repair | \$ 100,000 | | | | | | \$ 100,000 |
| 2020-P6 | Park | MOVED: Lee Austin Park Improvements - Plan/Design | \$ 15,000 | | | | | | \$ 15,000 |
| 2020-P10 | Non-Motorized | Non- Motorized Program: Northeast Quadrant of the City | \$ 20,000 | | | | | | \$ 20,000 |
| 2020-P11 | Park | Rayner Park Improvements- Phase I Construction | \$ 350,000 | | | | | | \$ 350,000 |
| 2020-P4 | Non-Motorized | MOVED: Hayhoe Riverwalk Trail - Trail Signage | | \$ 50,000 | | | | | \$ 50,000 |
| 2020-P12 | Park | Bond Park Improvements - Plan/Design | | \$ 20,000 | | | | | \$ 20,000 |
| 2020-P13 | Park | Griffin Park Improvements - Plan/Design | | \$ 5,000 | | | | | \$ 5,000 |
| 2020-P14 | Park | Hayes Park Improvements - Plan/Design | | \$ 20,000 | | | | | \$ 20,000 |
| 2020-P15 | Non-Motorized | Jefferson Trailhead / Cemetery / Community Garden | | \$ 100,000 | | | | | \$ 100,000 |
| 2020-P17 | Non-Motorized | Non- Motorized Program: Southeast Quadrant of the City | | \$ 20,000 | | | | | \$ 20,000 |
| 2020-P9 | Wayfinding | MOVED: Signage Plan: DDA/HDC District | | | \$ 150,000 | | | | \$ 150,000 |
| 2020-P18 | Park | Bond Park Improvements- Construction | | | \$ 200,000 | | | | \$ 200,000 |
| 2020-P16 | Non-Motorized | MOVED: Non-Motorized: Kipp Rd/ Cedar St | | | \$ 80,000 | | | | \$ 80,000 |
| 2020-P20 | Non-Motorized | Non- Motorized Program: Southwest Quadrant of the City | | | \$ 20,000 | | | | \$ 20,000 |
| 2020-P19 | Wayfinding | MOVED: Signage Plan: Major Corridors | | | | \$ 150,000 | | | \$ 150,000 |
| 2020-P21 | Park | Hayes Park Improvements - Construction | | | | \$ 200,000 | | | \$ 200,000 |
| 2020-P22 | Non-Motorized | Non- Motorized Program: Northwest Quadrant of the City | | | | \$ 20,000 | | | \$ 20,000 |
| 2020-P23 | All | Planning: Parks/Recreation Plan - 5 year update | | | | \$ 30,000 | | | \$ 30,000 |
| 2020-P24 | Park | Lee Austin Park Improvements - Construction | | | | | \$ 300,000 | | \$ 300,000 |
| 2020-P25 | Non-Motorized | Non- Motorized Program: Northeast Quadrant of the City | | | | | \$ 20,000 | | \$ 20,000 |
| 2020-P26 | Cemetery | Second Drive - Cemetery | | | | | \$ 70,000 | | \$ 70,000 |
| 2021-P1 | Non-Motorized | NEW: Non- Motorized Program: Southeast Quadrant | | | | | | \$ 20,000 | \$ 20,000 |
| | | | \$ 485,000 | \$ 215,000 | \$ 450,000 | \$ 400,000 | \$ 390,000 | \$ 20,000 | \$ 1,960,000 |

| MOTOR VEHICLE POOL (MVP) | | | Budget | Forecast | | Projections | | | |
|--------------------------|-------------------|--|------------|------------|------------|-------------|------------|------------|--------------------|
| Project Number | Category | Project Name/Description | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | Total Project Cost |
| 2017-MVP22 | Equipment- Police | Vehicle No. 83 Replacement | \$ 48,000 | | | | | | \$ 48,000 |
| 2017-MVP23 | Equipment- DPW | Vehicle No. 21 Replacement | \$ 45,000 | | | | | | \$ 45,000 |
| 2017-MVP27 | Equipment- Police | Vehicle No. 86 Replacement | \$ 48,000 | | | | | | \$ 48,000 |
| 2018-MVP24 | Equipment- DPW | Vehicle No. 59 Replacement | \$ 18,000 | | | | | | \$ 18,000 |
| 2017-MVP18a | Equipment- DPW | Vehicle No. 24 Purchase (SPLIT) | | \$ 85,000 | | | | | \$ 85,000 |
| 2020-MVP1 | Equipment- DPW | Equipment No. 91 Replacement | | \$ 95,000 | | | | | \$ 95,000 |
| 2017-MVP18b | Equipment- DPW | Vehicle No. 24 Equipping (SPLIT) | | | \$ 85,000 | | | | \$ 85,000 |
| 2018-MVP3 | Equipment- Police | Vehicle No. 84 Replacement | | | \$ 49,000 | | | | \$ 49,000 |
| 2018-MVP4 | Equipment- DPW | Vehicle No. 31 Replacement | | | \$ 46,000 | | | | \$ 46,000 |
| 2019-MVP3 | Equipment- Water | Vehicle No.15 Replacement | | | | \$ 28,000 | | | \$ 28,000 |
| 2019-MVP5 | Equipment- Police | Vehicle No. 86 Replacement | | | | \$ 49,000 | | | \$ 49,000 |
| 2019-MVP6 | Equipment- DPW | Vehicle No. 802 Replacement | | | | \$ 51,000 | | | \$ 51,000 |
| 2020-MVP2 | Equipment- Police | Vehicle No. 85 Replacement | | | | \$ 49,000 | | | \$ 49,000 |
| 2019-MVP2 | Equipment- Police | Vehicle No. 83 Replacement | | | | | \$ 49,000 | | \$ 49,000 |
| 2020-MVP3 | Equipment- DPW | Large Equipment No. 26 Replacement | | | | | \$ 300,000 | | \$ 300,000 |
| 2021-MVP1 | Equipment- DPW | NEW: Mower No. 75 Replacement | | | | | | \$ 12,000 | \$ 12,000 |
| 2021-MVP2 | Equipment- Police | NEW: Vehicle No. 5 Replacement | | | | | | \$ 49,000 | \$ 49,000 |
| 2021-MVP3 | Equipment- DPW | NEW: Vehicle No. 12 Replacement | | | | | | \$ 27,000 | \$ 27,000 |
| 2021-MVP4 | Equipment- DPW | NEW: Vehicle No. 14 Replacement | | | | | | \$ 27,000 | \$ 27,000 |
| 2021-MVP5 | Equipment- DPW | NEW: Vehicle No. 21 Replacement | | | | | | \$ 46,000 | \$ 46,000 |
| 2021-MVP6 | Equipment- Police | NEW: Vehicle No. 84 Replacement | | | | | | \$ 49,000 | \$ 49,000 |
| | | | \$ 159,000 | \$ 180,000 | \$ 180,000 | \$ 177,000 | \$ 349,000 | \$ 210,000 | \$ 1,255,000 |

| BUILDING, PROPERTY, EQUIPMENT (B) | | | Budget | Forecast | | Projections | | | |
|-----------------------------------|---------------------|--|------------|-----------|-----------|-------------|-----------|-----------|--------------------|
| Project Number | Category | Project Name/Description | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | Total Project Cost |
| 2017-B5b | Building- Library | Building: Library Improvements, Phase I, Part 1 | \$ 225,000 | | | | | | \$ 225,000 |
| 2017-B7 | Building- City Hall | Building: Parking Lot Repairs | \$ 40,350 | | | | | | \$ 40,350 |
| 2017-B10 | Building- Fire | Fire: Fire Station 1- Furnace/AC, Office Area and Training Room | \$ 20,000 | | | | | | \$ 20,000 |
| 2017-B11 | Equipment- Fire | Fire: Fire Station 1- Commercial Washing Machine | \$ 8,000 | | | | | | \$ 8,000 |
| 2017-B15 | Equipment- Fire | Fire: Rescue Boat and Motor | \$ 10,000 | | | | | | \$ 10,000 |
| 2018-B15 | Building- Fire | Fire: Sprinkler System in Truck Bay | \$ 25,000 | | | | | | \$ 25,000 |
| 2018-B16 | Building- Fire | Fire: Station 1 Rear Approach | \$ 25,000 | | | | | | \$ 25,000 |
| 2018-B21 | Equipment- Police | Police: Interview Rooms Recording System | \$ 15,000 | | | | | | \$ 15,000 |
| 2018-B23 | Planning | Planning: Master Plan/Zoning 5-year Update (Major): Phase III | \$ 50,000 | | | | | | \$ 50,000 |
| 2018-B24 | Building- City Hall | Building: Rental Space Furniture Replacement | \$ 5,000 | | | | | | \$ 5,000 |
| 2019-B2b | Building- City Hall | Building: City Hall Renovations - Phase 1 and Carpet Replacement | \$ 150,000 | | | | | | \$ 150,000 |
| 2019-B3 | Equipment-Clerk | Clerk Upgrade to Laserfiche Avante Platform | \$ 20,000 | | | | | | \$ 20,000 |

| | | | | | | | | | |
|-----------|---------------------|---|--------------|------------|------------|------------|--------------|-----------|--------------|
| 2020-B4b | Building - DPW | Department of Public Works Facility Construction | \$ 4,000,000 | | | | | | \$ 4,000,000 |
| 2018-B20 | Building- Fire | Fire: Carpet Replacement for Station 1 | | \$ 20,000 | | | | | \$ 20,000 |
| 2018-B25 | Equipment-Police | Police: In-Car Digital Recording System | | \$ 45,000 | | | | | \$ 45,000 |
| 2018-B23a | Planning | MOVED: Planning: Cedar/127 Corridor Sub-area Plan | | \$ 50,000 | | | | | \$ 50,000 |
| 2018-B23b | Planning | MOVED: Planning: Kipp Road/Temple Street Sub-area Plan | | \$ 30,000 | | | | | \$ 30,000 |
| 2018-B26 | Equipment-Police | Police: Patrol Car Modem Upgrades 5G | | \$ 6,000 | | | | | \$ 6,000 |
| 2019-B5 | Equipment - IT | IT: Geographic Information System (GIS) - Phase 1 | | \$ 17,000 | | | | | \$ 17,000 |
| 2017-B5c | Building- Library | SPLIT: Building: Library Improvements, Phase I, Part 2 | | | \$ 275,000 | | | | \$ 275,000 |
| 2019-B7 | Equipment - IT | IT: Geographic Information System (GIS) - Phase 2 | | | \$ 15,000 | | | | \$ 15,000 |
| 2019-B8 | Equipmet | Police: Car Port (3-Car Unit) | | | \$ 15,000 | | | | \$ 15,000 |
| 2019-B4 | Building- City Hall | Building: City Hall - Phase 3 | | | | \$ 100,000 | | | \$ 100,000 |
| 2019-B9 | Equipment - IT | IT: Geographic Information System (GIS) - Phase 3 | | | | \$ 15,000 | | | \$ 15,000 |
| 2020-B1 | Equipment-Police | Police: Secure Patrol Operations Equipment | | | | \$ 6,000 | | | \$ 6,000 |
| 2021-B1 | Council | NEW: Charter Review and Update | | | | \$ 20,000 | | | \$ 20,000 |
| 2017-B13 | Equipment- IT | IT: AV Room Technology Replacement | | | | | \$ 150,000 | | \$ 150,000 |
| 2019-06 | Building- Library | Building: Library Improvements, Phase 2 | | | | | \$ 850,000 | | \$ 850,000 |
| 2019-B10 | Equipment-IT | MOVED: IT: New Servers | | | | | \$ 40,000 | | \$ 40,000 |
| 2020-B2 | Building | Building: Parking Lot Repairs/ Seal Coating | | | | | \$ 20,000 | | \$ 20,000 |
| 2020-B3 | Building | Building: City Hall Carpet Replacement | | | | | \$ 20,000 | | \$ 20,000 |
| 2021-B2 | Equipment- Police | NEW: Speed Trailer and Message Board | | | | | | \$ 12,000 | \$ 12,000 |
| | | | \$ 4,593,350 | \$ 168,000 | \$ 305,000 | \$ 141,000 | \$ 1,080,000 | \$ 12,000 | \$ 6,299,350 |

| | Budget | Forecast | | Projections | | | Total Project Cost |
|--|--------------|---------------|--------------|--------------|--------------|--------------|--------------------|
| | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | |
| | \$ 8,485,390 | \$ 14,176,928 | \$ 3,323,243 | \$ 2,055,305 | \$ 3,442,250 | \$ 3,197,900 | \$ 34,681,016 |