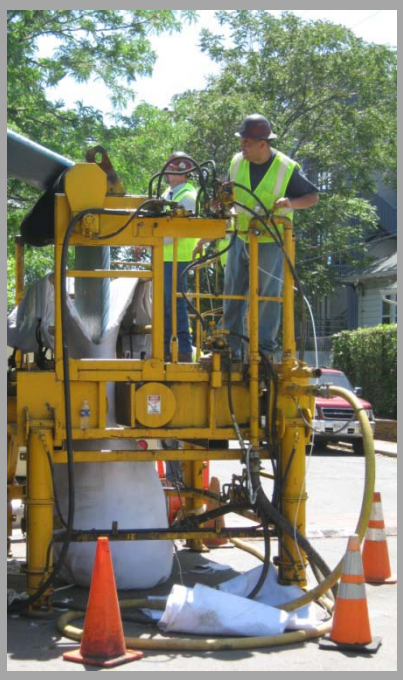
Capital Improvement Program

Adopted

Fiscal Year 2012-2017



City of Annapolis, Maryland

FY2012 – FY2017
Capital Improvement Program
Adopted

City of Annapolis
Maryland
June, 2011

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City Departments
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Paul Rensted, Human Resources (Acting)
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Maria Broadbent, Neighborhood and Environmental Programs
Jon Arason, Planning and Zoning
Chief Michael Pristoop, Police
David Jarrell, Public Works
LeeAnn Plumer, Recreation and Parks
Richard Newell, Transportation

Staff CIP Working Group
Virginia Burke, Project Director, Planning & Zoning

Capital Improvement Program
Thora Burkhardt, Public Works
Lyn Farrow, Mayor's Office
Linda Kline, Finance
Lily Openshaw, Public Works
Marcia Patrick, Public Works
Bob Schiffman, Central Services
Paul Thorn, Management Information Technology

Vehicle Replacement Advisory Committee
Kwaku Agyemang-Duah, Transportation
Sheri Anderson, Finance
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Lyn Farrow, Mayor's Office
Kevin McMahon, Finance
Marcia Patrick, Public Works
Cindy Tait, Public Works

City of Annapolis
FY12-FY17 Capital Improvement Program

Table of Contents

Introduction ……Page 1
Authority
Purpose
Financing the Capital Budget
Role of the Comprehensive Plan in the Capital Improvement Program
Relationship of the CIP to the Adequate Public Facilities Ordinance (APFO)
Presentation Format

General Fund……. Page 4
Projects recommended for funding in FY12
Projects included in the long-term capital program

Stormwater Management Fund……. Page 21
Stormwater Projects

Dock Fund……. Page 24
Harbor and Maritime Infrastructure Projects

Off Street Parking Fund……. Page 27
Off Street Parking Projects

Water Fund…… Page 29
Water Projects

Sewer Fund…… Page 32
Wastewater Projects

Capital Budget and 5-Year Capital Improvement Program
Summary: FY12 Projects, with sources of funding……... Page 36
Summary: FY12-FY17 Projects, total project cost…… Page 37

Vehicle Replacement Program……. Page 38

Appendix

Capital Planning and Budget Policy

INTRODUCTION

Authority

The preparation of the Capital Improvement Program (CIP) is done in accordance with Title 6.16.030 of the City Code. As laid out in the Code, the Mayor submits the proposed CIP to City Council and the Planning Commission in March of each year. The Capital Improvement Program consists of a capital budget for the ensuing fiscal year and a capital improvement program for the five fiscal years following. The Planning Commission holds a public hearing on the proposed CIP and submits its recommendations to City Council by May. The budget must be adopted by Resolution of the City Council before June 30, and becomes effective on July 1.

Purpose

The Capital Improvement Program (CIP) is a recommended schedule of improvements to City capital assets, including the planning and design thereof. The CIP is a 6-year plan, of which the first year represents the proposed capital budget for the current fiscal year. The remaining five years of the CIP serve as a financial plan for capital investments. The CIP will be updated annually, at which time the schedule of projects will be re-evaluated, and another fiscal year added with new projects, as appropriate.

Capital assets are comprised of facilities, infrastructure, equipment, and networks that enable or improve the delivery of public sector services. The procurement, construction, and maintenance of capital assets are critical activities in the management of those assets. The threshold for the City's definition of a capital asset is:

- The asset has a gross purchase price equaling $50,000 or more.
- The asset has a useful life of 5 years or more.

Capital projects are major projects undertaken by the City that fit one or more of the following categories:

1. Construction of new facilities or infrastructure.
2. Non-recurring rehabilitation or major repairs to a capital asset.
3. Acquisition of land for a public purpose.
4. All projects requiring debt obligation or borrowing.
5. Purchase of major equipment and vehicles meeting the threshold definition of a capital asset.
6. Any specific planning, engineering study or design work related to a project that falls in the above categories.

The City's Capital Improvement Program serves as a useful budgeting and managing tool:

a. It allows the City to balance needed or desired capital investments with available financing, thereby receiving the optimum benefits for the available public revenue.
b. It allows the City to ensure a clear relationship between capital spending and government service delivery.
c. It allows the City to align its planning activity, programs, and operating resources with the capital improvement program and facilitate coordination between City departments.
d. It allows the City to take advantage of government, foundation, and other grant programs and leverage project-specific funding resources.
e. It provides for a logical process of assigning priorities to projects based on their overall importance to the City.
f. It allows other government sectors, the community, and the private sector to anticipate when the City will undertake public improvements, and make decisions and plan investments accordingly.

Financing the Capital Budget

The City considers all forms of public financing when developing its CIP. These include:

General Obligation Bonds – Bonds are the primary source of funding by which capital projects are financed.

Government Loans and Grants – The City receives state grants and loans for various capital projects, including roads, community facilities, buses and dock repairs. Federal grants usually contribute to transportation-related capital projects, such as the new bus fleet.

Anne Arundel County Contributions – Contributions from Anne Arundel County for projects that serve the need of both City and County residents, typically roads.

Grants and Contributions – Funds contributed to a project via a project-specific grant program or by a local business or special interest group. This includes developer contributions, which are payments by developers for capital facilities that enhance their property.

Capital Facilities Assessments – A source of funding for Water and Wastewater projects only, these are user fees in the form of connection charges and annual assessments. These assessments are accounted for in the Water Enterprise Fund and Sewer Enterprise Fund.

Community Development Block Grant (CDBG) Funds – Federal grant funds used primarily to facilitate the production and preservation of low and moderate income housing, but also utilized for capital projects that serve or benefit the City's low income population.

Operating Funds – Next to general obligation bonds, operating funds are the largest source of funding for capital projects. Transfer of funds from the operating to the capital budget for specific capital projects are noted in budget documents.

Role of the Comprehensive Plan in the Capital Improvement Program

The Annapolis Comprehensive Plan is the financially unconstrained long-range plan for the City. In accordance with Article 66B of the Annotated Code of Maryland it identifies goals and policies for city land use, economic development, transportation, sensitive environmental resources, housing, community facilities, including parks and recreation, and water resources. It is prepared with a substantial amount of public input and public deliberation and includes review by State and County agencies. As such, it ensures that the City's long-range plan is aligned with the State of Maryland's Planning Visions as determined in 1992 and amended in 2000 and 2006. The Comprehensive Plan is recognized as a key component of the Capital Improvement Program because it determines the strategic goals that the City aims to achieve over the long term via its program of capital investments. The link between the Comprehensive Plan and CIP is supported by various planning documents and studies, including functional master plans that inventory and assess particular types of physical infrastructure, identify deficiencies, and prioritize needed investments.

Relationship of the Capital Improvement Program .to the Adequate Public Facilities Ordinance (APFO)

The City's Adequate Public Facilities Ordinance (APFO), codified as Title 22 of the City Code, ensures that when new development is proposed, the impact of that development on public facilities is assessed. Public facilities are defined in the APFO as those provided, managed or within the exclusive control of the City. They include Water and Sewer services; Stormwater Management facilities; Recreational facilities; Non-Auto Transportation Facilities; Public Maintenance Services; Fire, Rescue, Emergency Medical and Fire Inspection Services; and Police Protection. Among the purposes of the APFO is to:

- Assure that development and redevelopment occurs in concert with the CIP and enable the City to provide adequate public facilities in a timely manner and achieve the growth objectives of the Comprehensive Plan;
- Require new or upgraded facilities when existing facilities will not provide or maintain an adequate level of service; and
- Correct deficiencies in providing adequate levels of service within a 6-year timeframe via the annual CIP and based on a "community facilities plan".
- The APFO also provides that if a proposed project is subject to denial or delay under the APFO, the project may provide infrastructure funds to improve the capacity or safety of existing public facilities.

Presentation Format

The sections which follow represent the capital improvement projects grouped by the funds which support them – the General fund and five enterprise funds (Stormwater Management Enterprise Fund, Dock Enterprise Fund, Off Street Parking Enterprise Fund, Water Enterprise Fund, and Sewer Enterprise Fund). The Market Fund, Refuse Fund, and

Transportation Enterprise Fund are not included in the CIP, as those funds are dedicated entirely to operating needs and are not currently supporting capital projects. Each capital project is detailed on a project summary sheet.

A summary of all capital projects proposed for funding in the FY12-FY17 Capital Improvement Program is then represented on summary tables. The first table shows the projects recommended for funding in FY12. The second table shows the 6-year capital program.

Additional capital needs anticipated over the long term are noted. Those potential projects may be included in the CIP in future years, depending on priorities, funding availability, and other considerations. They are included in this document to convey to City leaders and other interested parties the general parameters and breadth of upcoming capital needs.

The final section of this document depicts the Vehicle Replacement Program, which will be implemented over the course of 2012 fiscal year. The Vehicle Replacement Program is reflected in the operating budget as well.

GENERAL FUND

Capital projects supported by the General Fund generally fall into the following categories:

- City Buildings/Facilities
- Information Technology systems and infrastructure
- Roadways, Sidewalks, and infrastructure assets located in the public right of way
- Recreation Facilities and Parks
- Special projects addressing Economic Development, Revitalization, and Redevelopment

Within each of these project categories, projects are further sorted into project stages. This allows like projects to be considered together, so as to determine overall City priorities and allow for resources to be allocated accordingly.

- Project Planning Stage: includes the development of the project scope, feasibility study, a design budget, and order of magnitude construction budget.
- Design Stage: includes the development of any environmental documents, legal documents, construction plans and specifications, and a detailed construction budget.
- Construction Stage: includes site preparation, utility and infrastructure placement, equipment installation, construction, and environmental mitigation.

Table 1 – Facility/Building projects proposed for funding in FY12

Project Stage	*Name (CIP #)*	*FY12 Budget: total cost*	*Page*
Planning	Facility & Infrastructure Asset Management Program	$200,000	6
Planning	Maintenance Facilities (542)	$250,000	7
Construction	Stanton Community Center	$150,000	8

Table 2 – Roadways/Sidewalks projects proposed for funding in FY12

Project Stage	*Name (CIP #)*	*FY12 Budget: total cost*	*Page*
Construction	General Roadways (477)	$2,000,000	9
Design & Construction	General Sidewalks	$112,000	10
Construction	Greenfield Street Relocation (456)	$452,300	11

Table 3 – Other projects supported in part by the General Fund and proposed for funding in FY12

Project Stage	*Name (CIP #)*	*FY12 Budget: total cost*	*Page*
Planning	City Dock Development (739)	$140,000	12
Design & Construction	Truxtun Park Improvements (358)	$200,000	13
Design & Construction	Landfill Gas Mitigation (122)	$2,500,000	14
Grant Program	Capital grants to Annapolis Non-profit organizations (531)	$260,000	15

Table 4 –Projects included in the long-term capital program. Many of these projects are subject to more careful scope definition and management review. These projects, generally identified via area plans or other planning activity, will be included in the capital budget in future years, depending on priorities, funding availability, and other considerations. They are listed in no particular order.

Name (CIP #)	*Budget commitment would allow Project Stage:*	*Year proposed for funding*	*Page*
Market House (742)	Construction	n/a	16
City Hall Restoration (544)	Design & Construction	FY13	17
Maynard-Burgess House (526)	Construction	n/a	18
City Trail Connections (351)	Planning		19-20
Taylor Avenue (462)	Design		19-20
Barbud Lane (476)	Design		19-20
Chinquapin-Admiral Intersection Realignment	Planning		19-20
Outer West Street Gateway & Corridor (457)	Planning		19-20
Multi-Modal Transportation Hub	Planning		19-20
Fleet and Cornhill Reconstruction (454)	Design		19-20
Maryland Avenue Improvements (472)	Planning		19-20
Sixth Street Improvements (471)	Planning		19-20
Truxtun Park Pool Replacement (352)	Planning		19-20
Kingsport Park (378)	Design		19-20
Smithville and Russell Street Improvements (455)	Planning		18-19
West Annapolis Improvements	Planning		18-19
Flood Control Infrastructure (728)	Planning		18-19

Project Detail

Project Title Facility & Infrastructure Asset Management Program	**Project Number** tbd
Asset Category City Facilities Storm Water Infrastructure Right-of-Way Infrastructure including streets, sidewalks, streetlights, curb and gutter, signs, traffic signals and City-owned trees	**Location** City-wide
Initiating Department/Division Public Works	**Priority Score**
Project Description A *City Facility & Infrastructure Asset Management Program* will provide: -an inventory, GIS location and condition assessment of all City facilities and infrastructure assets; -a systematic assessment of all facility needs, including roofs, windows and doors, HVAC systems, electrical power and wiring, telecommunications wiring, plumbing, structural components and provisions for energy efficiency; -a systematic assessment of the capacity of City-owned infrastructure; -a prioritized list of recommended maintenance, repairs and recapitalization of City facilities and infrastructure assets, with a cost estimate for each item; - an estimate of the deferred maintenance backlog for the City facilities and infrastructure assets; -an estimate of the remaining service life of the facility components and infrastructure assets; -a projection of the annual expenditures that should be programmed for maintaining, repairing, and recapitalizing facilities and infrastructure assets over the near and long term; -a plan for incorporating information technology infrastructure into City facilities and infrastructure, as identified in the City's IT Strategic Plan (2010); -a plan for incorporating Green Building standards, consistent with City Code provisions adopted in 2008; and -a component of the "community facilities plan" as described in the City's Adequate Public Facilities Ordinance (Title 22), serving as the basis for establishing levels of service to support existing and new development. The Facility component will be Phase 1 of the Facility & Infrastructure Asset Management Program and will being immediately; the Infrastructure component will be Phase 2. The Facility & Infrastructure Asset Management Program will inform future year capital project recommendations.	
FY12 Budget commitment allows project stage: Planning	
Prior Funding: n/a	
Potential non-City sources of funding:	

Appropriation Schedule	Budget Adopted FY12	5-Year Capital Plan Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees	200,000						200,000
Financing, Accounting & Legal Fees							0
Miscellaneous Fees							0
Construction Costs							0
Total	200,000	0	0	0	0	0	200,000

Funding Schedule

Bond funds	200,000						200,000
Operating funds							0
Other							0
Total	200,000						200,000

Project Detail

Project Title	**Project Number**
Maintenance Facilities	542
Asset Category	**Location**
City Facilities	935 & 937 Spa Road
Initiating Department/Division	**Priority Score**

Project Description

The Public Works facilities at 935/937 Spa Road sustained significant snow damage during the historic snowstorm in February 2010. As a result, the building at 937 Spa was condemned and will be demolished, and the DPW Utility Division moved provisionally to the historic 'Community Services' building on St. Mary's Street (the old Rec Center). Later in 2010, a fire damaged one of the maintenance buildings in the maintenance complex.

In the planning stage, this project will:

- evaluate the maintenance and operations needs for several City departments – Public Works, Recreation & Parks, and Transportation;
- determine the degree to which City operations and maintenance needs can be consolidated or co-located at the Spa Road site and/or other City-owned sites;
- perform environmental investigations;
- generate a plan to optimize the use of this site with a facility more suited to current operations and maintenance needs; and
- conduct a feasibility study for the proposed facility.

FY12 Budget commitment allows project stage: Planning

Prior Funding

FY11: $310,000 is budgeted to perform engineering evaluations and demolish the building.

Potential non-City sources of funding:

Appropriation Schedule	Budget Adopted FY12	5-Year Capital Plan Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees	250,000						250,000
Financing, Accounting & Legal Fees							0
Miscellaneous Fees							0
Construction Costs							0
Total	250,000	0	0	0	0	0	250,000

Funding Schedule

Bond funds	250,000						250,000
Operating funds							0
Other							0
Other							0
Total	250,000						250,000

Project Detail

Project Title Stanton Community Center	**Project Number** tbd
Asset Category City Facility	**Location** 92 West Washington Street
Initiating Department/Division Recreation & Parks	**Priority Score**
Project Description In order to address the need for immediate stabilization of this historic structure, some of which is required by the Maryland Historic Trust which holds a partial easement on the exterior of the building, the following three (3) projects are required: 1. Sixteen (16) of the wooden windows (sash) will be rebuilt/ reconstructed as needed - $75,000 2. Several sections of the flat roof will able to patched/repaired in order to stop rain/water penetration - $60,000 3. The masonry joints needs replacement to support the brick foundation - $15,000 A complete assessment of the Stanton Center will be done as part of the Facility & Infrastructure Asset Management Program, which is proposed for funding in FY12. Further capital improvements to the Stanton Center are likely to be identified as a result of that program and recommended for funding in future years.	
FY12 Budget commitment allows project stage: Construction	
Prior Funding	
Potential non-City sources of funding: A request for $55,000 in Community Development Block Grant funds has been submitted via the City's Community Development Office to assist with necessary stabilization efforts.	

Appropriation Schedule	Budget Adopted FY12	5-Year Capital Plan Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees							0
Financing, Accounting & Legal Fees							0
Miscellaneous Fees							0
Construction Costs	150,000						150,000
Total	150,000	0	0	0	0	0	150,000

Funding Schedule

Bond funds	95,000						95,000
Operating funds							0
Other: CDBG	55,000						55,000
Other							0
Total	150,000						150,000

Project Detail

Project Title General Roadways	**Project Number** 477
Asset Category Roadways/Sidewalks	**Location** City-wide
Initiating Department/Division Public Works	**Priority Score**
Project Description This project is a consolidation of annual efforts to repair and reconstruct the City's streets, curbs, and gutters. The City continually analyzes each area to develop a list based on conditions. Resurfacing activities include pavement milling and patching, utility adjustments, curb and gutter replacement, pavement resurfacing, and replacement of pavement markings. Traffic calming projects are also funded through this project. The ADA requires installation of wheelchair accessible ramps at intersections where sidewalks adjoin streets; and, as necessary the existing ramps are updated. These ramp installations are also completed as part of this program.	
FY12 Budget commitment allows project stage: Construction	
Prior Funding This project is funded via the capital budget annually. DPW recommends an annual budget of $2,000,000.	
Potential non-City sources of funding: 'Safe Routes to School' grant program.	

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees							0
Financing, Accounting & Legal Fees							0
Miscellaneous Fees							0
Construction Costs	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	12,000,000
Total	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	12,000,000

Funding Schedule

Bond funds	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	12,000,000
Operating funds							
Other							
Other							
Total	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	12,000,000

Project Detail

Project Title General Sidewalks	**Project Number** tbd
Asset Category Roadways/Sidewalks	**Location** City-wide
Initiating Department/Division Public Works	**Priority Score**
Project Description Project is designed as an ongoing infrastructure repair program for the sidewalks in Annapolis. In the summer of 2009, DPW conducted the first comprehensive city-wide sidewalk condition assessment. Sidewalks were inspected for cracking, faulting and scaling. Based upon this first inspection, a list of priorities for repair and reconstruction has been developed taking into account not only sidewalk condition, but location of sidewalk in terms of its importance to citywide pedestrian traffic. A three tier hierarchy was developed in 2004 for the City with resident and business participation. This hierarchy and the condition rating of individual sidewalk segments will determine the sequence of specific replacement projects. An annual budget of $500,000 is recommended. Source of funding for this project is under review.	
FY12 Budget commitment allows project stage: Design & Construction	
Prior Funding No prior dedicated funding source for sidewalk repairs.	
Potential non-City sources of funding: $112,000 award from 'Safe Routes to School' grant program (March, 2011).	

Appropriation Schedule	Budget Adopted FY12	5-Year Capital Plan Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related		15,000	15,000	15,000	15,000	15,000	75,000
Consultant Fees		5,000	5,000	5,000	5,000	5,000	25,000
Financing, Accounting & Legal Fees							0
Miscellaneous Fees							0
Construction Costs	112,000	480,000	480,000	480,000	480,000	480,000	2,512,000
Total	112,000	500,000	500,000	500,000	500,000	500,000	2,612,000

Funding Schedule

Bond funds							
Operating funds		500,000	500,000	500,000	500,000	500,000	2,500,000
Safe Routes to School	112,000						112,000
Other							
Other							
Total	112,000	500,000	500,000	500,000	500,000	500,000	2,612,000

Project Detail

Project Title	**Project Number**
Greenfield Street Relocation	456
Asset Category	**Location**
Roadways/Sidewalks	between Spa Rd. and Chase Street
Initiating Department/Division	**Priority Score**
Public Works	

Project Description

In the early 2000s, Carraway Homes purchased the parcels on either side of Greenfield Street with the intention to pursue redevelopment using the boundary of the parcels of land as configured. The City of Annapolis approached the developer with a proposal that the parcels of land be reconfigured to provide a new vehicular and pedestrian entrance to the Maryland Hall complex, as had been envisioned by the community, and that the City would pay a portion of the cost. In FY 2004, a Capital Project was funded to provide the City's estimated share of the cost.

In order for the project to move forward, the extremely lengthy process of a land swap had to occur among the Board of Education, Developer and the City of Annapolis; that process was not completed until the late summer of 2008. During FY 2009, because of the delays which had occurred with the project due to the land swap and other pressing City fiscal needs, the previously funded monies were transferred, outside the annual Budget Process, to meet other needs, and the funding was proposed to be replaced the following fiscal year. Due to the recession, the developer was forced to delay the project until the end of 2009. Funding was programmed in the FY2010 CIP for FY 2011, which put funding on schedule with the anticipated City reimbursement to the developer, who was in the process, at the time, of receiving final City Approval and release of the Grading Permit.

Fiscal Constraints in the FY 2011 Budget resulted in the project funding being shifted and programmed in FY 2014 even though the City's commitment to fund the City's share the project would be due in FY 2011 and FY 2012; funding is now requested for FY 2012.

FY12 Budget commitment allows project stage: Construction

Prior Funding:

Potential non-City sources of funding:

Carraway Homes, developer of Spa Gate, is constructing the road.

Appropriation Schedule	Budget Adopted FY12	5-Year Capital Plan Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees							0
Financing, Accounting & Legal Fees							0
Miscellaneous Fees	139,443						139,443
Construction Costs	312,857						312,857
Total	452,300	0	0	0	0	0	452,300

Funding Schedule

Bond funds	452,300						452,300
Operating funds							
Other							
Total	452,300						452,300

Project Detail

Project Title City Dock Development	**Project Number** 739
Asset Category Roadways/Sidewalks, and assets located in the public right of way	**Location** City Dock area
Initiating Department/Division Planning & Zoning	**Priority Score**
Project Description The Annapolis City Dock represents a tremendous opportunity for revitalization and for improving access to public space. Further, the coordinated redevelopment of City Dock, which includes a comprehensive look at the parking areas on the dock and near Compromise Street, could improve circulation and traffic congestion. This requires master planning of a coordinated redevelopment project, real property acquisition, phased construction of improvements to parking, and coordination with several other capital projects. FY12 funding will allow the completion of City Dock area planning, laying the foundation for specific capital projects, including Bulkhead Replacement – Phase 2, Harbormaster Building, and other improvements to the public space. $40,000 of the FY12 budget request is slated for the installation of a signage program to direct vehicles to garages at periphery of the downtown district.	
FY12 Budget commitment allows project stage: Planning	
Prior Funding FY11: $50,000 budgeted to complete a Geo-Hydrology Assessment and Harbormaster building Needs Assessment. Additional P&Z planning funds supported a Downtown Circulation Study and an Urban Land Institute Technical Assistance Panel.	
Potential non-City sources of funding: City received an FY12 planning grant from the regional planning organization (BRTB/UPWP) to develop a Wayfinding system for pedestrian and vehicular traffic. Staff are investigating various sources of funds to assist with planning and implementation of recommendations under discussion by the City Dock Advisory Committee.	

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees	100,000						100,000
Financing, Accounting & Legal Fees							0
Miscellaneous Fees	40,000						40,000
Construction Costs							0
Total	140,000	0	0	0	0	0	140,000

Funding Schedule

Bond funds	140,000						140,000
Operating funds							
Other							
Total	140,000						140,000

Project Detail

Project Title Truxtun Park Improvements	**Project Number** 358
Asset Category Parks, Recreation, Open Space	**Location** Truxtun Park
Initiating Department/Division Recreation & Parks	**Priority Score**
Project Description Various improvements to facilities at Truxtun Park. FY12 Project: Woodland Trail Improvements, Phase 1. Design work for approximately 2,500 linear feet of pathway/trail restoration for the woodland trail system at Truxtun Park. Due to specific site constraints (limited access, etc.), a design/ repair strategy needs to be executed to ensure a long term remedy to address the erosion and deterioration of the trail. The project will also employ some stabilization construction work to stop immediate destruction. Project scope will include evaluation for successful remediation for the following conditions: full shade, steep slopes, soil suitability, planting plan, hiker impacts, soil compaction, and soil stabilization options. Future year projects: Trail Improvements – Phase 2 (Project cost $100K) Tennis Court Resurfacing, Phase 1 (Project cost of 80K, with 60K in POS funds). Tennis Court Resurfacing, Phase 2 (Project cost of 88K, with 66K in POS funds).	

FY12 Budget commitment allows project stage: Design & Construction

Prior Funding

Prior year funds supported: Pavilion Replacement (with Program Open Space assistance).

Potential non-City sources of funding:

Program Open Space (POS) funding has been approved in the amount of $66,954. Project No. 5550-2-265. POS requires 25% matching funds.

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees	30,000						30,000
Financing, Accounting & Legal Fees							0
Miscellaneous Fees							0
Construction Costs	170,000	100,000	80,000	88,000			438,000
Total	200,000	100,000	80,000	88,000	0	0	468,000

Funding Schedule

Bond funds	133,046	100,000	20,000	22,000			275,046
Operating funds							0
Other: POS	66,954		60,000	66,000			192,954
Other							0
Total	200,000	100,000	80,000	88,000			468,000

Project Detail

Project Title Landfill Gas Mitigation	**Project Number** 122
Asset Category Landfill	**Location** Landfill, near Waterworks property
Initiating Department/Division Public Works	**Priority Score**
Project Description Project is under a Draft Consent Order with the Maryland Department of the Environment (MDE). MDE policy requires groundwater between the Annapolis Landfill and down gradient streams to comply with maximum contaminant levels (MCLs). The volatile organic compound (VOC) groundwater plume emanating from the unlined Annapolis Landfill has reached down gradient streams; therefore the landfill does not comply with the MDE's policy. VOC concentrations in groundwater immediately adjacent to the streams exceed MCLs by orders of magnitude; nevertheless, it should be noted that surface water quality in the stream currently meets surface water quality criteria. Assessment of Corrective Measures is underway in compliance with the Draft Consent Order, which includes assessment of the groundwater pump & treat (P&T) option for VOC removal. Current estimate for P&T option is $2,500,000. Current project phase involves off-site investigation which will include installation of additional groundwater monitoring wells and gas probes and further laboratory testing. Additional property remediation costs associated with corrective measures could be $360,000 annually for 10 years.	

FY12 Budget commitment allows project stage: Design & Construction

Prior Funding

FY11: $400,000 budgeted; supports completion of Assessment of Corrective Measures. An additional $1,510,010 made available via restructuring of bond debt in 2011.

Prior years: ~$240,000 spent on well drilling, gas probe installation, quarterly ground water and methane sampling and analyses, development of assessment and remediation work plans, and emergency repairs to a failed culvert.

Potential non-City sources of funding:

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related		360,000	360,000	360,000	360,000	360,000	1,800,000
Consultant Fees							0
Financing, Accounting & Legal Fees							0
Miscellaneous Fees							0
Construction Costs	2,500,000						2,500,000
Total	2,500,000	360,000	360,000	360,000	360,000	360,000	4,300,000

Funding Schedule							
Bond funds	989,990						989,990
Bond re-finance (2011)	1,510,010						1,510,010
Operating funds		360,000	360,000	360,000	360,000	360,000	1,800,000
Other							0
Total	2,500,000	360,000	360,000	360,000	360,000	360,000	4,300,000

Project Detail

Project Title	**Project Number**
Capital Grants to Annapolis non-profit organizations	531
Asset Category	**Location**
Community Assets	Various
Initiating Department/Division	**Priority Score**
Mayor's Office	

Project Description

Several Annapolis non-profit organizations applied to the State or County for capital funding, and applied for a related matching amount from the City to demonstrate a local commitment. The City Council approved capital grants to be paid out over several years through the Community Grants Program. These capital grants show the City's commitment to these organizations:

- Annapolis Summer Garden Theatre – total commitment of 100K, beginning in FY2010.
- Maryland Hall for the Creative Arts – total commitment of 250K, beginning in FY2009.
- National Sailing Hall of Fame – total commitment of 250K, beginning in FY2007.
- Lighthouse Shelter (shown at right) – total commitment of 600K, beginning in FY2010.
- Historic Annapolis Foundation – total commitment of 250K, beginning in FY2007.

Payments to be made with FY12 funds are shown below.

FY12 Budget commitment allows: Final payments on grant commitments to these organizations. No financial commitments beyond FY12 are implied by this project.

Prior Funding

FY11: $260,000 budgeted.
Prior years: $930,000 budgeted.

Potential non-City sources of funding: n/a

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Summer Garden Theater	50,000						50,000
Maryland Hall	60,000						60,000
Nat'l Sailing Hall of Fame	50,000						50,000
Lighthouse Shelter	100,000						100,000
Total	260,000	0	0	0	0	0	260,000

Funding Schedule							
Bond funds	260,000						260,000
Operating funds							
Other							
Total	260,000						260,000

Project Detail

Project Title Market House	**Project Number** 742
Asset Category City Facility	**Location** 25 Market Space
Initiating Department/Division Public Works	**Priority Score**
Project Description This project will provide interior renovations to the Market House, including upgrades to the HVAC system and the building's fire sprinkler system, limited flooring repairs, electrical and plumbing modifications, and exterior renovations and repairs to the brick pavement surrounding the building. Total construction budget, including grant funding, is anticipated at $500,000.	
FY12 Budget commitment allows project stage: No City funds requested in FY12.	
Prior Funding FY11: $300,000 budgeted.	
Potential non-City sources of funding: $250,000 approved in 2011 State Capital Bond Bill. Application to Maryland Historical Trust/Maryland Heritage Area Authority capital grant program ($100,000) is pending.	

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees							0
Financing, Accounting & Legal Fees							0
Miscellaneous Fees							0
Construction Costs							0
Total	0	0	0	0	0	0	0

Funding Schedule

Bond funds							
Operating funds							
State Bond Funding	250,000						250,000
MHT/MHAA grant	100,000						100,000
Total	350,000						350,000

Project Detail

Project Title City Hall Restoration	**Project Number** 544
Asset Category City Facility	**Location** 160 Duke of Gloucester St.
Initiating Department/Division Central Services	**Priority Score**
Project Description Renovation of City Hall and restoration of the City Council Chambers. Project will include new roof, HVAC system, and complete interior restoration consistent with the 1868 design. As part of the Chamber restoration, a public wireless network access point will be included. Other renovations to the City Hall building will include wireless network access points in all offices and public areas, upgrade of systems such as the elevator and controls, and repairs to the building envelope. Energy improvements will be evaluated as part of project planning. Total project construction cost, based on Historic Structure Report, estimated at $3,346,910.	

Next budget commitment will allow project stage: Design & Construction

Prior Funding

FY11: $1,013,800 budgeted to address safety & security issues, Code compliance, and begin rehab of Council Chambers. Additional $372,200 was made available via restructuring of bond debt in 2011.

FY09 & FY10: ~$180,000 supported preparation of Historic Structure Report by consulting firm, Kann Partners, and small emergency repairs to the exterior woodwork.

Potential non-City sources of funding:

Up to $50,000 for components of Chamber rehab could be available via Maryland Heritage Areas Authority capital grant program; City would apply in early 2012.

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees							0
Financing, Accounting & Legal Fees							0
Miscellaneous Fees		196,874					196,874
Construction Costs		1,764,000					1,764,000
Total	0	1,960,874	0	0	0	0	1,960,874

Funding Schedule							
Bond funds		1,910,874					1,910,874
Operating funds							0
MHAA		50,000					50,000
Other							0
Total	0	1,960,874	0	0	0	0	1,960,874

Project Detail

Project Title	**Project Number**
Maynard Burgess House	526
Asset Category	**Location**
City Facility	163 Duke of Gloucester
Initiating Department/Division	**Priority Score**
Mayor's Office, Historic Preservation Office	

Project Description

This project will bring the Maynard Burgess house to a state of completion, with the building weather tight, structurally stable, and able to be inhabited. Immediate steps need to be taken to close leaks and keep water and insects out of the building.

The Maynard-Burgess House is a unique resource in that it was owned and occupied by two successive African-American families (the Maynard family and the Burgess family) from approx. 1840 to 1990. In the early 1990s, a private developer of historic properties attempted to renovate the structure for resale. Recognizing its historic significance, ownership of the building was transferred to the City of Annapolis. Historic Annapolis Foundation (HAF) worked to restore the property as a house museum depicting 19th century African-American life in Annapolis, with grants from the City and the Maryland Historical Trust. The City is now managing the completion of the project.

FY12 Budget commitment allows project stage: No City funds requested in FY12

Prior Funding

~$220,000 allocated in prior years.

Potential non-City sources of funding:

$100,000 was awarded to this project via the African American Heritage Preservation Program of the Maryland Historical Trust. The remaining budget will be assembled through grant funding and private donations.

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees							0
Financing, Accounting & Legal Fees							0
Miscellaneous Fees							0
Construction Costs	451,800						451,800
Total	451,800	0	0	0	0	0	451,800

Funding Schedule

Bond funds							0
Operating funds							0
State grant	100,000						100,000
Donations & grant funds	351,800						351,800
Other							0
Total	451,800	0	0	0	0	0	451,800

LONG TERM CAPITAL PROGRAM

The projects listed in this section represent upcoming capital needs that are subject to more careful scope definition. They are included in this section to convey to City leaders and other interested parties the general parameters and breadth of those capital needs. These projects, generally identified via area plans or other planning activity, may be included in the CIP in future years, depending on priorities, funding availability, and other considerations. They are listed in no particular order.

City Trail Connections (#351)

This project was recommended in the Comprehensive Plan (2009) and Team Ped Initiative (2006). It proposes to connect the Poplar Trail at N. Cherry Grove to the Spa Creek Trail at the end of McGuckian Street. It also proposes to repair and widen the Poplar Trail from Taylor Ave. to Windell Drive, and to connect the end of the Poplar Trail at Admiral Drive to the South Shore Trail at Jennifer Road.

Taylor Avenue (#462)

Planning for this project was begun in prior years, and it is recommended in the Comprehensive Plan. With the completion of Park Place, this project will improve safety along this arterial route. Included in the project are curb and gutter, sidewalks, and a traffic signal at the Police Station and Poplar Trail. Construction documents and right of way plats are prepared, and right of way acquisition may begin upon funding.

Barbud Lane (#476)

Planning for this project was begun in prior years. Reconstruction of the street from Forest Drive to Janwall Street will include storm drains, curb and gutter, sidewalks and road paving. Additional right-of-way width will be required to establish a uniform width to support the desired improvements. This street currently lacks curbs and sidewalks and has stormwater ponding at the roadway edges.

Chinquapin-Admiral Intersection Realignment

This project was studied and recommended in the Outer West Land Use Analysis report (2003), West Street Transit Study (2009), and Comprehensive Plan. The Chinquapin Round Road and Admiral Drive intersections with West Street are offset, which inhibits continuous cross town movements and contributes to local and system-wide traffic congestion. This project should move forward in concert with the Outer West Street Opportunity Area Sector Plan, recommended to guide the transformation of the Outer West Street corridor from an automobile oriented suburban commercial character to an urban character focused on residential development and commercial uses.

Outer West Street Gateway & Corridor (#457)

This project should proceed in coordination with the Chinquapin-Admiral Intersection Realignment project. Outer West Street, with its multiple and uncoordinated commercial driveways, poor pedestrian safety record, high vehicle collision rates, congestion, and inefficient carrying capacity, is obsolete in its current configuration. The route needs to improved, deserving of its role as a major gateway street. Pedestrian amenities, bicycle lanes, and modern and efficient transit operations will be featured prominently on the new Outer West Street. This project is recommended in the Comprehensive Plan and West Street Transit Study (2009) and should move forward in concert with the Outer West Street Opportunity Area Sector Plan.

Multi-Modal Transportation Hub

A Multi-Modal Transportation Hub is recommended in the vicinity of the intersection of Old Solomons Island Road and West Street per the Comprehensive Plan and the West Street Transit Study (2009). The Hub should serve as the primary terminal for regional and local transit, taxis, and airport shuttles. In addition to serving as the Hub for public transit, it should provide intercept parking for vehicles, a bicycle rental facility, and be connected to the developing bicycle network. A partnership of public agencies and the private sector is recommended to implement this project.

Fleet and Cornhill Street Reconstruction (#454)

Planning for this project was begun in prior years, and it is part of the City's commitment to underground utilities in the Historic District. The project is proposed for the Design stage and value engineering. Original project scope included total reconstruction of water, sewer, and storm drains, undergrounding of overhead wires, installation of granite curbs, brick sidewalk replacement, new roadway surface, and street lights. The original scope included street lights and brick sidewalk along Market Place. These streets are among the major streets in the vista of Maryland's State Capital Building.

Maryland Avenue Improvements (#472)

This project is part of the City's commitment to underground utilities in the Historic District. The project will replace existing water, sewer, gas and storm drains, and construct new brick roadway and sidewalks with granite curbs. This project should not proceed without funds from the State of Maryland.

Sixth Street Improvements (#471)

This project is an outcome of the Eastport Streetscape Plan (2005). The project would replace underground infrastructure, place overhead utilities underground, and create a sense of arrival to Eastport with paving, widened sidewalks, and other streetscape treatments.

Truxtun Park Pool Replacement (#352)

This project will replace and update the outdoor swimming pool, bathhouse, and office area with a modern community aquatics center. The pool structure has undergone numerous "band-aid" repairs. The age of the structures are causing the operation systems to slowly fail. In year 1 of funding, a feasibility study and design is recommended, with construction to follow by year 2 or 3.

Kingsport Park (#378)

This project will complete the development of the Kingsport Park, a 3-acre parcel donated as part of the Kingsport residential development. The project will provide a 10-car off-street parking area, pathway, linear field, security lighting, landscaping, and park sign. Recommended budget is approximately $140,000.

Smithville and Russell Street Improvements (#455)

This project is recommended in the Bates Neighborhood Community Legacy Plan (2005). The project improves the roads and sidewalks on Smithville and Russell streets, and supports the Wiley Bates Heritage Complex, specifically the Senior Center, Boys & Girls Club, and residences.

West Annapolis Improvements

This project should proceed with the West Annapolis Sector Study as recommended in the Comprehensive Plan. The project will implement features important to the area's future character and identity, circulation, and economic viability. This could include measures to enhance pedestrian and bicycle safety, a parking strategy, signage, road alignment, access management, urban design amenities, and connections to the bicycle network.

Flood Control Infrastructure (#728)

The study, "Flood Mitigation Strategies for the City of Annapolis: City Dock and Eastport Area" will be completed during 2011. The goals of the study include the identification of structural options for protecting property in flood threatened areas and estimating design and construction costs associated with the structural protection measures. This study will be the basis for future capital projects.

STORMWATER MANAGEMENT FUND

The Stormwater Management Fund is an enterprise fund used to account for all financial activity associated with the operation of the City's stormwater facilities. The fund's primary source of revenue is the Stormwater Utility Fee levied on water customers.

Operational costs that are supported by the Stormwater Management Fund and are detailed in the Operating Budget include personnel and administrative costs associated with the Stormwater Management division of Public Works. The Stormwater Management division is responsible for the maintenance of public storm drainage systems, including pipes, inlets, manholes, drainage ways, and stormwater management facilities. Some restoration work is done by with general operating funds, but larger, more complex projects are done with capital funds.

Capital projects supported by the Stormwater Management Fund in the FY2012-2017 Capital Improvement Program include:

- Stormwater Management Retrofit Projects (recommended to receive design & construction funds annually)
- Stormwater Best Management Practices, pursuant to new EPA mandates (not recommended for funding in FY12)
- Vehicles: refer to Vehicle Replacement Program section

Planning documents pertaining to stormwater management infrastructure include:

- DPW maintains a prioritized list of storm drainage infrastructure needs
- Watershed Study & Action Plan (Draft/2009)

Project Detail

Project Title Stormwater Management Retrofit Projects	**Project Number** 735
Asset Category Drainage/Stormwater Infrastructure	**Location** Various throughout city
Initiating Department/Division Public Works	**Priority Score**
Project Description Storm drains, inlets and other stormwater facilities are in need of repair due to age. Some corrugated metal pipes have fallen apart in the ground, and many concrete pipe joints have failed and need replacement. Some manholes and inlets need rebricking. This project also maintains 32 major outfalls 15" or greater in diameter. This is an ongoing infrastructure project; sections will be replaced, repaired, or retrofitted based on field inspections by utility crews on an annual basis. FY12 funds will support projects benefiting the Weems Creek Watershed, specifically two outfalls along Williams Drive and an outfall on Halsey Road.	
FY12 Budget commitment allows project stage: Design & Construction	
Prior Funding:	
Potential non-City sources of funding:	

Appropriation Schedule	Budget Adopted FY12	5-Year Capital Plan Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Consultant Fees							0
Financing, Accounting & Legal Fees							0
Miscellaneous Fees							0
Construction Costs	90,000	90,000	90,000	90,000	90,000	90,000	540,000
Total	100,000	100,000	100,000	100,000	100,000	100,000	600,000

Funding Schedule

Bond funds	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Operating funds							
Other							
Total	100,000	100,000	100,000	100,000	100,000	100,000	600,000

Project Detail

Project Title Stormwater Best Management Practices	**Project Number** tbd
Asset Category Drainage/Stormwater Infrastructure	**Location** Various throughout city
Initiating Department/Division Neighborhood and Environmental Programs	**Priority Score**
Project Description Pursuant to the US EPA mandate to improve the water quality of the Chesapeake Bay, all jurisdictions within the entire Chesapeake Bay watershed must reduce the total maximum daily load (TMDL) of nitrogen, phosphorus and sediment discharged into the bay's waters. Target pollutant loads are in the Anne Arundel County Watershed Improvement Plan Phase II. The State of Maryland has committed that 70% of the goals will be reached by 2017, and 100% in 2020. Annapolis will target stormwater discharge for water quality improvement.	
FY12 Budget commitment allows project stage: No funds requested in FY12	
Prior Funding None	
Potential non-City sources of funding: City funds will be used to leverage State and Federal funds.	

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							
Consultant Fees							
Financing, Accounting & Legal Fees							
Miscellaneous Fees							
Construction Costs							
Total	0	0	0	0	0	0	0

Funding Schedule

Bond funds							
Operating funds							
Other							
Other							
Total	0	0	0	0	0	0	0

DOCK FUND

The Dock Fund is an enterprise fund used to account for all financial activity associated with the management and control of the City's waterways, including slips and mooring buoys, showers and restrooms for boaters, sewage pump-out facilities for boaters, maintenance of the City Dock area, and maintenance of the bulkhead. The Dock Fund's primary source of revenue is from fees charged for mooring at City Dock boat slips.

Operational costs that are supported by the Dock Fund and are detailed in the Operating Budget include personnel and administrative costs associated with the Harbormaster.

Capital projects supported entirely or in part by the Dock Fund in the FY2012-2017 Capital Improvement Program include:

- Bulkhead Replacement, Phase 2 (recommended for project planning funds in FY14).
- City Dock Plan (see project detail under the General Fund section)
- Harbormaster Building (recommended for project planning and design funds in FY14)
- Vehicles and boats: refer to Vehicle Replacement Program section

Planning documents pertaining to harbor and maritime infrastructure include:

- City Dock Plan (underway)

Project Detail

Project Title Bulkhead Replacement, Phase 2	**Project Number** 717
Asset Category Harbor and Maritime Infrastructure	**Location** City Dock
Initiating Department/Division Harbormaster	**Priority Score**
Project Description Phase 2 of Bulkhead Replacement. The existing bulkhead is showing signs of failure which are noticeable at low tides. This section of the bulkhead, referred to as Phase 2, extends ~700 feet from the Harbormaster building, wraps around Ego Alley in front of the market place and ends at the Chandler (former Fawcetts) property line. The scope of work will include, but not be limited to, steel bulkhead, drainage, and resurfacing of the parking around the Harbormaster office where a sinkhole keeps developing. Includes the installation of 14'wide walkways. (Phase 1 of the project was completed in 2008. It replaced ~800 linear feet of bulkhead from USNA property line to Harbormaster building.) This project is recommended for funding in FY14, to allow completion of two efforts currently underway that may affect this project's scope: City Dock Plan; and a Study of Flood Mitigation Strategies for the City Dock area.	
FY12 Budget commitment allows project stage: No funds requested in FY12. **Year 1 budget commitment will allow:** Project Planning	
Prior Funding Project cost for Phase 1, completed in 2008, was approx. 9M. With assistance from federal and State partners, City share of project cost was approx. 4M.	
Potential non-City sources of funding: Phase 2 may be able to leverage approx. half of total project cost via same federal and State partners that assisted with Phase 1.	

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							
Consultant Fees			130,000				130,000
Financing, Accounting & Legal Fees							
Miscellaneous Fees							
Construction Costs				6,000,000			6,000,000
Total			130,000	6,000,000			6,130,000

Funding Schedule							
Bond funds			130,000	3,000,000			3,130,000
Operating funds							
Other: federal grant				500,000			500,000
Other: State grant				2,500,000			2,500,000
Other							
Total			130,000	6,000,000			6,130,000

Project Detail

Project Title	**Project Number**
Harbormaster Building	731
Asset Category	**Location**
Harbor and Maritime Infrastructure/City Facility	1 Dock Street
Initiating Department/Division	**Priority Score**
Harbormaster/Central Services	

Project Description

The Visitor Information Booth, Maritime Welcome Center, and public restrooms at the Johnson Harbormaster Building serve more visitors every year than any other City building. The existing Harbormaster building is in need of repair and expansion, as well as updating to provide appropriate access compliant with the ADA. The current offices are cramped and noisy due to new data and homeland security systems in place, and there are no meeting facilities. The work will include enlarged public restrooms on the ground floor, a new roof, refinishing the interior office space and customer counter, sprinklers, enlarged boater shower facilities, a new visitors' center window, and IT enhancements. All work is intended to include new security and access controls to allow for higher security of the public restroom facilities.

Project is recommended for funding in FY14, to allow completion of the City Dock Plan, currently underway, and coordination with the Facility Asset Management Program, proposed for funding in FY12.

FY12 Budget commitment allows project stage: No funds requested in FY12.
Year 1 Budget commitment will allow project stage: Project Planning & Design

Prior Funding

A Needs Assessment and general determination of recommended size and footprint for the Harbormaster building is expected to be completed with funds allocated to the City Dock Plan and/or Facility & Infrastructure Asset Management Program in FY12.

Potential non-City sources of funding:

State and federal funds via the Waterways Improvement Fund and Boating Infrastructure grant program may cover up to 65% of those components of the project that provide boater facilities.

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							
Consultant Fees			130,000				130,000
Financing, Accounting & Legal Fees							
Miscellaneous Fees							
Construction Costs				2,000,000			2,000,000
Total			130,000	2,000,000			2,130,000

Funding Schedule

Bond funds			130,000	2,000,000			2,130,000
Operating funds							
Other							
Total			130,000	2,000,000			2,130,000

OFF STREET PARKING FUND

The Off Street Parking Fund is an enterprise fund used to account for all financial activity associated with the operation of the City's Municipal Off Street Parking facilities. These parking facilities include three parking garages (Hillman Garage, Gott's Court Garage and Knighton Garage) and two parking lots (Larkin and South Street). The fund's primary source of revenue is from parking fees generated by the parking garages.

Operational costs that are supported by the Off Street Parking Fund include the City's contractual agreement with a parking management company for the day-to-day operations of all parking facilities.

Capital projects supported by the Off Street Parking Fund in the FY2012-2017 Capital Improvement Program include:

- Hillman Garage (recommended for project planning and design beginning in FY2015)

Planning documents pertaining to off street parking infrastructure include:

- Annapolis Region Transportation Vision and Master Plan (Draft/2006)

Project Detail

Project Title Hillman Garage	**Project Number** 732
Asset Category Off Street Parking Facility	**Location** Behind City Hall
Initiating Department/Division Central Services	**Priority Score**
Project Description Replacement of the deteriorating 435-space garage with a new facility, with state of the art controls, ADA compliant pedestrian access, elevators, and appearance more compatible with the surrounding community. Structural repairs completed in 2010 extended the life of this facility. Project planning & design is recommended to begin in 2015. (per Department of Central Services, 2009)	
FY12 Budget commitment allows project stage: No funds requested in FY12 **Year 1 budget commitment will allow:** Project Planning & Design	
Prior Funding Approximately $700,000 spent in 2009 and 2010 on structural repairs.	
Potential non-City sources of funding:	

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related							0
Consultant Fees				300,000	765,190	1,530,360	2,595,550
Financing, Accounting & Legal Fees						334,460	334,460
Miscellaneous Fees						2,200,000	2,200,000
Construction Costs						16,723,150	16,723,150
Total				300,000	765,190	20,787,970	21,853,160

Funding Schedule							
Bond funds				300,000	765,190	20,787,970	21,853,160
Operating funds							
Other							
Total				300,000	765,190	20,787,970	21,853,160

WATER FUND

The Water Fund is an enterprise fund used to account for all financial activity associated with the operation of the City's water plant and water distribution system. The fund's primary sources of revenue are user charges levied on water customers and capital facilities assessments (CFA). In 2011 a Rate Study is underway to review the rate structure that supplies revenue to this fund.

The Water Fund supports two operational divisions: the Water Supply & Treatment Facility and the Water Distribution division. The Water Supply & Treatment Facility is responsible for the production, treatment, testing, storage, and initial distribution of all potable water for customers of the City. The Water Distribution division is responsible for meter reading and operating, maintaining and repairing the City's 138-mile water distribution system, including service lines, water meters and fire hydrants. Operational costs that are supported by the Water Fund and are detailed in the Operating Budget include personnel and administrative costs.

Capital projects supported by the Water Fund in the FY2012-2017 Capital Improvement Program include:

- Water Treatment Plant (recommended for funding in FY12)
- Upgrades and modernization of Water Distribution infrastructure (recommended for design and construction funds in FY12)
- Upgrade of radio communications infrastructure/SCADA (Supervisory Controls And Data Acquisition); recommended for priority funding in FY12. This project supports both Water and Sewer infrastructure, and is listed under the Sewer Fund projects.
- Vehicles: refer to Vehicle Replacement Program section

Planning documents pertaining to water infrastructure include:

- City of Annapolis Ten Year Water & Sewerage Plan for water and sewer infrastructure (underway)
- Water Supply Capacity Management Plan (2008)
- Anne Arundel County Master Plan for Water Supply & Sewerage Systems (2007)

Project Detail

Project Title Water Treatment Plant	**Project Number** 724
Asset Category Water Infrastructure	**Location** WTP site, Defense Highway
Initiating Department/Division Public Works	**Priority Score**
Project Description The WTP is at the end of its useful life and in need of replacement. It has significant operational and structural constraints. The existing facility has regulatory and safety issues. Hydraulic issues limit the production capacity of the plant to below its design capacity. A Facility Plan Report (2009) showed that operational and structural constraints result in less than efficient and economical production of drinking water. Replacement parts for most of the mechanical equipment are difficult to find; some part are no longer being made. At best, refurbishing the existing plant would be difficult, and operational and structural constraints would remain. The results of the life-cycle cost and qualitative analyses show that a new water treatment plant is the best alternative	
FY12 Budget commitment allows project stage:	
Prior Funding FY11: $503,000 budgeted. Funds will be used to replace fluoride system and complete bridging documents.	
Potential non-City sources of funding: MDE Low-Interest Loan: ~$21.5 to $46.8M (Assumed $21.5M for Funding Schedule, below) MDE Grant: ~$1.5M	

Appropriation Schedule	Budget Adopted FY12	5-Year Capital Plan Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related	2,060,000						2,060,000
Consultant Fees (PM)	300,000						300,000
Financing, Accounting & Legal Fees	90,000						90,000
Misc. Fees (City Admin.)	997,000						997,000
Construction Costs (D/B)	47,300,000						47,300,000
Total	50,747,000	0	0	0	0	0	50,747,000

Funding Schedule

Bond funds	277,000		18,220,000	9,250,000			27,747,000
Operating funds							
MDE Loan		10,300,000	11,200,000				21,500,000
MDE Grant		1,500,000					1,500,000
Other							
Total	277,000	11,800,000	29,420,000	9,250,000			50,747,000

* Note: Appropriation Schedule represents total project appropriation needs. Funding Schedule represents cash flow expectations. Temporary funds will be needed to cover D/B Contractor costs prior to MDE reimbursement.

Project Detail

Project Title Water Distribution Rehab	**Project Number** 738
Asset Category Water Infrastructure	**Location** City-wide
Initiating Department/Division Public Works	**Priority Score**
Project Description The existing water distribution grid is aging, as is evidenced by the frequent failures. Based on a useful life of 80 years, the financial consultant has calculated the required water distribution system rehabilitation capital needs for the next 20 years to address the pipes, valves, and hydrants that have exceeded or will reach the end of their useful life. Addressing the capital needs will minimize the potential for a major failure. Sediment deposits, loss of smooth surface, etc. has caused a reduction in the capacity of the pipes. This, in turn, causes higher operational costs and more frequent failure, putting a heavy burden on the operations fund and crew. Without immediate action to implement an ongoing water distribution infrastructure replacement plan, there will be an increase in water loss, service interruptions and emergency repairs.	
FY12 Budget commitment allows project stage: Design & Construction	
Prior Funding: **FY11:** $102,000 budgeted via restructuring of bond debt in 2011.	
Potential non-City sources of funding:	

Appropriation Schedule	Budget Adopted FY12	5-Year Capital Plan Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related	130,000	140,000	150,000	160,000	165,000	170,000	915,000
Consultant Fees	200,000	210,000	225,000	240,000	250,000	260,000	1,385,000
Financing, Accounting & Legal Fees	25,000	25,000	30,000	30,000	35,000	35,000	180,000
Misc. Fees	40,000	40,000	45,000	45,000	50,000	50,000	270,000
Construction Costs	1,323,000	1,465,000	1,480,000	1,515,000	1,550,000	1,595,000	8,928,000
Total	1,718,000	1,880,000	1,930,000	1,990,000	2,050,000	2,110,000	11,678,000

Funding Schedule							
Bond funds	1,718,000	1,880,000	1,930,000	1,990,000	2,050,000	2,110,000	11,678,000
Operating funds							
Other							
Total	1,718,000	1,880,000	1,930,000	1,990,000	2,050,000	2,110,000	11,678,000

SEWER FUND

The Sewer Fund is an enterprise fund used to account for all financial activity associated with the operation of the City's sewage collection and treatment program. The fund's primary sources of revenue are user charges levied on sewer system customers and capital facilities assessments (CFA). In 2011 a Rate Study is underway to review the revenue requirements and rate structure that supplies revenue to this fund.

The Sewer Fund supports two operational divisions: the Water Reclamation Facility and the Wastewater Collection division. The Water Reclamation Facility accounts for the City's share of operating expenses for the treatment of all wastewater generated by City customers and certain Anne Arundel County customers at the Annapolis Wastewater Treatment Plant, which is owned jointly by Annapolis and Anne Arundel County. The Wastewater Collection division is responsible for operating, maintaining and repairing the City's 127-mile sewage conveyance system, including 25 pumping stations. Operational costs that are supported by the Sewer Fund and are detailed in the Operating Budget include personnel and administrative costs.

Capital projects supported by the Sewer Fund in the FY2012-2017 Capital Improvement Program include:

- Rehabilitation of Pump Stations (recommended for design and construction funds in FY12)
- Upgrades/modernization of the Wastewater Conveyance Infrastructure (recommended for design and construction funds in FY12)
- Upgrade of Radio communications infrastructure/SCADA (Supervisory Controls And Data Acquisition); recommended for priority funding in FY12
- Vehicles: refer to Vehicle Replacement Program section

Planning documents pertaining to wastewater (sewer) infrastructure include:

- City of Annapolis Ten Year Water & Sewerage Plan for water and sewer infrastructure (underway)
- Anne Arundel County Master Plan for Water Supply & Sewerage Systems (2007)

Project Detail

Project Title Sewage Pump Station Rehabilitation	**Project Number** 706
Asset Category Wastewater Infrastructure	**Location** Pump Station Sites
Initiating Department/Division Public Works	**Priority Score**
Project Description Replacement of sewage pump stations or pumps with new pumps and, in some cases, variable speed control. There are 25 pump stations in the City and most have aging pumps that pose an imminent threat of failure, and thus a threat to the health and safety of the citizens. In fact, several have failed, requiring immediate dispatch of emergency pumps to prevent sewage spill and having an adverse impact on the cost of operation. Some of the pumps are so old that parts have to be specially made for them. Two of the pump stations, Bywater and Whitton Ct. require complete replacements. These pre-fabricated "Tin Can" pumping stations consist of an underground steel shell containing the pumps and controls. These stations are in excess of 30 years old and the steel containment vessels are at the end of their design lives. In all cases, new high efficiency or variable speed drive pumps result in longer pump life, reduced energy consumption, more constant flow in down stream pipes and, most importantly, increased dependability.	
FY12 Budget commitment allows project stage: Design & Construction	
Prior Funding FY11: $490,743 budgeted via restructuring of bond debt in 2011.	
Potential non-City sources of funding:	

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related	110,000	30,000					140,000
Consultant Fees	70,000						70,000
Financing, Accounting & Legal Fees	20,000	5,000					25,000
Miscellaneous Fees	30,000	6,000					36,000
Construction Costs	1,009,000	292,500					1,301,500
Total	1,239,000	333,500					1,572,500

Funding Schedule							
Bond funds	1,239,000	333,500					1,572,500
Operating funds							0
Other							0
Other							0
Total	1,239,000	333,500					1,572,500

Project Detail

Project Title	**Project Number**
Sewer Rehabilitation & Upgrades	743
Asset Category	**Location**
Wastewater Infrastructure	City-wide
Initiating Department/Division	**Priority Score**
Public Works	

Project Description

Over half of the City's sewers are greater than 50 years old and many are over 80 years old and require repair. Based on a useful life of 80 years, our financial consultant has calculated the required sewer rehabilitation capital needs for the next 20 years to address the sewers that have exceeded or will reach the end of their useful life. Addressing the capital needs minimizes the potential for a major failure.

Most of the pipes needing rehabilitation can be lined using trenchless methods. Others will need replacement. The decision is made based on site investigation. This project is expected to be multi-year and is expected to be focused on the oldest pipes, such as those in the Eastport and Historic District areas. The majority of the pipes are either vitrified clay (terracotta) pipes, which notoriously have joint failures, or concrete pipes, which deteriorate due to the sewer gases. Pipe joint failures and other leaks due to deterioration typically cause excessive infiltration and increased pumping and treatment needs and costs. In addition, the environmental impact of pipe failure is of concern.

FY12 Budget commitment allows project stage: Design & Construction

Prior Funding

FY11: $1,200,000 budgeted via restructuring of bond debt in 2011.

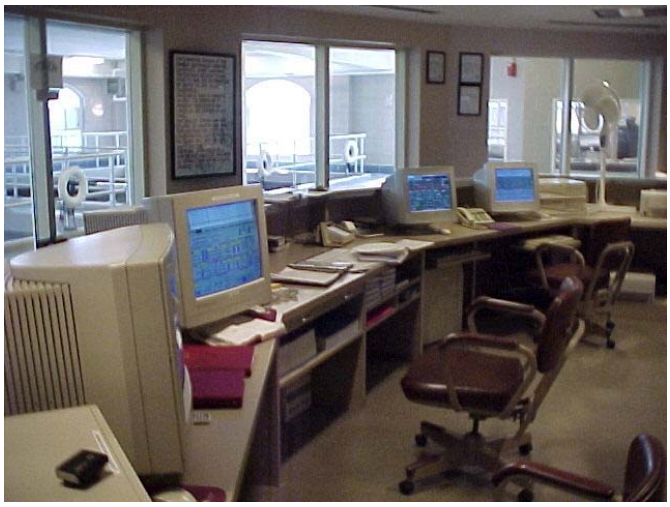
Potential non-City sources of funding:

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related	80,000	180,000	185,000	190,000	200,000	210,000	1,045,000
Consultant Fees	130,000	270,000	275,000	285,000	300,000	310,000	1,570,000
Financing, Accounting & Legal Fees	15,000	35,000	35,000	40,000	40,000	40,000	205,000
Miscellaneous Fees	20,000	50,000	50,000	60,000	50,000	50,000	280,000
Construction Costs	805,000	1,785,000	1,845,000	1,885,000	1,940,000	1,990,000	10,250,000
Total	1,050,000	2,320,000	2,390,000	2,460,000	2,530,000	2,600,000	13,350,000

Funding Schedule

Bond funds	1,050,000	2,320,000	2,390,000	2,460,000	2,530,000	2,600,000	13,350,000
Operating funds							
Other							
Total	1,050,000	2,320,000	2,390,000	2,460,000	2,530,000	2,600,000	13,350,000

Project Detail

Project Title SCADA/Radio Upgrade	**Project Number** tbd
Asset Category Wastewater Infrastructure Water Infrastructure	**Location** 935 Spa Road, Water Treatment Plant, 4 Tanks sites & 28 pump station/meter sites
Initiating Department/Division Public Works	**Priority Score**
Project Description Currently, the City uses Verizon land telephone lines for communication of Supervisory Controls And Data Acquisition (SCADA) information from the City's sewage pump stations to the central system at 935 Spa Road and from the water tanks to the WTP chart recorders. However, Verizon will very likely stop supporting the existing setup in the very near future and, even now, service is compromised. In addition, the City's old central Siemens Microcat master telemetry system for pump station controls and most of the pump station remote telemetry units are obsolete. This project is to replace the obsolete controls and communications system. The new wastewater collection SCADA system will include Microcat's successor, the LC3000 master telemetry system and LC150 or LC2000 remote telemetry units at each pump station, as well as at the siphon headworks and the two Navy flow meter locations. The new water tank SCADA system will include LC3000 master telemetry system at the Water Treatment Plant and LC2000 remote telemetry units at each tank site. Communication will be using VHF radio (licensed through FCC), which after the original licensing process, has only a small annual relicensing fee (which may actually be waived for local governments), allowing the City to eliminate the costly monthly telephone lease lines.	
FY12 Budget commitment allows project stage:	
Prior Funding FY11: $790,000 budgeted via restructuring of bond debt in 2011 (within project #706/Sewer Pump Station Rehab).	
Potential non-City sources of funding:	

	Budget	5-Year Capital Plan					
Appropriation Schedule	Adopted FY12	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	FY12 - FY17 Total
Construction Related	25,000	10,000	10,000		20,000	30,000	95,000
Consultant Fees	115,000	15,000	15,000		875,000	140,000	1,160,000
Financing, Accounting & Legal Fees	5,000	2,000	2,000		10,000	6,000	25,000
Miscellaneous Fees	8,000	3,000	3,000		15,000	9,000	38,000
Construction Costs	260,000	90,000	90,000			315,000	755,000
Total	413,000	120,000	120,000	0	920,000	500,000	2,073,000

Funding Schedule							
Bond funds - Water	173,000						173,000
Operating funds - Water		120,000	120,000			210,000	450,000
Bond funds - Sewer	240,000						240,000
Operating funds - Sewer					920,000	290,000	1,210,000
Total	413,000	120,000	120,000	0	920,000	500,000	2,073,000

Summary: FY12 Capital Projects

			FY12 Need	FY12 Source of Funds						
						Other				
Categories	CIP #	FY12 Project Name	Total Project Cost	Bond funds	Operating funds	State Bond Funds	Program Open Space (POS)	CDBG	MHAA/ MHT	SRTS
		GENERAL FUND								
City Buildings	522/542	Maintenance Facilities	250,000	250,000						
	544	City Hall Restoration	0							
	742	Market House	0			250,000			100,000	
	tbd	Facility/Infrastructure Asset Mngmt Prog.	200,000	200,000						
	tbd	Stanton Center	150,000	95,000				55,000		
Roads/Sidewalks	477	General Roadways	2,000,000	2,000,000						
	tbd	General Sidewalks	112,000							112,000
	456	Greenfield Street Relocation	452,300	452,300						
Special Projects/	739	City Dock Development	140,000	140,000						
Econ Dev/	531	Capital Grants to Annapolis Non-profits	260,000	260,000						
Parks	358	Truxtun Park Improvements	200,000	133,046			66,954			
	122	Landfill Gas Mitigation	989,990	989,990						
		ENTERPRISE FUNDS								
		Stormwater Fund								
Stormwater	735	Stormwater Mgmt Retrofit Projects	100,000	100,000						
	tbd	Stormwater Best Management Practices	0							
		Water Fund								
Water	724	Water Treatment Plant	50,747,000	277,000						
	738	Water Distribution Rehab	1,718,000	1,718,000						
	tbd	SCADA/Radio Upgrade - Water	173,000	173,000						
		Sewer Fund								
Sewer	706	Sewer Pump Station Rehab	1,239,000	1,239,000						
	743	Sewer Rehab & Upgrades	1,050,000	1,050,000						
	tbd	SCADA/Radio Upgrade - Sewer	240,000	240,000						
		Off-Street Parking Fund								
Off Street Parking	732	Hillman Garage	0							
		Dock Fund								
Dock	717	Bulkhead Replacement, Phase 2	0							
	731	Harbormaster Building	0							
		Project Cost TOTAL:	60,021,290	9,317,336	0	250,000	66,954	55,000	100,000	112,000
		Water Treatment Plant excluded - Project Cost TOTAL:	9,274,290							

Summary: FY12-FY17
Capital Projects: Total Project Cost

Categories	CIP #	Project Name	FY12	FY13	FY14	FY15	FY16	FY17	FY12-FY17 Total
		GENERAL FUND							
City Buildings	522/542	Maintenance Facilities	250,000						250,000
	544	City Hall Restoration		1,960,874					1,960,874
	742	Market House							
	tbd	Facility/Infrastructure Asset Mngmt Program	200,000						200,000
	tbd	Stanton Center	150,000						150,000
Roads/Sidewalks	477	General Roadways	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	12,000,000
	tbd	General Sidewalks	112,000	500,000	500,000	500,000	500,000	500,000	2,612,000
	456	Greenfield Street Relocation	452,300						452,300
Special Projects/	739	City Dock Development	140,000						140,000
Econ Dev/	531	Capital Grants to Annapolis Non-profits	260,000						260,000
Parks	358	Truxtun Park Improvements	200,000	100,000	80,000	88,000			468,000
	122	Landfill Gas Mitigation	989,990	360,000	360,000	360,000	360,000	360,000	2,789,990
		ENTERPRISE FUNDS							
		Stormwater Fund							
Stormwater	735	Stormwater Mgmt Retrofit Projects	100,000	100,000	100,000	100,000	100,000	100,000	600,000
	tbd	Stormwater Best Management Practices							0
		Water Fund							
Water	724	Water Treatment Plant	50,747,000						50,747,000
	738	Water Distribution Rehab	1,718,000	1,880,000	1,930,000	1,990,000	2,050,000	2,110,000	11,678,000
	tbd	SCADA/Radio Upgrade - Water	173,000	120,000	120,000			210,000	623,000
		Sewer Fund							
Sewer	706	Sewer Pump Station Rehab	1,239,000	333,500					1,572,500
	736	Sewer Rehab & Upgrades	1,050,000	2,320,000	2,390,000	2,460,000	2,530,000	2,600,000	13,350,000
	tbd	SCADA/Radio Upgrade - Sewer	240,000				920,000	290,000	1,450,000
		Off-Street Parking Fund							
Off Street Parking	732	Hillman Garage				300,000	765,190	20,787,970	21,853,160
		Dock Fund							
Dock	717	Bulkhead Replacement, Phase 2			130,000	6,000,000			6,130,000
	731	Harbormaster Building			130,000	2,000,000			2,130,000
		Project Cost TOTAL:	60,021,290	9,674,374	7,740,000	15,798,000	9,225,190	28,957,970	131,416,824
		Water Treatment Plant excluded - Project Cost TOTAL:	9,274,290						

VEHICLE REPLACEMENT PROGRAM

The City's vehicle replacement program will be established in FY12. It represents a budget and schedule for the City's vehicle fleet of 337 vehicles. *For FY12, the budget allocation was determined by City Council vote on O-10-11-Amended and R-17-11-Amended.*

For the purpose of budgeting, the fleet is divided into three general categories – general purpose vehicles supported by the general fund; specialized or high value vehicles supported by the general fund; and the vehicles supported by enterprise funds. See Table 1 for the count of vehicles shown by department and fund.

- General purpose vehicles include pickup trucks, a variety of sedans, and police cars. They comprise 61 percent of the entire fleet (208 of the 337 vehicles). General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the City's annual operating costs.
- Specialized and high value vehicles comprise 39 percent of the fleet (128 of the total fleet of 337 vehicles). These vehicles are just as integral to City operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, street sweeper trucks, and others for which appropriations need to be planned.

The vehicle replacement program will involve several components to be implemented over the course of FY12 and beyond.

1. Financing

For the general purpose vehicles supported by the general fund, an annual budget of $761,593 for vehicle replacement is proposed. This annual budget includes $321,832 to replace police cars on a five-year cycle, including the necessary radio and computer equipment. The annual budget also includes $439,761 to replace the remaining general purpose vehicles on a seven-year cycle. Table 2 shows the funding plan for the vehicles supported by this annual budget. The annual budget represents an averaged, or "smoothed out" budget over time. Table 3 lists the 181 vehicles that are supported by this annual budget. This annual budget takes care of the vehicle replacement needs for the following departments entirely: Central Services, DNEP, Mayor's Office, Parking Enforcement in the Transportation Department, and three divisions of Public Works: Administration, Engineering, and Traffic Control & Maintenance. This budget also partially funds the vehicle needs of the following departments, with the remainder accounted for under the Specialized or High Value vehicle budget allocation: Police, Fire, Recreation & Parks, and the following divisions of Public Works – Roadways, Fleet Maintenance, and Streetscape. Excluded from this budget figure are the vehicles supported by the enterprise funds.

For the specialized and high value vehicles supported by the general fund, an annual appropriation that will vary somewhat by year is proposed. Table 4 lists the 69 vehicles that are funded this way, along with the schedule of recommended appropriations. An appropriation of $1,038,222 is recommended for FY12. Excluded from the budget figures in table 4 are the vehicles supported by enterprise funds. The vehicles supported by enterprise funds are shown in table 5.

The summary of need is shown:

	FY12 Need	FY13	FY14	FY15	FY16
Annual Budget: General Fund (Table 2)					
General purpose vehicles	761,593	761,593	761,593	761,593	761,593
Annual Appropriation: General Fund (Table 4)					
Specialized or High Value vehicles	1,038,222	1,382,183	755,166	1,138,737	283,173
Annual Appropriation: Enterprise funds (Table 5)					
Dock Enterprise Fund	60,000	0	0	40,000	0
Sewer Enterprise Fund	0	0	0	138,737	30,692
Water Enterprise Fund	101,233	0	48,731	205,507	67,613
Stormwater Enterprise Fund	0	0	0	108,045	30,692
Refuse Enterprise Fund	0	821,331	219,676	127,600	541,091
Transportation Enterprise Fund	165,927	33,185	0	0	98,554
Total	2,126,975	2,998,292	1,785,166	2,520,219	1,813,408

All cost estimates represent 2011 costs, and should be adjusted annually.

2. Internal Accounting: Operating and Replacement Rates and Depreciation

A Vehicle Depreciation Fund will be implemented and reflected in departmental budgets during FY12. This fund will account for the costs of maintaining and operating vehicles, and their depreciation. These costs will be charged back to departments.

Vehicle Depreciation Fund		
Central Services		
DNEP		
Fire		
Mayor's Office		
Public Works		
Recreation & Parks		
Transportation		
Harbormaster		

3. Centralized Fleet Management

Over the course of FY12, the City will investigate the feasibility of converting to a system of centralized fleet management. Centralized fleet management could achieve efficiencies by managing staff, resources, records, vendor relationships, facilities, and budgets comprehensively to best meet the needs of the whole organization. This investigation will coincide with the capital project titled ‘Maintenance Facilities’, for which a planning budget is approved in FY12.

4. Vehicle Replacement Policy

The City will create a Vehicle Replacement Policy. The goals of the policy will include:

- Guidelines to replace vehicles before service delivery is impacted negatively;
- Right-sizing the fleet and maximizing vehicle availability for all user departments;
- Minimizing costs from vehicle downtime and emergency maintenance and operational costs;
- Taking advantage of opportunities to implement new technology to achieve fuel conservation and reduced emissions;
- Promoting safety, reliability and operational efficiencies; and
- Enhancing the public image of the City’s fleet.

Annapolis Vehicle Replacement Program

Table 1: Vehicle Count by Department and Fund

Department	***Total # vehicles***	***# General Purpose vehicles****	***# Specialized/High Value vehicles*****
General Fund			
Central Services	4	4	0
DNEP	18	18	0
Fire	45	26	19
Mayor's Office	1	1	0
Police	94	89	5
Public Works - Administration	5	5	0
Public Works - Engineering	3	3	0
Public Works - Roadways	22	6	16
Public Works - Fleet Maintenance	8	6	2
Public Works - Traffic Control & Maint	4	4	0
Public Works - Streetscape	14	4	9
Recreation & Parks	24	10	14
Transportation - Parking Enforcement	5	5	0
Sub-Total:	**247**	181	65
Enterprise Fund: Dock			
Harbormaster	4	1	3
Sub-Total:	**4**		
Enterprise Fund: Transportation			
Transportation - Transit	35	7	28
Sub-Total:	**35**		
Enterprise Fund: Sewer			
Public Works - Wastewater Coll	9	2	7
Sub-Total:	**9**		
Enterprise Fund: Water			
Public Works - Water Distribution	14	9	5
Public Works - Water Supply & Treat	7	4	3
Sub-Total:	**21**	**13**	**8**
Enterprise Fund: Stormwater			
Public Works - Stormwater	3	0	3
Sub-Total:	**3**		**3**
Enterprise Fund: Refuse			
Public Works - Residential Refuse	8	1	7
Public Works - Yard Waste	10	3	7
Sub-Total:	**18**	**4**	**14**
TOTAL:	**337**	**208**	**128**

* Vehicle Classes included in the 'General Purpose Vehicle' designation:

Police Car	V110	Multi-purpose truck	V265
General Use Sedan	V120	Cargo van	V150
Pickup truck	V260		

** Vehicle Classes included in the 'Specialized or High Value' designation:

Passenger van	V140	Bulldozer	V270
Passenger bus	V160	Grader	V271
Other automobiles	V195	Earth scraper/mover	V272
Fire pumper truck	V210	Backhoe/loader	V280
Fire ladder truck	V211	Other trucks	V290
Fire brush truck	V212	Boat	V295
Fire rescue truck	V213	Trailer	V320
Paramedic unit	V214	Tractor	V330
Ambulance	V215	Forklift	V370
Miscellaneous medical	V216	Concrete mixer	V375
Dump truck	V220	Other vehicles	V380
Utility truck	V230	Refuse packer body	V381
Refuse truck	V240	Other truck bodies	V382
Water truck	V250	Lawn tractor	V383
Street sweeper	V255		

Annapolis Vehicle Replacement Program

Table 2: Annual recurring budget for replacement of General Purpose vehicles supported by the General Fund

Department	***Total # vehicles***	***# of General Purpose vehicles***	V110 Police Car	V120 Gen Use Sedan	V260 Pickup truck	V265 Multi-purpose truck	V150 Cargo Van
General Fund							
Central Services	4	4			2		2
DNEP	18	18		14	3	1	
Fire	45	26		10	3	13	
Mayor's Office	1	1				1	
Police	94	89	49	27	1	9	3
Public Works - Administration	5	5		4		1	
Public Works - Engineering	3	3			1	2	
Public Works - Roadways	22	6			5		1
Public Works - Fleet Maintenance	8	6		1	1	2	2
Public Works - Traffic Control & Maint	4	4			3		1
Public Works - Streetscape	14	4			4		
Recreation & Parks	24	10			9	1	
Transportation - Parking Enforcement	5	5		4			1
Sub-Total:	247	**181**	49	60	32	30	10
Average replacement cost (2011 values)			24,840	19,590	27,020	26,720	23,669
Radio & MDT			8,000				
Total Replacement Cost (2011 values)		4,687,490	1,609,160	1,175,400	864,640	801,600	236,690
5 year replacement cycle, annual cost		321,832	321,832				
7 year replacement cycle, annual cost		439,761		167,914	123,520	114,514	33,813
ANNUAL Replacement Budget (2011 values)		**761,593**	**321,832**	**167,914**	**123,520**	**114,514**	**33,813**

Annapolis Vehicle Replacement Program

Table 3. General Purpose vehicles recommended for an annual budget allocation from the General Fund

			Replacement Year				
Asset #	*Description*	*Class Description*	FY12	FY13	FY14	FY15	FY16
CENTRAL SERVICES							
51310	VEH - 2003 Chevrolet Express cargo van	Cargo van			22500		
51495	VEH - 2004 Chevrolet Express Cargo Van used	Cargo van					22500
51496	VEH - 2004 Ford Ranger pickup used	Pickup truck					15000
51505	VEH - 2006 Chevrolet Silverado pickup used	Pickup truck					
	SUB-TOTAL:		0	0	22500	0	37500
DEPT OF NEIGHBORHOOD AND ENVIRONMENTAL PROGRAMS							
51052	VEH - 1997 Chevrolet Cavalier	General use sedan	25,914				
51119	VEH - 1999 Chevrolet Cavalier	General use sedan		13,265			
51120	VEH - 1999 Chevrolet Cavalier	General use sedan		13,265			
51138	VEH - 1999 Chevrolet Cavalier	General use sedan	25,914				
51152	VEH - 2000 Chevrolet Cavalier	General use sedan		13,265			
51153	VEH - 2000 Chevrolet Cavalier	General use sedan		13,265			
51185	VEH - 2000 Chevrolet Cavalier	General use sedan		13,265			
51291	VEH - 2003 Honda Civic hybrid	General use sedan			17,576		
51292	VEH - 2003 Honda Civic hybrid	General use sedan			17,576		
51317	VEH - 2003 Honda Civic Hybrid	General use sedan			17,576		
51318	VEH - 2003 Honda Civic Hybrid	General use sedan			17,576		
51337	VEH - 2004 Honda Civic hybrid	General use sedan				17,576	
51371	VEH - 2005 Dodge Neon	General use sedan				13,265	
51372	VEH - 2005 Dodge Neon	General use sedan				13,265	
51136	VEH - 1999 Chevrolet pickup truck	Pickup truck	25,914				
51497	VEH - 2004 GMC Sierra pickup used	Pickup truck					18,218
51504	VEH - 2004 Ford Ranger pickup used	Pickup truck					18,218
51437	VEH - 2008 Ford Escape hybrid	Multi-purpose truck					
	SUB-TOTAL:		77,742	66,325	70,304	44,106	36,436
FIRE DEPARTMENT							
51023	VEH - 1996 Ford Taurus	General use sedan	14,000				
51044	VEH - 1996 Ford Crown Victoria Police Interceptor	General use sedan	23,000				
51068	VEH - 1997 Chevrolet Suburban	Multi-purpose truck	28,000				
51105	VEH - 1998 Chevrolet pickup truck	Pickup truck		36,000			
51123	VEH - 1999 Ford Crown Victoria Police Interceptor	General use sedan	25,000				
51148	VEH - 1999 Ford pickup	Pickup truck		23,500			
51149	VEH - 1999 Ford Crown Victoria Police Interceptor	General use sedan	17,500				
51156	VEH - 2000 Ford Taurus	General use sedan	14,000				
51174	VEH - 2000 Ford Crown Victoria Police Interceptor	General use sedan	14,000				
51177	VEH - 2000 Ford Crown Victoria Police Interceptor	General use sedan	23,000				
51197	VEH - 2001 Chevrolet Suburban	Multi-purpose truck	30,000				
51198	VEH - 2001 Chevrolet Suburban	Multi-purpose truck	30,000				
51199	VEH - 2001 Chevrolet Suburban	Multi-purpose truck		30,000			
51259	VEH - 2002 Ford Taurus	General use sedan		18,000			
51260	VEH - 2002 Ford Taurus	General use sedan		14,000			
51355	VEH - 2005 Chevrolet Suburban	Multi-purpose truck				30,000	
51361	VEH - 2004 Chevrolet Tahoe (Homeland)	Multi-purpose truck			30,000		
51362	VEH - 2005 Ford Crown Victoria Police Interceptor	General use sedan				22,000	
51377	VEH - 2005 Ford Explorer	Multi-purpose truck				30,000	
51379	VEH - 2005 Chevrolet Tahoe (Homeland)	Multi-purpose truck				30,000	
51399	VEH - 2006 Ford bomb squad pickup	Pickup truck				50,000	
51438	VEH - 2007 Ford Expedition EL Special Services	Multi-purpose truck					
51439	VEH - 2007 Ford Expedition SSV	Multi-purpose truck					
51440	VEH - 2007 Ford Expedition SSV	Multi-purpose truck					
51490	VEH - 2009 Chevrolet Suburban	Multi-purpose truck					
51531	VEH - 2009 Chevrolet Suburban	Multi-purpose truck					
	SUB-TOTAL:		218,500	121,500	30,000	162,000	0
MAYOR'S OFFICE							
51436	VEH - 2008 Ford Escape hybrid	Multi-purpose truck		25,914			
POLICE DEPARTMENT							
51232	VEH - 2002 Ford Crown Victoria Police Interceptor	Police car		24,840			
51478	VEH - 2009 Ford Crown Victoria Police Interceptor	Police car					24,840
51235	VEH - 2002 Ford Crown Victoria Police Interceptor	Police car		24,840			
51236	VEH - 2002 Ford Crown Victoria Police Interceptor	Police car	24,840				
51477	VEH - 2009 Ford Crown Victoria Police Interceptor	Police car					24,840
51480	VEH - 2009 Ford Crown Victoria Police Interceptor	Police car					24,840

Note: Replacement cost is omitted from this table when replacement year is in FY17 or beyond, or if management review of operations is underway.
All cost estimates represent 2011 costs.

Annapolis Vehicle Replacement Program

Table 3. General Purpose vehicles recommended for an annual budget allocation from the General Fund

			Replacement Year				
Asset #	*Description*	*Class Description*	FY12	FY13	FY14	FY15	FY16
51479	VEH - 2009 Ford Crown Victoria Police Interceptor	Police car					24,840
51368	VEH - 2005 Ford Crown Victoria Police Interceptor	Police car		24,840			
51203	VEH - 2001 Ford Crown Victoria Police Interceptor	Police car	24,840				
51364	VEH - 2005 Ford Crown Victoria Police Interceptor	Police car		24,840			
51128	VEH - 1999 Ford Crown Victoria Police Interceptor	Police car	24,840				
51367	VEH - 2005 Ford Crown Victoria Police Interceptor	Police car	24,840				
51205	VEH - 2001 Ford Crown Victoria Police Interceptor	Police car	24,840				
51523	VEH - 2010 Ford Crown Victoria Police Interceptor	Police car					
51528	VEH - 2010 Ford Crown Victoria Police Interceptor	Police car					
51366	VEH - 2005 Ford Crown Victoria Police Interceptor	Police car		24,840			
51169	VEH - 2000 Ford Crown Victoria Police Interceptor	Police car	24,840				
51443	VEH - 2007 Ford Crown Victoria Police Interceptor	Police car			24,840		
51444	VEH - 2007 Ford Crown Victoria Police Interceptor	Police car			24,840		
51446	VEH - 2007 Ford Crown Victoria Police Interceptor	Police car			24,840		
51201	VEH - 2001 Ford Crown Victoria Police Interceptor	Police car	24,840				
51274	VEH - 2003 Ford Crown Victoria Police Interceptor	Police car		24,840			
51279	VEH - 2003 Ford Crown Victoria Police Interceptor	Police car		24,840			
51277	VEH - 2003 Ford Crown Victoria Police Interceptor	Police car		24,840			
51363	VEH - 2005 Ford Crown Victoria Police Interceptor	Police car		24,840			
51442	VEH - 2007 Ford Crown Victoria Police Interceptor	Police car			24,840		
51278	VEH - 2003 Ford Crown Victoria Police Interceptor	Police car		24,840			
51280	VEH - 2003 Ford Crown Victoria Police Interceptor	Police car		24,840			
51281	VEH - 2003 Ford Crown Victoria Police Interceptor	Police car		24,840			
51448	VEH - 2007 Ford Crown Victoria Police Interceptor	Police car			24,840		
51484	VEH - 2009 Ford Crown Victoria Police Interceptor	Police car					24,840
51330	VEH - 2004 Ford Crown Victoria Police Interceptor	Police car		24,840			
51527	VEH - 2010 Ford Crown Victoria Police Interceptor	Police car					
51445	VEH - 2007 Ford Crown Victoria Police Interceptor	Police car			24,840		
51332	VEH - 2004 Ford Crown Victoria Police Interceptor	Police car		24,840			
51526	VEH - 2010 Ford Crown Victoria Police Interceptor	Police car					
51481	VEH - 2009 Ford Crown Victoria Police Interceptor	Police car					24,840
51483	VEH - 2009 Ford Crown Victoria Police Interceptor	Police car					24,840
51441	VEH - 2007 Ford Crown Victoria Police Interceptor	Police car			24,840		
51333	VEH - 2004 Ford Crown Victoria Police Interceptor	Police car		24,840			
51335	VEH - 2004 Ford Crown Victoria Police Interceptor	Police car		24,840			
51525	VEH - 2010 Ford Crown Victoria Police Interceptor	Police car					
51365	VEH - 2005 Ford Crown Victoria Police Interceptor	Police car		24,840			
51370	VEH - 2005 Ford Crown Victoria Police Interceptor	Police car	24,840				
51336	VEH - 2004 Ford Crown Victoria Police Interceptor	Police car	24,840				
51482	VEH - 2009 Ford Crown Victoria Police Interceptor	Police car					24,840
51524	VEH - 2010 Ford Crown Victoria Police Interceptor	Police car					24,840
51206	VEH - 2001 Ford Crown Victoria Police Interceptor	Police car	24,840				
51447	VEH - 2007 Ford Crown Victoria Police Interceptor	Police car			24,840		
	SUB-TOTAL* :		248,400	422,280	198,720	0	223,560
	*does not include cost for radio & computer equipment						
51326	VEH - 2003 Ford Taurus SE	General use sedan		13,265			
51324	VEH - 2003 Ford Taurus SE	General use sedan	13,265				
51451	VEH - 2007 Ford Taurus	General use sedan				13,265	
51157	VEH - 2000 Ford Taurus	General use sedan	13,265				
51514	VEH - 2009 Chrysler Sebring sedan	General use sedan					
51314	VEH - 2000 Ford Ranger	General use sedan		15,534			
51158	VEH - 2000 Ford Taurus	General use sedan			13,265		
51159	VEH - 2000 Ford Taurus	General use sedan		13,265			
51325	VEH - 2003 Ford Taurus SE	General use sedan		13,265			
51308	VEH - 2002 Mercury Sable	General use sedan		13,265			
51450	VEH - 2007 Ford Taurus	General use sedan				13,265	
51449	VEH - 2007 Ford Taurus	General use sedan				13,265	
51327	VEH - 2003 Ford Taurus SE	General use sedan	13,265				
51407	VEH - 2005 Ford Taurus	General use sedan				13,265	
51288	VEH - 2003 Ford Taurus	General use sedan			13,265		
51287	VEH - 2003 Ford Taurus	General use sedan		13,265			
51408	VEH - 2005 Dodge Stratus	General use sedan			13,265		
51516	VEH - 2007 Ford Fusion sedan	General use sedan				13,265	
51513	VEH - 2007 Chrysler Sebring sedan	General use sedan				13,265	

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Annapolis Vehicle Replacement Program

Table 3. General Purpose vehicles recommended for an annual budget allocation from the General Fund

			Replacement Year				
Asset #	*Description*	*Class Description*	FY12	FY13	FY14	FY15	FY16
51406	VEH - 2005 Ford Taurus	General use sedan		13,265			
51403	VEH - 2005 Ford Taurus	General use sedan		13,265			
51214	VEH - 2001 Ford Taurus	General use sedan	13,265				
51215	VEH - 2001 Ford Taurus	General use sedan		13,265			
51313	VEH - 2002 Mercury Sable	General use sedan	13,265				
51405	VEH - 2005 Ford Taurus	General use sedan		13,265			
51404	VEH - 2005 Ford Taurus	General use sedan		13,265			
51312	VEH - 2002 Ford Taurus	General use sedan	13,265				
51494	VEH - 2004 Chevrolet Express Cargo Van used	Cargo van			22,985		
51309	VEH - 2003 Chevrolet Express cargo van	Cargo van		17,147			
51209	VEH - 2001 Dodge Ram cargo van	Cargo van			17,147		
51409	VEH - 1998 Dodge Ram pickup truck	Pickup truck	23,208				
51431	VEH - 2007 Chevrolet Trailblazer, silver	Multi-purpose truck				25,914	
50940	VEH - 1994 Ford Explorer	Multi-purpose truck	25,914				
51432	VEH - 2007 Chevrolet Trailblazer, blue	Multi-purpose truck				25,914	
51160	VEH - 2000 Ford Explorer	Multi-purpose truck		25,914			
51145	VEH - 1999 Jeep Cherokee	Multi-purpose truck		25,914			
51161	VEH - 2000 Ford Explorer	Multi-purpose truck	25,914				
51378	VEH - 2005 Ford Explorer	Multi-purpose truck		25,914			
51289	VEH - 2003 Ford Explorer	Multi-purpose truck		25,914			
51290	VEH - 2003 Ford Explorer	Multi-purpose truck	25,914				
	SUB-TOTAL:		180,540	268,987	79,927	131,418	0
PUBLIC WORKS - ADMINISTRATION							
51118	VEH - 1999 Ford Taurus	General use sedan		23,443			
51430	VEH - 2007 Ford Taurus	General use sedan					
51046	VEH - 1996 Jeep Cherokee	Multi-purpose truck	23,443				
51006	VEH - 1996 Dodge Intrepid	General use sedan			23,443		
51227	VEH - 2002 Ford Crown Victoria	General use sedan	23,443				
	SUB-TOTAL:		46,886	23,443	23,443	0	0
PUBLIC WORKS - ENGINEERING							
51139	VEH - 1999 Ford pickup	Pickup truck			18,039		
51155	VEH - 2000 Ford Explorer	Multi-purpose truck	23,443				
51389	VEH - 2005 Ford Escape hybrid	Multi-purpose truck				23,443	
	SUB-TOTAL:		23,443	0	18,039	23,443	0
PUBLIC WORKS - ROADWAYS							
50969	VEH - 1994 Ford pickup with utility body & tailgate lift	Pickup truck	30,692				
51249	VEH - 2002 Chevrolet pickup	Pickup truck				30,692	
51469	VEH - 2008 Ford utility pickup truck	Pickup truck					
50949	VEH - 1994 Ford van	Cargo van			15,803		
50968	VEH - 1994 GMC Sierra pickup with Stal body	Pickup truck	18,039				
51084	VEH - 1998 Chevrolet Fleetside pickup	Pickup truck			30,692		
	SUB-TOTAL:		48,731	0	46,495	30,692	0
PUBLIC WORKS - FLEET MAINTENANCE							
51083	VEH - 1998 Chevrolet Fleetside pickup truck	Pickup truck		30,692			
51200	VEH - 2001 Jeep Cherokee Sport	Multi-purpose truck				23,443	
51003	VEH - 1995 Chevrolet van	Cargo van			15,803		
51056	VEH - 1997 Chevrolet Cavalier	General use sedan				23,443	
51501	VEH - 2004 Chevrolet Express Van 1 ton	Cargo van					15,803
51067	VEH - 1997 Ford Explorer	Multi-purpose truck			23,443		
	SUB-TOTAL:		0	30,692	39,246	46,886	15,803
PUBLIC WORKS - TRAFFIC CONTROL & MAINTENANCE							
51347	VEH - 2004 Ford Cargo Van	Cargo van					15803
51255	VEH - 2002 Chevrolet Pickup Truck	Pickup truck				30692	
51293	VEH - 2002 Ford pickup	Pickup truck				30692	
51461	VEH - 2007 Ford Chassis Aerial Platform/Bucket truck	Pickup truck					
	SUB-TOTAL:		0	0	0	61384	15803
PUBLIC WORKS - STREETSCAPE							
51106	VEH - 1998 Chevrolet pickup truck	Pickup truck		51,106			
51137	VEH - 1999 Chevrolet crew cab pickup truck	Pickup truck			51,137		
51211	VEH - 2001 Ford crew cab pickup	Pickup truck				51,211	
51257	VEH - 2002 Chevrolet pickup	Pickup truck				51,257	
	SUB-TOTAL:		0	51,106	51,137	102,468	0
RECREATION & PARKS							
51103	VEH - 1998 Ford pickup truck	Pickup truck	23439				

Note: Replacement cost is omitted from this table when replacement year is in FY17 or beyond, or if management review of operations is underway.
All cost estimates represent 2011 costs.

Annapolis Vehicle Replacement Program

Table 3. General Purpose vehicles recommended for an annual budget allocation from the General Fund

			Replacement Year				
Asset #	*Description*	*Class Description*	FY12	FY13	FY14	FY15	FY16
51142	VEH - 1999 Chevrolet pickup truck	Pickup truck	23439				
51178	VEH - 2000 Chevrolet pickup	Pickup truck		23439			
51182	VEH - 2000 Chevrolet pickup	Pickup truck		23439			
51298	VEH - 2003 Chevrolet Silverado pickup	Pickup truck			30345		
51299	VEH - 2003 Chevrolet Silverado pickup	Pickup truck			30345		
51380	VEH - 2005 Chevrolet Silverado pickup	Pickup truck			30345		
51498	VEH - 2004 Chevrolet Silverado pickup used	Pickup truck				30345	
51499	VEH - 2004 Chevrolet Silverado pickup used	Pickup truck				30345	
51358	VEH - 2005 Jeep Liberty Sport	Multi-purpose truck				25,914	
	SUB-TOTAL:		46878	46878	91035	86604	0
TRANSPORTATION - PARKING ENFORCEMENT							
51315	VEH - 2000 GMC cargo van, meters	Cargo van		19000			
51320	VEH - 2003 Honda Civic Hybrid	General use sedan	17000				
51321	VEH - 2003 Honda Civic Hybrid	General use sedan	17000				
51316	VEH - 2003 Honda Civic hybrid	General use sedan		17000			
51319	VEH - 2003 Honda Civic Hybrid	General use sedan		17000			
	SUB-TOTAL:		34000	53000	0	0	0

Note: Replacement cost is omitted from this table when replacement year is in FY17 or beyond, or if management review of operations is underway.
All cost estimates represent 2011 costs.

Annapolis Vehicle Replacement Program

Table 4. Specialized or High Value vehicles recommended for funding from the General Fund

			Replacement Year				
Asset #	*Description*	*Class Description*	FY12	FY13	FY14	FY15	FY16
FIRE DEPARTMENT							
51045	VEH - 1996 Ford ambulance	Ambulance	225,000				
51091	VEH - 1997 Emergency One Cyclone Pumper truck	Fire pumper truck					
51102	VEH - 1998 Pierce pumper truck	Fire pumper truck		450,000			
51113	VEH - 1998 Pierce rescue truck	Fire rescue truck					
51135	VEH - 1999 Ford Econoline XLT van	Passenger van	23,000				
51263	VEH - 1997 Ferrara Fire Apparatus pumper (volunteer-owr	Fire pumper truck		450,000			
51297	VEH - 2003 International ambulance	Ambulance		225,000			
51342	VEH - 2003 Pierce aerial ladder truck	Fire ladder truck					
51398	VEH - 2006 Pierce MedTec ambulance	Ambulance			200,000		
51401	VEH - 2005 Pierce Dash pumper truck	Fire pumper truck					
51429	VEH - 2006 Metalcraft Marine Fireboat	Boat					
51452	VEH - 2007 Dodge Grand Caravan	Passenger van					
51459	VEH - 2007 Pierce Dash Pumper	Fire pumper truck					
51465	VEH - 2008 International Ambulance PM 36	Ambulance			225,000		
51475	VEH - 2008 International Paramedic unit PM39	Paramedic unit					225,000
51530	VEH - 2010 Bomb Squad Command Center van	Other trucks					
	2001 American LaFrance Tiller (volunteer-owned)					1,000,000	
	2007 Pierce 1250 GPM Pumper Truck (volunteer-owned)						
51144	VEH - 1999 Ford ambulance	Ambulance	225,000				
	SUB-TOTAL:		473,000	1,125,000	425,000	1,000,000	225,000
POLICE DEPARTMENT							
50935	VEH - 1993 Ford Paddywagon van	Passenger van	30,345				
51402	VEH - 2005 Ford Freestar	Passenger van		21,538			
51515	VEH - 2008 Dodge Grand Caravan van	Passenger van					21,538
51425	VEH - 2006 Ford Freestar	Passenger van			21,538		
50660	VEH - 1987 Boston Whaler Guardian 18' boat	Boat					
	SUB-TOTAL:		30,345	21,538	21,538	0	21,538
PUBLIC WORKS - ROADWAYS							
50769	VEH - 1990 International dump truck	Dump truck	108,045				
51007	VEH - 1996 Ford dump truck	Dump truck		108,045			
51147	VEH - 1999 Ford dump truck	Dump truck			108,045		
51193	VEH - 2000 Chevrolet dump truck	Dump truck			108,045		
51217	VEH - 2001 Ford dump truck	Dump truck	108,045				
51258	VEH - 2002 Freightliner dump truck	Dump truck				108,045	
51472	VEH - 2008 International Dump Truck	Dump truck					
51473	VEH - 2008 International Dump Truck	Dump truck					
51474	VEH - 2008 Ford Dump Truck	Dump truck					
50653	VEH - 1986 Mitsubishi forklift	Forklift					
51186	VEH - 2000 Crafco trailer-mounted tar applicator	Trailer					
50596	VEH - Asphalt Roller	Other vehicles					
50973	VEH - 1995 Ingersoll Rand air compressor, portable	Other vehicles					
51111	VEH - Bob Cat Skid-Steer Backhoe/Loader	Backhoe/loader					
51322	VEH - 2003 Caterpillar backhoe/loader	Backhoe/loader					
51416	VEH - 2006 Caterpillar Wheel Loader	Backhoe/loader					
	SUB-TOTAL:		216,090	108,045	216,090	108,045	0
PUBLIC WORKS - FLEET MAINTENANCE							
51218	VEH - 2001 Ford utility truck	Utility truck				30,692	
50823	VEH - Komatsu Forklift	Forklift					
	SUB-TOTAL:		0	0	0	30692	0
PUBLIC WORKS - STREETSCAPE							
50547	VEH - 1984 Mack Refuse chassis with # 50826	Refuse truck	127,600				
50764	VEH - 1989 Mack Refuse chassis with # 50713	Refuse truck		127,600			
51529	VEH - 2009 Mitsubishi Refuse Packer	Refuse truck					
51433	VEH - 2007 Sentinel Power Sweeper	Street sweeper					
51434	VEH - 2007 Sentinel Power Sweeper	Street sweeper					
50828	VEH - 1991 Ford box truck with # 51328	Other trucks					
51435	VEH - 2007 Sentinel Power Sweeper	Street sweeper					
51457	VEH - John Deere Leaf Vacuum Trailer	Trailer					
51458	VEH - John Deere Leaf Vacuum Trailer	Trailer					
	SUB-TOTAL:		127,600	127,600	0	0	0
RECREATION & PARKS							
51267	VEH - 2002 Dodge Caravan SE	Passenger van			21,538		
51455	VEH - 2007 Chevrolet Express passenger van	Passenger van					36,635
51072	VEH - 1997 Dodge Caravan	Passenger van	20,187				

Note: Replacement cost is omitted from this table when replacement year is in FY17 or beyond, or if management review of operational needs is underway. All cost estimates represent 2011 costs.

Annapolis Vehicle Replacement Program

Table 4. Specialized or High Value vehicles recommended for funding from the General Fund

			Replacement Year				
Asset #	*Description*	*Class Description*	FY12	FY13	FY14	FY15	FY16
51453	VEH - 1995 Thomas International School Bus	Passenger bus	45,000				
51454	VEH - 1995 Thomas International School Bus	Passenger bus	45,000				
51506	VEH - 2002 Ford Dump Truck used	Dump truck					
51212	VEH - John Deere Tractor Mower	Lawn tractor			35,000		
51213	VEH - John Deere Utility Tractor	Lawn tractor			18,000		
51238	VEH - John Deere Utility Tractor	Lawn tractor			18,000		
51300	VEH - Gravely Tractor Mower with 72 mower deck"	Lawn tractor	15,000				
51348	VEH - Gravely Tractor with 72 Mower"	Lawn tractor	15,000				
51352	VEH - Gravely Tractor with 72 mower deck"	Lawn tractor	15,000				
51359	VEH - 2005 Kubota TLB Loader/Landscaper Tractor	Backhoe/loader					
50999	VEH - 1995 Kubota tractor with loader & bucket	Tractor	36,000				
	SUB-TOTAL:		191,187	0	92,538	0	36,635
	TOTAL:		**1,038,222**	**1,382,183**	**755,166**	**1,138,737**	**283,173**

Note: Replacement cost is omitted from this table when replacement year is in FY17 or beyond, or if management review of operational needs is underway. All cost estimates represent 2011 costs.

Annapolis Vehicle Replacement Program

Table 5. All vehicles recommended for funding from Enterprise Funds

			Replacement Year				
Asset #	*Description*	*Class Description*	FY12	FY13	FY14	FY15	FY16
	Enterprise Fund: Dock						
HARBORMASTER							
51221	VEH - 2001 Kingston 24' Patrol Rescue boat	Boat					
51427	VEH - 2006 Pump-out boat	Boat					
51004	VEH - 1995 GMC Sierra pickup	Pickup truck				40,000	
	VEH - 2006 Zodiac 22' 04" Pro Open Model 650	Boat	60,000				
	TOTAL:		60,000	0	0	40,000	0
	Enterprise Fund: Sewer						
PUBLIC WORKS - WASTEWATER COLLECTION							
51254	VEH - 2002 Freightliner dump truck	Dump truck				108,045	
51463	VEH - 2008 Ford utility pickup truck	Pickup truck					
51464	VEH - 2008 Vaccon International chassis	Other trucks					
51219	VEH - 2001 Ford utility truck	Utility truck				30,692	
51008	VEH - 1995 MGS trailer with sewage pump	Trailer					
51391	VEH - 2005 Trailer Generator, emergency utility	Trailer					
51392	VEH - 2005 Trailer Generator, emergency utility	Trailer					
50636	VEH - 1986 Ford Econoline TruckSwab ambulance bo	Other trucks					
51294	VEH - 2002 Ford Pickup Truck	Pickup truck					30,692
	TOTAL:		0	0	0	138,737	30,692
	Enterprise Fund: Water						
PUBLIC WORKS - WATER DISTRIBUTION							
51220	VEH - 2001 Freightliner dump truck	Dump truck				108045	
51110	VEH - 1998 Chevrolet Fleetside pickup truck	Pickup truck			30692		
51500	VEH - 2004 Ford Step Van used	Cargo van					31535
51462	VEH - 2008 Ford utility pickup truck	Pickup truck					
51470	VEH - 2008 Ford utility pickup truck	Pickup truck					
51502	VEH - 2005 Chevrolet Silverado pickup used	Pickup truck					
51503	VEH - 2004 Ford Ranger pickup used	Pickup truck					18039
51467	VEH - 2008 Ford pickup truck	Pickup truck					
51307	VEH - 2003 Chevrolet Silverado pickup	Pickup truck					18039
51388	VEH - 2005 Ford Escape hybrid	Multi-purpose truck					
51210	VEH - 2001 Ford utility truck	Utility truck				30692	
51295	VEH - 2002 JCB backhoe/loader	Backhoe/loader					
51493	VEH - 2008 EH Wachs Valve Operating Trailer	Trailer					
51387	VEH - 2005 Caterpillar backhoe/loader	Backhoe/loader	101233				
	SUB-TOTAL:		101,233	0	30,692	138,737	67,613
PUBLIC WORKS - WATER SUPPLY & TREATMENT							
51216	VEH - 2001 Ford Ranger pickup	Pickup truck				30692	
51266	VEH - 2002 Chevrolet pickup	Pickup truck				18039	
51143	VEH - 1999 Chevrolet pickup truck	Pickup truck			18039		
51256	VEH - 2002 Chevrolet pickup	Pickup truck				18039	
51050	VEH - 1995 Ford vactor truck	Other trucks					
51390	VEH - 2005 Trailer Generator, emergency utility	Trailer					
51410	VEH - Kalmar Forklift	Forklift					
	SUB-TOTAL:		0	0	18,039	66,770	0
	TOTAL:		**101,233**	**0**	**48,731**	**205,507**	**67,613**
	Enterprise Fund: Stormwater						
PUBLIC WORKS - STORMWATER							
51286	VEH - 2002 Ford dump truck	Dump truck				108045	
51353	VEH - 2004 Ford utility truck	Utility truck					30692
51242	VEH - 2002 Vaccon vactor truck	Other trucks					
	SUB-TOTAL:		0	0	0	108,045	30,692
	Enterprise Fund: Refuse						
PUBLIC WORKS - RESIDENTIAL REFUSE							
50780	VEH - 1990 Mack Refuse chassis with # 51057	Refuse truck		127,600			
50913	VEH - 1993 Mack refuse chassis with # 50914	Refuse truck		127,600			
51092	VEH - 1998 Mack refuse chassis with # 51093	Refuse truck			127,600		
51224	VEH - 2002 Mack refuse truck with # 51225	Refuse truck				127,600	
51339	VEH - 2004 Mack chassis w/Heil packer body	Refuse truck					127,600
51340	VEH - 2004 Mack chassis w/Heil Packer body	Refuse truck					127,600
51341	VEH - 2004 Mack chassis w/Heil packer body	Refuse truck					127,600
51301	VEH - 2003 Chevrolet Silverado pickup	Pickup truck					30,692
	SUB-TOTAL:		0	255,200	127,600	127,600	413,491
PUBLIC WORKS - YARD WASTE							
50648	VEH - 1985 Mack Refuse chassis with # 50934	Refuse truck		190,930			

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Annapolis Vehicle Replacement Program

Table 5. All vehicles recommended for funding from Enterprise Funds

			Replacement Year				
Asset #	*Description*	*Class Description*	FY12	FY13	FY14	FY15	FY16
50858	VEH - 1992 International recycling truck with Kann bod	Refuse truck		127,600			
51338	VEH - 2004 Mack chassis w/Heil packer body	Refuse truck					127,600
51024	VEH - 1996 Ford pickup truck	Pickup truck			30,692		
51115	VEH - 1998 Chevrolet pickup truck	Pickup truck			30,692		
51302	VEH - 2003 Chevrolet Silverado pickup	Pickup truck			30,692		
50932	VEH - 1994 Ford 18' dump truck	Dump truck		108,045			
51282	VEH - John Deere Tractor	Tractor					
51303	VEH - 2002 John Deere utility tractor	Tractor					
51466	VEH - 2008 Caterpillar Wheel Loader	Backhoe/loader		139,557			
	SUB-TOTAL:		0	566,132	92,076	0	127,600
	TOTAL:		**0**	**821,331**	**219,676**	**127,600**	**541,091**
	Enterprise Fund: Transportation						
TRANSPORTATION - TRANSIT							
51519	VEH - 2009 Gillig Transit Bus	Passenger bus					
51520	VEH - 2009 Gillig Transit Bus	Passenger bus					
51521	VEH - 2009 Gillig Transit Bus	Passenger bus					
51522	VEH - 2009 Gillig Transit Bus	Passenger bus					
51087	VEH - 1997 Chance bus	Passenger bus					
51086	VEH - 1997 Chance CNG trolley*	Passenger bus					
51009	VEH - 1996 Ford chassis with bus body*	Passenger bus					
51010	VEH - 1996 Ford chassis with bus body*	Passenger bus					
51345	VEH - 2004 Thomas passenger bus*	Passenger bus					
51344	VEH - 2004 Thomas passenger bus*	Passenger bus					
51346	VEH - 2004 Thomas passenger bus*	Passenger bus					
51375	VEH - 2005 Daimler Chrysler transit bus	Passenger bus					
51376	VEH - 2005 Daimler Chrysler Transit Bus	Passenger bus					
51373	VEH - 2005 Daimler Chrysler transit bus	Passenger bus					
51374	VEH - 2005 Daimler Chrysler transit bus	Passenger bus					
51476	VEH - 2008 Ford Expedition XLT	Multi-purpose truck					
51140	VEH - 1999 Ford Pickup Truck	Pickup truck					
51247	VEH - 2002 Chevrolet Cavalier	General use sedan					
51085	VEH - 1998 Chevrolet pickup truck	Pickup truck					
51012	VEH - 1995 GMC Jimmy*	Multi-purpose truck					
51013	VEH - 1995 GMC Jimmy*	Multi-purpose truck					
51487	VEH - 2008 American Heritage Trolley	Passenger bus					
51488	VEH - 2008 American Heritage Trolley	Passenger bus					
51489	VEH - 2008 American Heritage Trolley	Passenger bus					
51417	VEH - 2006 Opus transit bus	Passenger bus					32,851
51418	VEH - 2006 Opus transit bus	Passenger bus					32,851
51419	VEH - 2006 Opus transit bus	Passenger bus					32,851
51223	VEH - 2001 Dodge Ram passenger wagon	Multi-purpose truck					
51323	VEH - 2003 Kalmar Forklift	Forklift					
51253	VEH - 2002 Thomas bus	Passenger bus	33,185				
51284	VEH - 2003 Thomas Bus	Passenger bus	33,185				
51250	VEH - 2002 Thomas bus	Passenger bus	33,185				
51285	VEH - 2003 Thomas Bus	Passenger bus		33,185			
51251	VEH - 2002 Thomas Bus	Passenger bus	33,185				
51252	VEH - 2002 Thomas bus	Passenger bus	33,185				
	SUB-TOTAL (represents City portion of replacement cost):		**165,927**	**33,185**	**0**	**0**	**98,554**
	*to be replaced in FY11						

Note: Replacement cost is omitted from this table when replacement year is in FY17 or beyond, or if management review of operations is underway. All cost estimates represent 2011 costs.

Appendix

CITY OF ANNAPOLIS
CAPITAL PLANNING AND BUDGET POLICY

Sections:

- **Overview**
- **Threshhold Definition**
- **Organization & Process**
  - **Capital Programming Committee**
  - **Capital Working Committee**
  - **Annual Submission & Assessment Components**
  - **Evaluation Process**
  - **Evaluation Criteria**
  - **Presentation & Project Categories**
- **Annual Reporting**
  - **Annual Inventory**
- **Role of Comprehensive Plan/Master Plans in Capital Improvement Planning**

OVERVIEW

Capital infrastructure is the cornerstone to providing core City services. The procurement, construction, and maintenance of capital assets are critical activities performed by the municipality. Capital assets are comprised of facilities, infrastructure, and the equipment and networks that enable, or improve the delivery of public sector services. Examples of capital assets include, but are not limited to: streets and public rights-of-way, supporting road infrastructure such as sidewalks and lighting; storm water and drainage systems; water and sewer systems; public buildings; recreation and community centers; public safety facilities; certain types of rolling stock/vehicles; and computer technology, information systems and technology infrastructure.

The City meets its current and long-term needs with a sound long-term capital plan that clearly identifies capital and major equipment needs, maintenance requirements, funding options, and operating budget impacts. A properly prepared capital plan is essential to the future financial viability of the City. Recognizing that budgetary pressures make capital program investments difficult, it is imperative that the City's annual budget and capital improvement plan ensures the continuing investment necessary to avoid functional obsolescence and preclude the negative impact of deferring capital investments.

When considering funding solutions for its capital program, the City considers all forms of public financing and not only general obligation bonds or general fund revenues. By minimizing the burden on general revenues and the reliance on general fund debt, the City will be able to maximize the city's future fiscal flexibility. Other funding sources include, but are not limited to; general fund receipts, debt proceeds, grant funds, special revenue fund revenues and transfers from other available funds including fund balance and/or retained earnings.

Additionally, one time revenues should be restricted to one time uses. One time revenue sources should not be used to augment operating budgets; rather, one time revenues should be used to fund one-time capital projects and expenditures, or to increase fund balance. Other capital planning objectives include:

- compliance with arbitrage regulations, bond covenants, and/or bond referenda requirements related to long-term debt;
- compliance with state and local laws, including debt capacity limits, public bidding and reporting requirements;
- ensuring a relationship between capital projects and the City's planning processes;
- the alignment of external and internal stakeholder information needs, such as project engineers, contractors, finance staff, executive management, elected officials, and constituents;
- meeting the business needs of key participants, including timing, cost activity, and project scope;
- reporting of project performance measures based on legal and fiduciary requirements and stakeholder needs; and
- compliance with the City's contracting procedures and requirements.

Finally, the quality and continued utilization of existing and new capital assets are essential to the health, safety, economic development and quality of life for the citizens of Annapolis. A vibrant local economy is integral to the community's vitality and the financial health of surrounding regional jurisdictions. Regional economic development may require the financial participation of the City. For these reasons, capital planning is not only an important component of fiscal planning, it is equally important to the vitality of the local economy.

The City shall adopt an annual long-term Capital Improvement Program as part of the annual capital budget. Furthermore, depending upon changes in project scope, funding requirements, or other issues and modifications, it may be necessary to amend the long-term capital plan annually to update the City's long-term capital plan to reflect these changes. The City will annually reconsider the impacts these may have on the long-term capital improvement plan and the City's pro-forma budgets and re-prioritize projects as necessary.

THRESHOLD DEFINITION

The City shall define a capital asset as an asset meeting the following criteria.

- The asset shall have a gross purchase price equaling $50,000 or more.
- The asset shall have a useful life equaling 5 years on more.

ORGANIZATION AND PROCESS

Capital Programming Committee:
The City shall establish a Capital Programming Committee (*CPC*). In addition to insuring overall compliance with the City's Capital Policy, the core responsibility of the CPC is to objectively evaluate departmental requests, and to submit an annual capital budget and an updated twenty-year capital plan to the Mayor and City Council. These submissions shall be

based upon the Capital Working Committee's (*CWC*) recommendations. Prior to submitting the annual capital budget and the twenty year capital plan, the CPC shall hold a public hearing for the purpose of receiving public input.

The Capital Programming Committee shall consist of seven members and be comprised of the following people; the Chairman of the Finance Committee, the Chairman of the Financial Advisory Committee, the Chairman of the Planning Commission and/or a member at large, the City Manager, the City's Director of Planning and Zoning, the City's Public Works Director, and the City's Finance Director.

Capital Working Committee

The Capital Working Committee (CWC) shall be comprised of the City's department directors and any additional members the City Manager shall appoint at his discretion. The Chairman of the Working Committee shall be appointed by the City Manager. The Working Committee shall be charged with annually compiling departmental requests and assuring supplemental information is current and timely, such as vehicle replacement and inventory schedules. Additionally, the CWC may assist the CPC with updating the City's long-term Capital Improvement Plan. The long-term capital plan will be revised based on departmental requests and current City priorities as outlined in the Mayor's Budget.

Annual Submission and Assessment Components

When submitting capital projects for consideration, managers shall provide the information outlined below for each project. This information will be sufficiently documented in the early stages of the planning and development stage since the quality of the documentation may significantly impact the deliberative decision making process. It is the responsibility of the Working Committee to assure that required documentation accompanies each capital request that is forwarded to the CPC. If this information is not complete or if it is otherwise lacking, funding decisions may be deferred.

- ***Project Scope;*** a complete description of the project's scope.
- ***Useful Life;*** the capital asset's anticipated useful life and the project's maximum bonding period.
- ***Residual Value;*** the expected value of the asset at the end of its useful life.
- ***Financial Components***
    - <u>Total project cost</u>: The asset's total project and/or acquisition cost based on timely and accurate source documentation. This estimate shall include all cost components, including but not limited to; land acquisition, design, construction, project management, technology and communication costs, long-term and/or temporary financing debt service costs, furniture/fixtures/equipment, moving, legal fees and project contingencies.
    - <u>Funding plan</u>: recommended funding sources, including; grants, loans, operating funds, general revenues, debt, an allocated source or earmarked revenue streams, and transfers from other available funds.
    - <u>Grant Funding</u>: the amount of funding to be provided by grant funds from outside agencies. This should also address:
        - status of the grant application and key dates or timelines;

        - grant matching fund requirements;
        - the amount of grant funding compared to the project cost: both for the current project stage and for the entire project;
        - if/when associated operating grant offsets will cease.
    - Budget impact analysis: an analysis of the capital asset's annual operating costs before and after construction/purchase. This should include; operating expenses, repair and maintenance budget, and insurance costs. These costs should be detailed for the duration of the asset's useful life and adjusted for anticipated inflation for the asset's useful life.
    - Implication of deferring the project (opportunity costs): costs associated with deferring the project, such as inflationary construction costs or additional annual operating and maintenance costs for each year the project is not funded.
    - Preparation of analytical modeling, including;
        - Net present value
        - Payback period
        - Cost-benefit analysis
        - Life cycle costing
        - Cash flow modeling
        - Cost Benefit analysis
- ***Health, safety and welfare***; an assessment of the degree to which the project improves public health, safety, and welfare.
- ***Regulatory or legal mandates;*** legal mandates associated the project - compliance with court orders, consent orders or other legal mandates; compliance with federal/state/local safety requirements or mandates; and/or requirements to meet industry best practices and/or professional standards.
- ***Operational necessity***; improved productivity and/or efficiencies that are supported or enabled by the asset.
- ***Strategic Goals***; an assessment of the degree to which the project furthers the City's strategic goals as adopted in the Comprehensive Plan and listed in the section of this policy that addresses the role of the Comprehensive Plan.
- ***Community Demand***; an assessment of the degree to which the project meets a community need or responds to community demand. How need/demand was assessed, measured, or recorded will be noted.
- ***Implementation readiness;*** an assessment of the time required for a project to begin. This should include an assessment of: project complexity; internal decisions/commitments that are required; review requirements by boards/commissions; agreements or approvals required by non-City entities; timing considerations with other capital projects (if applicable); the degree to which the project is in compliance with the Comprehensive Plan and/or other City-adopted plans; and level of public support. Whether a public information strategy is recommended will be noted.
- ***Departmental Prioritization;*** departments should provide a score for each of their capital requests based on the evaluation criteria in this policy. This score will be reviewed by the CWC during the annual CIP process.

Evaluation Process

It shall be the responsibility of the Capital Programming Committee to review the Working Committee's recommendations and scores for each of the projects based on the criteria outlined below. The initiating department shall score the capital project, with full justification provided for the assigned scores. The Capital Working Committee will review the assigned scores for each submitted project, and will recommend changes in order to maintain consistent scoring across all projects. The scores will then be reviewed by the CPC. If the CPC does not agree with the assigned scores, it can either make changes or send the project back to the Working Committee for re-evaluation. When the CPC completes the review of project scoring, the resulting rank ordering will determine the prioritization of the projects.

Evaluation Criteria

Criteria are described more fully in the Assessment Components section.

1. Health, Safety & Welfare An assessment of the degree to which the project improves health and safety factors associated with the infrastructure asset. For example, projects that result in the reduction of accidents, improved structural integrity, and mitigation of health hazards would score higher.	25
2. Regulatory or legal mandates An assessment of the degree to which the project is under a regulatory order or other legal mandate, or meets a federal, State or local safety requirement.. For example, projects that are required by consent decrees, court orders, and other legal mandates would score higher.	25
3. Operational Necessity An assessment of the degree to which the project supports operational efficiency and effective delivery of services. Guidelines: *Improves* operational functions and services: up to 10 points *Sustains* operational functions and services: up to 5 points	10
4. Implication of Deferring the Project (opportunity costs) An assessment of the consequences of delaying a project. For example, projects that would have significantly higher future costs, negative community aspects, or negative public perception, should they be deferred, would score higher.	10
5. Budget Impact An assessment of the project's budget impact, ie. the degree to which it affects operations and maintenance costs positively or negatively. For example, a roof replacement project that reduces both maintenance requirements and energy consumption or a storm drain that reduces the need for periodic cleaning would score higher. On the other hand, a new facility that increases maintenance, energy and staffing costs would score lower.	5
6. Strategic Goals An assessment of the degree to which the project furthers the City's strategic goals as adopted in the Comprehensive Plan. (These are listed in the section of this policy addressing the Comprehensive Plan.)	6
7. Grant Funding Opportunity An assessment of the amount of funding in the project compared to the amount of funding provided by grant funds from outside agencies. This should include an assessment of the amount of funding needed to complete the current project phase and the entire project.	7

For example, a project that would bring grant funds from an outside agency into the City would score higher, while a project that relies only on City funds would score lower.	
8. Community Demand An assessment of the degree to which the project meets a community need or responds to community demand.	7
9. Implementation readiness An assessment of the time required for a project to begin.	5
Total points possible:	100

Presentation and Project Categories

Capital projects and the capital plan should be categorized using the asset classifications outlined below.

- Buildings/Facilities
- Information Technology Systems and Technology Infrastructure
- Roads, Sidewalks, and assets located in the public right of way
- Parks/Recreation Facilities/ Open Space
- Drainage/Stormwater
- Harbor and Maritime Infrastructure
- Off-Street Parking Facilities
- Water
- Wastewater
- Rolling Stock/Vehicles
- Transportation
- Landfill

In order to maintain project oversight during each development phase, to ensure accurate and timely data is being used in the deliberative evaluative process, and to ensure that projects are being compared and ranked at each step during the develop phases; projects shall be categorized into the following stages.

- The Planning Stage; includes development of a feasibility study, the scope and a construction budget including the financial criteria outlined above.
- The Design Stage; includes development of the environmental document, construction plans and specifications, and a cost estimate per above criteria.
- The Construction Stage; includes site preparation, utility and infrastructure placement, equipment installation, construction and environmental mitigation.

Additionally, annual capital budgets should be submitted for the following time periods.

- Years 1-5; separate submissions for each request by year, year 1 being the budget year being submitted.
- Year 6-10, 11-15 and 16-20; separate submissions for each request by year range.

Example
City of Annapolis
Capital Plan
Fiscal Year 20XX

Project Category / Stage / Project	Current Year	Year 2	Year 3	Year 4	Year 5	Years 6-10	Years 11-15	Years 16-20	Total
Building									
Planning Stage									
Subtotal									
Design Stage									
Subtotal									
Construction Stage									
Subtotal									
Total									
Roads									
Planning Stage									
Subtotal									
Design Stage									
Subtotal									
Construction Stage									
Subtotal									
Total									
Water									
Planning Stage									
Subtotal									
Design Stage									
Subtotal									
Construction Stage									
Subtotal									
Total									
Total Capital									

ANNUAL REPORTING

The financial management and oversight of the City's capital assets reflect a substantial commitment of the City's resources. Given this materiality, capital projects represent a significant risk to the City if proper management and oversight functions are not in place. Consequently, one purpose of this policy is to implement procedures to support effective

project monitoring and reporting, thereby mitigating such risks. Further, it is the intent of the policy to insure financial accountability, enhance operational effectiveness and promote transparency in the City's financial reporting. Finally, an objective of annual reporting is to facilitate compliance with auditing and financial reporting requirements, consistent with generally accepted accounting principles and jurisdictional reporting and grant requirements. .

Annual Inventory

It shall be the responsibility of the City's Finance Office to assure that departments are maintaining a complete inventory of the City's capital assets. This inventory shall be updated and reconciled to the City's Financial Records; e.g., general ledger/fixed asset module on a quarterly basis. To facilitate the process, database, project management and geographic information technologies should be employed. This inventory shall contain the following information.

- Purchase date
- Purchase price
- Asset number
- Description of the asset
- Asset location
- Department
- Accumulated Depreciation
- Useful Life
- Book Value
- Replacement Cost, if obtainable
- Annual operating and maintenance costs
- The physical condition

On an annual basis, by September 30st, the Department Director shall verify the inventory of assets under their respective department's responsibility, including the physical condition of all existing capital assets.

Since executive leadership, legislators, and citizens should have the ability to review the status and expected completion of approved capital projects, as part of the annual capital budget process, the Finance department shall report on non-completed capital projects funded in prior years. The reports shall compare actual expenditures to the original budget, identify level of completion of the project, enumerate any changes in the scope of the project, and alert management to any concerns with completion of the project on time or on schedule.

THE ROLE OF THE COMPREHENSIVE PLAN AND MASTER PLANS IN CAPITAL IMPROVEMENT PLANNING

In its Comprehensive Plan, the City establishes long-range strategies focused on community development and sustainability. As a blueprint for the future, and in accordance with Article 66B of the Annotated Code of Maryland, this plan identifies economic, land use, and

transportation policies, and includes policies guiding infrastructure, housing, sensitive environmental resources, and community facilities. Regular updates to this plan will ascertain development or infrastructure needs as local conditions change.

The City's Comprehensive Plan should be the foundation for the following.

- The development of physical plans for sub-areas of the jurisdiction.
- The study of subdivision regulations, zoning standards and maps.
- The location and design of thoroughfares and other major transportation facilities.
- The identification of areas in need of utility development or extensions.
- The acquisition and development of community facility sites.
- The acquisition and protection of open space.
- The identification of economic development areas.
- The incorporation of environmental conservation and green technologies.
- The evaluation of short-range plans (zoning requests, subdivision review, site plan analysis) and day-to-day decisions with regard to long-range jurisdictional benefit; and the alignment of local jurisdictional plans with regional plans.
- The development of a capital plan to facilitate the City's Comprehensive Plan.

The Comprehensive Plan also adopts Strategic Goals, which are referenced in the evaluation of capital projects, and these are incorporated into this policy. When the Comprehensive Plan is updated, the update shall formulate new strategic goals. The Strategic Goals per the 2009 Comprehensive Plan are as follows:

1. Economic Development: Improve the city's property tax base by investing in projects that will spur new private investment to redevelop vacant and/or underutilized properties.
2. Buildings/Facilities: Shrink the City's carbon footprint and become a community of green buildings to combat climate change.
3. Roads: Specific and targeted improvements to the local street system should be made with priority to those that improve cross-town circulation, route continuity for public transit, and intersection capacities.
4. Roads: Street improvements should be made to support the implementation of the Opportunity Areas.
5. Roads: The City will invest in system-wide improvements to convert main streets and avenues into "complete streets" - that is, streets which serve the full needs of the community.
6. Recreation/Parks: Enhance existing parks and facilities with the objective of supporting structured and informal recreation, protecting the natural environment, and encouraging human health and fitness.
7. Recreation/Parks: Expansion of the parks system should be undertaken selectively and strategically, with the objective of taking advantage of rare opportunities, providing parks and recreation services to underserved areas, allowing public access to the waterfront, and furthering environmental goals.
8. Trails: Complete the network of pedestrian and bicycle pathways.
9. Transportation: Pursue the creation of a regional transit system serving the needs of Annapolis commuters, residents, and visitors.
10. Buildings/Facilties and Roads: Protect and enhance Annapolis' rich cultural history and wealth of historic resources.
11. Stormwater: Reduce the polluting effects of stormwater runoff into the Chesapeake Bay and its tributaries.

12. Water: Protect and conserve the existing water supply and distribution systems by modernizing the existing treatment, storage and distribution system.
13. Sewer: Enhance the Wastewater collection and treatment systems by modernizing the existing collection system

Functional Master Plans may be developed to inventory and assess particular types of physical infrastructure, identify deficiencies, and prioritize needed investments. Functional (topic) areas include, but are not limited to:

- City Facilities
- Parks, Recreation, and Open Space
- Transportation, including Bicycle and Pedestrian Facilities
- Water and Sewer Infrastructure
- Information Technology Systems and Technology Infrastructure

The City recognizes the role of the Comprehensive Plan and master plans as key components of the City's long-term Capital Improvement Plan. Therefore, the Comprehensive Plan should help identify capital projects and investments**.** Accordingly, the Comprehensive Plan should be supported by realistic planning documents, solid financial policies targeted for the implementation of stated goals, and trends on the City's accomplishments and progress toward these goals. Such plans forecast the outlook for the City, underscoring the alignment between demand generators, capital improvement programs, and funding policies.

Approved by the Annapolis City Council June 6, 2011 per R-17-11-Amended.

CIP Process – Proposed Timeline – per Capital Planning and Budget Policy

Feb 2011	Mar-June	July-Aug	Sept	Oct	Nov	Dec	Jan 2012	Feb	Mar-June
Finish proposed FY12-FY17 CIP (departments, Manager, Mayor)	FY12 Budget Process Finalize CIP Policy (Manager, Mayor & City Council, key department heads)		Sept. 30 Finance Annual Reporting (Finance)	By 10/15 Proposed Capital Projects/budget for FY13 due, with the department's proposed ranking. (departments)	By 11/15 Capital Working Committee reviews and adjusts any project rankings to reflect city-wide priorities. (CWC)	By 12/30 Capital Programming Committee reviews CWC rankings and releases recommended list of projects for fy13 CIP budget (CPC)	By 1/15 CPC holds Public Hearing (CPC) By 1/30 CPC sends list to Administration	Budget preparations (Administration)	FY13 Budget Process