Capital Improvement Program

Adopted

Fiscal Year 2019-2024
City of Annapolis, Maryland

CITY OF ANNAPOLIS

ADOPTED FY2019 – FY2024

CAPITAL IMPROVEMENT PROGRAM

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INTRODUCTION

Authority

The Capital Improvement Program (CIP) is prepared 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, the Financial Advisory Commission, and the Planning Commission in April 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 the City Council on or before June 30, and it 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 comprise 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:

1. The asset has a gross purchase price of $50,000 or more.
2. The asset has a useful life of 5 years or more.
3. The asset is owned by the City or will be City-owned when project is complete.

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:

1. It allows the City to balance needed or desired capital investments with available financing, thereby receiving the optimum benefits for the available public revenue.
2. It allows the City to ensure a clear relationship between capital spending and government service delivery.
3. It allows the City to align its planning activity, programs, and operating resources with the capital improvement program and facilitate coordination between City departments.
4. It allows the City to take advantage of government, foundation, and other grant programs and leverage project-specific funding resources.
5. It provides for a logical process of assigning priorities to projects based on their overall importance to the City.
6. 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.

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. The purposes of the APFO are to:

- Enable the City to provide adequate public facilities in a timely manner and achieve the growth objectives of the Comprehensive Plan;
- Ensure development and redevelopment occurs in concert with the CIP;
- 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.

Priority Scoring of Capital Projects

The FY2019 CIP was prepared under the City's *Capital Planning and Budget Policy* approved by the City Council. Among other things, the policy requires that all projects be scored on nine criteria to receive up to 100 points. This is to provide a measure of objectivity in the assessment of the relative priority of projects and resulting funding commitments. The Capital Programming Committee revised the scoring criteria in the fall of 2012 in response to issues raised by the Financial Advisory Commission, Planning Commission, and Finance Committee of City Council during the review of the FY2013 CIP. The evaluation criteria are listed in Table 1. This year's project scores are summarized and compiled in Appendix B.

Table 1. Evaluation Criteria

1. Health & Safety 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.	15
2. Quality of Life & Community Welfare An assessment of the degree to which the project improves quality of life in the community. A measure of the population or community that will rely on the asset should be factored into the score.	10
3. Regulatory & Legal Requirements An assessment of the degree to which the project is responding to regulatory or legal requirements. The project score should also factor in if an asset that is at risk of triggering regulatory or legal requirements.	25
4. 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
5. Implication of Deferring the Project: operational cost impacts An assessment of the costs associated with deferring the project. This score should be based on an assessment of the capital asset's annual operating costs before and after construction, and may include repair and maintenance budgets and insurance costs. The asset's useful life should be factored into this score. A project that can be expect to realize operational cost savings would score high; a project for which operational costs will remain essentially the same should score about 5; a project that will have added operational or maintenance costs should score 0.	10
6. Strategic Goals An assessment of the degree to which the project furthers the City's 13 City's strategic goals as adopted in the Comprehensive Plan and listed in the section of the policy addressing the Comprehensive Plan. An assessment of the project's significance to an adopted master plan, as described in the policy, may also be factored into the score. Finally, projects that help further the City Strategic Plan are eligible for points.	15
7. Grant Funding An assessment of the degree to which non-City funds are committed to the project, along with a calculation of the portion of total project cost that is provided by non-City funds. For example, a project with committed grant funds that offset a large portion of the total project cost would score highest.	5
8. Interweaving factor An assessment of the degree to which the project is interwoven with other capital projects and important to a sequence of capital projects. Example: capital spending on the Maynard Burgess House was an important companion to the City Hall capital project. Example: if more than one project is recommended for implementation of a master plan, and a funding recommendation is an important part of that sequence, the project should score high.	5
9. 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; and level of public support. Whether a significant public information/outreach strategy is recommended is noted.	5
Total points possible:	100

FUNDS - OVERVIEW

The City considers all forms of public financing when developing its CIP. Sources of financing include operating funds, pay go funds, general obligation bonds, revenue bonds, government loans and grants, Community Development Block Grant (CDBG) funds, revenue from fees, revenue from capital facilities assessments, and contributions. The capital projects presented in the CIP are grouped by the funds that support them – the General Fund, the Watershed Restoration Fund, the Water Fund, the Sewer Fund, and the Solid Waste Fund). The Parking and Transportation Funds are not included in the CIP as those funds are dedicated entirely to operating needs and are not currently supporting capital projects.

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

Watershed Restoration Fund

The Watershed Restoration Fund supports capital projects related to drainage and stormwater management. The fund's primary source of revenue is the Watershed Restoration Fee levied on residential and commercial property owners.

The Watershed Restoration Fund also accounts for all financial activity associated with the operation of the City's stormwater facilities. The Stormwater Management division of Public Works 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.

Water Enterprise Fund

The Water Fund supports capital projects related to the water distribution system and water treatment plant. The fund's primary sources of revenue are user charges levied on water customers and capital facilities assessments (CFAs).

The Water Fund also 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.

Planning documents pertaining to water infrastructure include:

- Annual Water Quality Report
- Water Supply Capacity Management Plan (2008)
- Anne Arundel County Master Plan for Water Supply & Sewerage Systems (2007)

Sewer Enterprise Fund

The Sewer Fund supports capital projects related to wastewater collection and treatment. The fund's primary sources of revenue are user charges levied on sewer system customers and capital facilities assessments (CFAs).

The Sewer Fund also supports the Wastewater Collection division and a portion of the costs associated with the Wastewater Reclamation Facility, 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.

Planning documents pertaining to wastewater (sewer) infrastructure include:

- Anne Arundel County Master Plan for Water Supply & Sewerage Systems (2007)

Solid Waste Enterprise Fund

The Solid Waste Fund supports capital projects related to the collection of refuse and commercial recycling, as well as the management of the City's landfill. The fund's primary source of revenue is from refuse collection and commercial recycling.

CHANGES FROM ADOPTED FY2018 – FY2023 CIP

During the annual update of the Capital Program, project budgets are re-evaluated to reflect the best cost estimates, revised priorities, and any new information. Through this update process, the project budgets presented in the prior year's Capital Plan as *planned* budgets for year 2 typically become the *proposed* Capital Budget in year 1 of the ensuing year's CIP.

	Planned FY2019 budget per FY2018 – FY2023 CIP	Proposed FY2019 budget per FY2019 – FY2024 CIP	Notes
New Projects			
Standard Specifications and Construction Details	**N/A**	**105,000**	
Tucker Street Boat Ramp Improvements	**N/A**	**281,850**	
Traffic Signal Rehabilitation	**N/A**	**495,000**	
Forest Drive Fire Station Renovations	**N/A**	**15,750**	
National Fitness Campaign – Fitness Courts	**N/A**	**148,444**	
Main Street Silva Cell	**N/A**	**69,930**	
Refuse Truck	**N/A**	**180,000**	
Change in Scope or Timing			
Vehicle Replacement	**2,000,000**	**1,000,000**	**Decreased funding**
City-wide Radio Replacement	**500,000**	**600,000**	**Increased funding**
Main Street Rebricking	**-**	**60,000**	**Increased funding**
RMS/CAD System	**-**	**850,000**	**Funding moved from FY2023 to FY2019**
General Roadways	**2,000,000**	**3,000,000**	**Increased funding**
City Harbor Flood Mitigation	**5,000,000**	**6,500,000**	**Increased funding**
Water Distribution Rehabilitation	**2,170,000**	**2,100,420**	**Decreased funding**
Sewer Rehabilitation and Improvements	**2,680,000**	**1,596,000**	**Decreased funding**
Landfill Gas Mitigation	**200,000**	**800,000**	**Increased funding**

	A	B	C	L	M	N	O	P	Q	R	S	T	U	V
1	**General Fund**			**FY19 Proposed Funding**				**5-Year Capital Plan**					***Total***	
2	**Project #**	**Project**	**Score**	**Bonds**	**Operating**	**Other**	***Total***	**FY20**	**FY21**	**FY22**	**FY23**	**FY24**		**FY19 Funding Comments**
5	50016	Vehicle Replacement	86	-	1,000,000	-	*1,000,000*	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	*6,000,000*	Pay-Go
6	50013	City-Wide Radio Replacement	85	600,000	-	-	*600,000*	-	-	-	-	-	*600,000*	Bond Anticipation Note (BAN)
7	40011	Main Street Rebricking	82	-	-	60,000	*60,000*	1,600,000	-	-	-	-	*1,660,000*	Capital Reserve Fund Balance
8	*REVISED*	Standard Specifications and Construction Details	82	-	-	105,000	*105,000*	105,000	-	-	-	-	*210,000*	Capital Reserve Fund Balance
10	*REVISED*	RMS /CAD System for Law Enforcement	80	-	-	850,000	*850,000*	-	-	-	-	-	*850,000*	Capital Lease
14	**NEW**	Tucker Street Boat Ramp Improvements/Rebuild	69	138,850	-	143,000	*281,850*	-	-	-	-	-	*281,850*	BAN/Grants
15	50018	Traffic Signal Rehabilitation	66	495,000	-	-	*495,000*	172,500	671,000	498,500	498,500	-	*2,335,500*	BAN
17	50010	Trail Connections	64	-	-	71,305	*71,305*	-	-	-	-	-	*71,305*	Grants
18	40006/40012	General Roadways	62	1,000,000	-	2,000,000	*3,000,000*	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	*18,000,000*	BAN\Capital Reserve Fund Balance
20	50005	City Harbor Flood Mitigation	61	-	-	6,500,000	*6,500,000*	-	-	1,000,000	4,000,000	-	*11,500,000*	Capital Reserve Fund Balance/Grants
21	40013	Russell Street	60	-	-	670,000	*670,000*	-	-	-	-	-	*670,000*	Capital Reserve Fund Balance
22	**NEW**	Forest Drive Fire Station Renovations	66	15,750	-	-	*15,750*	405,300	-	-	-	-	*421,050*	BAN
26	**NEW**	National Fitness Campaign - Fitness Court	50	-	-	148,444	*148,444*	-	-	-	-	-	*148,444*	Donations/Grants
32	40014	Barbud Lane	43	-	-	530,000	*530,000*	-	-	-	-	-	*530,000*	Capital Reserve Fund Balance
38	20013	City Facility Improvements	0	-	350,000	-	*350,000*	350,000	350,000	350,000	350,000	350,000	*2,100,000*	Pay-Go
41		**Total General Fund:**		**2,249,600**	**1,350,000**	**11,077,749**	**14,677,349**	**6,632,800**	**5,021,000**	**5,848,500**	**8,848,500**	**4,350,000**	***45,378,149***	
42							-						-	
43	**Watershed Restoration Fund**			**FY19 Proposed Funding**				**5-Year Capital Plan**					***Total***	
44	**Project #**	**Project**	**Score**	**Bonds**	**Operating**	**Other**	***Total***	**FY20**	**FY21**	**FY22**	**FY23**	**FY24**		**FY19 Funding Comments**
45	77008	Stormwater MS4 Permit Compliance	LM	-	810,000	190,000	*1,000,000*	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	*6,000,000*	Pay-Go/Fund Balance
46	**NEW**	Main Street Silva Cell	LM	-	-	69,930	*69,930*	-	-	-	-	-	*69,930*	Fund Balance
48	77004	Stream Restoration	51	-	-	305,000	*305,000*	-	-	-	-	-	*305,000*	Fund Balance
49	77002	Stormwater Management Retrofit Projects	45	-	-	100,000	*100,000*	100,000	100,000	100,000	100,000	100,000	*600,000*	Fund Balance
52		**Total Stormwater Fund:**		**-**	**810,000**	**664,930**	**1,474,930**	**1,100,000**	**1,100,000**	**1,100,000**	**1,100,000**	**1,100,000**	**6,974,930**	
53														
54	**Water Fund**			**FY19 Proposed Funding**				**5-Year Capital Plan**					***Total***	
55	**Project #**	**Project**	**Score**	**Bonds**	**Operating**	**Other**	***Total***	**FY20**	**FY21**	**FY22**	**FY23**	**FY24**		**FY19 Funding Comments**
56	71003	Water Distribution Rehabilitation	75	1,260,252	840,168	-	*2,100,420*	2,100,420	2,100,420	2,100,420	2,100,420	2,100,420	*12,602,520*	Revenue Bonds/Pay-Go
58	71002	Water Tank Rehabilitation	0	355,650	237,100	-	*592,750*	592,750	750,000	750,000	750,000	750,000	*4,185,500*	Revenue Bonds/Pay-Go
59	**Total Water Fund:**			**1,615,902**	**1,077,268**	**-**	**2,693,170**	**2,693,170**	**2,850,420**	**2,850,420**	**2,850,420**	**2,850,420**	***16,788,020***	
60														
61	**Sewer Fund**			**FY19 Proposed Funding**				**5-Year Capital Plan**					***Total***	
62	**Project #**	**Project**	**Score**	**Bonds**	**Operating**	**Other**	***Total***	**FY20**	**FY21**	**FY22**	**FY23**	**FY24**		**FY19 Funding Comments**
63	72006	Sewer Rehabilitation and Improvements	74	957,600	638,400	-	*1,596,000*	1,596,000	1,596,000	1,596,000	1,596,000	1,596,000	*9,576,000*	Revenue Bonds/Pay-Go
64		**Total Sewer Fund:**		**957,600**	**638,400**	**-**	**1,596,000**	**1,596,000**	**1,596,000**	**1,596,000**	**1,596,000**	**1,596,000**	***9,576,000***	
65														
66	**Solidwaste Fund**			**FY19 Proposed Funding**				**5-Year Capital Plan**					***Total***	
67	**Project #**	**Project**	**Score**	**Bonds**	**Operating**	**Other**	***Total***	**FY20**	**FY21**	**FY22**	**FY23**	**FY24**		**FY19 Funding Comments**
68	10001	Landfill Gas Mitigation	LM	-	-	200,000	*200,000*	-	-	-	-	-	*200,000*	Fund Balance
69	**NEW**	Refuse Truck		-	-	180,000	*180,000*	-	-	-	-	-	*180,000*	Fund Balance
70		**Total Solidwaste Fund:**		**-**	**-**	**380,000**	**380,000**	**-**	**-**	**-**	**-**	**-**	**380,000**	
71														
85	**Sidewalk Revolving Fund**			**FY19 Proposed Funding**				**5-Year Capital Plan**					***Total***	
86	**Project #**	**Project**	**Score**	**Bonds**	**Operating**	**Other**	***Total***	**FY20**	**FY21**	**FY22**	**FY23**	**FY24**		**FY19 Funding Comments**
87	-	Spa Road Sidewalks	70	-	-	-	-	131,250	147,000	352,800	-	-	*631,050*	
88	**NEW**	S Southwood Sidewalk and Stormwater Management	66	-	-	-	-	216,300	1,307,250	1,176,000	-	-	*2,699,550*	
89	40007/40010/40015	General Sidewalks	62	600,000	-	-	*600,000*	600,000	600,000	600,000	600,000	600,000	*3,600,000*	BAN
90		**Total Sidewalk Revolving Fund:**		**600,000**	**-**	**-**	**600,000**	**947,550**	**2,054,250**	**2,128,800**	**600,000**	**600,000**	***6,930,600***	
91														
92	**All Funds Total**			**FY19 Proposed Funding**				**5-Year Capital Plan**					***Total***	
93				**Bonds**	**Operating**	**Other**	***Total***	**FY20**	**FY21**	**FY22**	**FY23**	**FY24**		
94		**Total Funds:**		**5,423,102**	**3,875,668**	**12,122,679**	**21,421,449**	**12,969,520**	**12,621,670**	**13,523,720**	**14,994,920**	**10,496,420**	**86,027,699**	

Project Detail

Project Title	**Project Number**	**Initiating Department**
Dam Repair at Waterworks Park	40002	Public Works
Asset Category	**Asset Number**	**Priority Score**
		Legal Mandate: exempt from scoring

Project Description

The Annapolis City Dam, which has been stable for over 90 years, has recently shown signs of fatigue. Maryland Department of the Environment (MDE) and the City negotiated a final consent order for the dam. The consent order provides for two options: repairing or breeching the dam. A feasibility study will be conducted for the dam breech option. The feasibility study will consist of a natural resources assessment, a watershed hydrology and hydraulics assessment, and a cost analysis. Upon completion of the feasibility study, the preferred option for addressing the dam will be selected, and the project will proceed through engineering design and construction. The consent order mandates that construction work be completed within 120 days of MDE issuance of the construction permit, which will be issued based on the design of the project to address the dam.

Regulatory or Legal Mandates	**Operational Necessity**
Project is under Consent Order with the Maryland Department of the Environment.	Project is mandated in order to comply with Consent Order.
Prior Funding	**Non-City sources of funding**
FY11: $1,048,446	

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
No additional funds required in FY2019.	FY11-FY18	$1,048,446

Dam Repair at Waterworks Park	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	1,048,446	-						1,048,446	1,048,446	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	1,048,446	-	-	-	-	-	-	1,048,446	1,048,446	-

Project Detail

Project Title Truxtun Swimming Pool	**Project Number** 50008	**Initiating Department** Recreation & Parks
Asset Category City Facilities	**Asset Number**	**Priority Score** 82

Project Description

Replace the current swimming pool and bathhouse with a new modern design that meets all new ADA Standards for pool accessibility.

Regulatory or Legal Mandates
New ADA requirements took effect in 2013.

Operational Necessity
The effort needed to keep the pool operational has increased each year. Frequent malfunctions and leaks have resulted in closures for several days at a time.

Prior Funding
FY2013: $57,264
FY2018: $3,100,000

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Funding not recommended for FY2019.	FY2013 – FY2019	$3,157,264

Truxtun Park Swimming Pool	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	56,875							56,875	56,875	-
Pay-go	389							389	389	-
Grants	-							-	-	-
Other - Sale of Eisenhower	3,100,000							3,100,000	3,100,000	-
	3,157,264	-	-	-	-	-	-	3,157,264	3,157,264	-

Project Detail

Project Title	**Project Number**	**Initiating Department**
Vehicle and Equipment Replacement	50016	Public Works
Asset Category	**Asset Number**	**Priority Score**
		86

Project Description

Many of the City's aging vehicles and equipment are scheduled for replacement. The aging vehicles and equipment lack modern safety features, such as occupant air bag protection, enhanced lighting and ABS brakes and other safety features. Design improvements in vehicles makes them easier and safer to operate and newer vehicles have improved maneuverability and turning radius which is beneficial on the City's narrow streets. This project will include vehicles that are scheduled for replacement that have a new cost of $50,000 or greater.

The City has a Vehicle Replacement Schedule that uses factors such as vehicle age, useful life, and maintenance costs to determine timing of vehicle and equipment replacement.

Vehicles under consideration for replacement do not currently meet the current Federal Clean Air Act Emission Standards. All new vehicles to be purchased will are much more environmentally friendly.

Regulatory or Legal Mandates

NFPA Standards recommends replacement of fire apparatus after 20 years.

Operational Necessity

Older vehicles have increased maintenance costs and possible catastrophic mechanical failure.

Prior Funding

FY18: $905,000

Non-City sources of funding

FY19 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Vehicle Purchase	Annual Project	Annual Funding

Vehicle Replacement	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	905,000							905,000	905,000	-
Pay-go	-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000	-	6,000,000
Grants	-							-	-	-
Other	-							-	-	-
	905,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,905,000	905,000	6,000,000

Project Detail

Project Title City-Wide Radio Replacement	**Project Number** 50013	**Initiating Department** Fire Department
Asset Category	**Asset Number**	**Priority Score** 85

Project Description

The City of Annapolis will purchase new two-way radios, mobile radios and supporting consoles to support Police, Fire, Public Works, Planning & Zoning, Transportation, and Recreation & Parks Departments. New standards and regulations require additional technology to comply with mandates about interoperability with other governmental agencies, increased digital clarity, expanded use of spectrum, and other communications features.

Existing radios currently being used by Public Works, Planning & Zoning, Transportation and Recreation & Parks are no longer manufactured, and replacement parts will no longer be available after 2018. These radios will not be compatible with the new radio system currently being implemented by Anne Arundel County and will not be usable. New radios will allow for improved interoperable communications with Anne Arundel County, Maryland Emergency Management Agency, and other agencies during emergency situations.

Regulatory or Legal Mandates Federal Communications Commission and Department of Homeland Security	**Operational Necessity** Replacement of radios is necessary for inter-agency communications.	
Prior Funding $1,700,000	**Non-City sources of funding**	
FY2019 Budget commitment allows project stage: Purchase radios for Public Works, Planning & Zoning, Transportation, and Recreation & Parks Departments.	**Project Years** FY2018 – FY2019	**Total Project Budget** $2,300,000

City-wide Radio Replacement	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	1,700,000	600,000						2,300,000	1,700,000	600,000
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	1,700,000	600,000	-	-	-	-	-	2,300,000	1,700,000	600,000

Project Detail

Project Title Main Street Rebricking	**Project Number** 40011	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score** 82

Project Description

Deterioration of the Main Street base and sub-base has resulted in severe settlement of both the travel lane and crosswalks.

The existing roadway is showing signs of both accelerated deterioration and removal of fine aggregate from the sub-base during rain events.

The project will remove and replace the brick surface and bituminous concrete base to return the roadway to a smooth and uniform surface. A bike lane and modification of the curb line and widened sidewalks is proposed.

Regulatory or Legal Mandates	**Operational Necessity**
Prior Funding FY2018: $500,000	**Non-City sources of funding**

FY2019 Budget commitment allows project stage:	**Project Years** FY2018 – FY2019	**Total Project Budget** $2,160,000

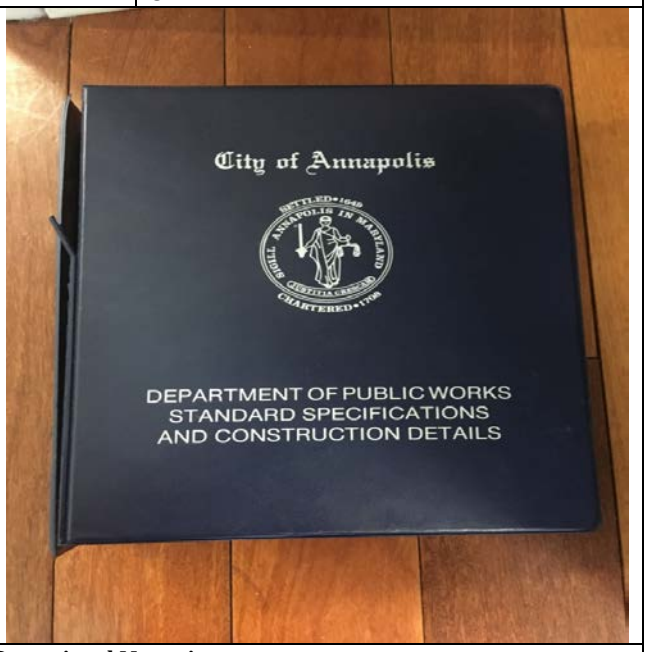
Main Street Rebricking	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	500,000		1,600,000					2,100,000	500,000	1,600,000
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Capital Reserve Fund Balance	-	60,000						60,000	-	60,000
	500,000	60,000	1,600,000	-	-	-	-	2,160,000	500,000	1,660,000

Project Detail

Project Title Standard Specifications and Construction Details	**Project Number**	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score** 82

Project Description

The current Standard Specifications and Construction Details were issued in August 1988. The Standard Specifications and Construction Details ensure land developers and engineers design and construct infrastructure that meet Annapolis' requirements. The Standard Specifications and Details are applicable to developer and City of Annapolis capital projects and ensure consistency across all projects. The current Standard Specifications and Construction Details require a thorough update and need to be available electronically.



Regulatory or Legal Mandates	**Operational Necessity** Details and specifications will be coordinated by those used by Anne Arundel County and Maryland State Highway Administration.
Prior Funding	**Non-City sources of funding**

FY2019 Budget commitment allows project stage: Project planning and development.	**Project Years** FY2019 – FY2020	**Total Project Budget** $210,000

Standard Specifications and Construction Details	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Capital Reserve Fund Balance	-	105,000	105,000					210,000	-	210,000
	-	105,000	105,000	-	-	-	-	210,000	-	210,000

Project Detail

Project Title Upgrade City Coordinate System	**Project Number**	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score** 80

Project Description

This project will upgrade the City's Proprietary Grid System to the NAD 83 system. While the proprietary system will not be abandoned, because it will be necessary for use with our record documents, the two systems will be tied together. By upgrading to NAD 83, tying between many of the GIS products and our records are expected to become more seamless and accurate.

Regulatory or Legal Mandates
Addresses requirements of Annotated Code of Maryland, Real Estate Article, Section 14.

Operational Necessity
Project will allow City operational maps to coordinate with GIS system.

Prior Funding
FY2018: $460,100

Non-City sources of funding

FY2019 Budget commitment allows project stage:
Funding not recommended for FY2019

Project Years
FY2018-FY2023

Total Project Budget
$460,100

Upgrade City Coordinate System	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	460,100							460,100	-	460,100
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	460,100	-	-	-	-	-	-	460,100	-	460,100

Project Detail

Project Title RMS/CAD System for Law Enforcement	**Project Number**	**Initiating Department** Police
Asset Category	**Asset Number**	**Priority Score** 80

Project Description

The Annapolis Police Department relies on RMS and CAD – Records Management System and Computer Aided Dispatch – to acquire, record, synthesize, analyze, archive, retrieve, and report thousands of pieces of law enforcement data. The systems are used by sworn officers and civilians in every unit of the Department. The present RMS and CAD systems were acquired separately and have been maintained under separate licensing and maintenance arrangements. Each system has been updated by appending new hardware and software as products became relevant, available, and affordable. Such updates further required the purchase of integration software and the attention of a dedicated project manager to install, launch, and monitor changes. This piecemeal approach is no longer viable or cost effective. Capital Project funds are sought so that APD can purchase a single new system that integrates RMS and CAD and comes complete with multiple law enforcement products as part of the total package.

Regulatory or Legal Mandates
Crime reporting is mandated by State and Federal requirements. System must be able to store, compile, transmit and disseminate data

Operational Necessity
System is used daily by all members of the department in every function. The City's system must be compatible with Anne Arundel County Police Department and Detention System and current system will not be compatible after 2020 if system is not upgraded.

Prior Funding

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Planning and Implementation	FY2019 – FY2023	$850,000

RMS/CAD System for Law Enforcement	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Capital Lease	-	850,000						850,000	-	850,000
	-	850,000	-	-	-	-	-	850,000	-	850,000

Project Detail

Project Title Visitor and Boater Facilities at the Johnson Harbormaster Building	**Project Number** 74051	**Initiating Department** Harbormaster
Asset Category Dock	**Asset Number** 50138 (Johnson Building) 50593 (Welcome Center)	**Priority Score** 79

Project Description

The visitor and boater facilities at the Johnson Harbormaster Building are in extremely poor condition. The building, which includes a Visitor Information Center, public restrooms, boater showers, boater laundry facilities, and the Harbormaster office space will be renovated.

The boaters shower rooms leak into the public bathrooms, and mold and mildew damage will be repaired. Additional stalls will be added to the public women's rest room to alleviate long lines that routinely form during the summer months, and the handicapped "elevator" lift, landings, stairs, and walkways will be replaced. The front desk, cashier and customer interface of the Harbormaster Office will be renovated.

Regulatory or Legal Mandates Provide ADA accessibility.	**Operational Necessity**	
Prior Funding FY2015: $240,000	**Non-City sources of funding** Federal funds may offset up to 75% or up to $200,000. State funds may offset up to $100,000; however, anything over $50,000 requires a 25% City match.	
FY2019 Budget commitment allows project stage Funding is not recommended for FY2019	**Project Years** FY2015 – FY2019	**Total Project Budget** $240,000

Visitor and Boater Facilities/Harbormaster Building	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - PY Bond Premium	240,000							240,000	-	240,000
	240,000	-	-	-	-	-	-	240,000	-	240,000

Project Detail

Project Title	**Project Number**	**Initiating Department**
Maintenance Facilities	20004	Public Works
Asset Category	**Asset Number**	**Priority Score**
City Facilities	50290	74

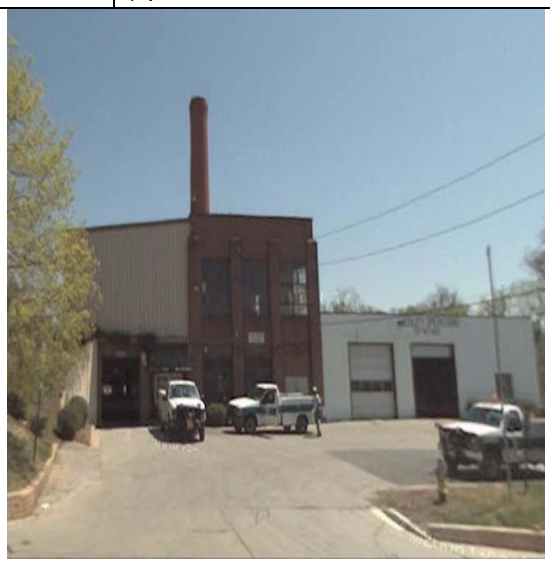
Project Description

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. Later in 2010, a fire damaged one of the maintenance buildings in the maintenance complex.

In the planning stage, this project will utilize the recommendations of the Fleet Management Process Improvement Study (2013) to:

- conduct a formal space needs assessment for a central fleet management and maintenance facility;
- program and plan a fleet maintenance facility that will accommodate maintenance and repair of all City fleet assets, with the possible exception of the transit fleet;
- perform environmental investigations;
- generate a plan to optimize the use of this site with a facility more suited to operational and maintenance needs; and
- conduct a feasibility study for the proposed facility.

Construction cost estimate based on a 25,000 SF facility at $175/SF.



Regulatory or Legal Mandates

Operational Necessity

Prior Funding

FY2011: $310,000
FY2013: $251,857
FY2014: $50,000
FY2015: $4,375,000
FY2016: $500,000
FY2018: $325,000

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Project to be completed with prior year funds.	FY2011-FY2019	$5,811,857

Maintenance Facility	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	5,761,857							5,761,857	-	5,761,857
Pay-go	50,000							50,000	-	50,000
Grants	-							-	-	-
Other	-							-	-	-
	5,811,857	-	-	-	-	-	-	5,811,857	-	5,811,857

Project Detail

Project Title Spa Road Sidewalks	**Project Number**	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score** 70

Project Description

This project will provide pedestrian connectivity to an underserved area. Per the current Annapolis Comprehensive Plan, Spa Road is classified as a major arterial with Average Daily Traffic (ADT) of 16,146 vehicles. Per the current Comprehensive Plan, this segment of Spa Road is identified as a Primary Priority Interconnectivity Route in need of improvement. There are significant sections of missing sidewalk on the north side of Spa Road between Hilltop Lane and Smithville Street with other existing sections that are significantly substandard in width. Residents living on the north side including two large apartment complexes, as well as single family homes on Spa Road, Rosemary and Center Streets, east of Hilltop Lane do not have a continuous walking route nor safe access to a continuous route for eastern destinations downtown such as government services, dining, shopping and entertainment, the Bates Senior Center, Maryland Hall and Bates Middle School. The complete scope of the project includes construction of 5' wide ADA accessible sidewalk and handicap ramps, retaining walls, fire hydrants, curb relocation, storm drain extension and Right-of-Way acquisition.

Regulatory or Legal Mandates	**Operational Necessity**
Prior Funding	**Non-City sources of funding**
FY2019 Budget commitment allows project stage: Funding not recommended in FY2019	**Project Years** FY2020 – FY2022 / **Total Project Budget** $631,050

Spa Road Sidewalks	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-		131,250	147,000	352,800			631,050	-	631,050
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	-	-	131,250	147,000	352,800	-	-	631,050	-	631,050

Project Detail

Project Title Tucker Street Boat Ramp Improvements/Rebuild	**Project Number**	**Initiating Department** Recreation and Parks
Asset Category	**Asset Number**	**Priority Score** 69

Project Description

Demo existing ramp, which is in disrepair.
Construct a 21’ by 50’ boat ramp. Ramp will be 10 feet longer than existing ramp in order to reach depth of 4’ mean low water. Ramp will be composed of 6” thick reinforced concrete with a grooved surface
Construct a 6 X 65 foot floating ADA Dock
Install a 5’ wide X15’ long kayak launch
Install a concrete wedge for the floating dock and 3 steel bollards
Provide designated trailer parking in an appropriate/approved location
Determine drop-off area for paddlers to prevent interference with motorboat launches

Regulatory or Legal Mandates	**Operational Necessity**
Prior Funding	**Non-City sources of funding** Boating Access and Waterway Improvement Funds

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Planning ,Design and Construction	FY2019	$281,850

Tucker Street Boat Ramp Improvements/Rebuild	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-	138,850						138,850	-	138,850
Pay-go	-							-	-	-
Grants	-	143,000						143,000	-	143,000
Other	-							-	-	-
	-	281,850	-	-	-	-	-	281,850	-	281,850

Project Detail

Project Title Traffic Signal Rehabilitation	**Project Number** 50018	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score** 66

Project Description

This project provides for the construction of a new traffic signal at the intersection of Randall and Dock Streets including poles, signal heads, controller, detection equipment and pedestrian signals as well as upgrades to the adjacent traffic signal at Randall and Prince George Street.

This project also provides for the evaluation and prioritization of city-wide traffic signal repairs to the existing signal heads, controllers, poles and detection equipment with upgrades including camera detection, actuated pedestrian signals (APS) and coordinated signal timing.

Regulatory or Legal Mandates

Operational Necessity
Replacement parts do not work with obsolete signal technology, and replacement will provide traffic flow and safety improvements.

Prior Funding
FY2018: $50,000

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Planning, Design and Construction	Annual Project	Annual Funding

Traffic Signal Rehabilitation	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	50,000	495,000	172,500	671,000	498,500	498,500		2,385,500	50,000	2,335,500
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	50,000	495,000	172,500	671,000	498,500	498,500	-	2,385,500	50,000	2,335,500

Project Detail

Project Title Turxtun Park Tennis Courts and Fence	**Project Number**	**Initiating Department** Recreation and Parks
Asset Category	**Asset Number**	**Priority Score** 66

Project Description

The twelve tennis courts located at Truxtun Park are in need of refurbishment, and the surrounding fences need to be replaced. The courts will be repaired and resurfaced, and the fences will be replaced including entrance gates will be replaced.

Regulatory or Legal Mandates	**Operational Necessity** Existing courts and fencing are in constant need of repair and existing fences pose a safety hazard.
Prior Funding FY2018: $613,603	**Non-City sources of funding** Program Open Space $460,200
FY19 Budget commitment allows project stage: Project to be completed with prior year funding.	**Project Years** / **Total Project Budget** $613,603

Truxtun Park Tennis Courts and Fence	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	153,403							153,403	153,403	-
Pay-go	-							-	-	-
Grants	460,200							460,200	460,200	-
Other	-							-	-	-
	613,603	-	-	-	-	-	-	613,603	613,603	-

Project Detail

Project Title South Southwood Sidewalk and Stormwater Management	**Project Number**	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score** 66

Project Description

Phase 1: Feasibility Study of the existing infrastructure within the project boundaries to determine potential areas for connecting missing sidewalk sections and upgrading the existing sidewalks to ADA compliant. This area includes almost three miles of roads with and approximate 40 foot right of way. Evaluation of stormwater management within the project boundaries to address drainage complaints and to treat runoff for the additional impervious area added by the sidewalks and for treatment of the existing impervious areas. The GIS Database will be updated within this project area to accurately show our infrastructure. Evaluation of stormdrain system to determine if additional infrastructure is needed. Acquisition of right of way for installation of sidewalks, curb, gutter and roadway. Please note, this project assumes that the right of way acquisition will be donated to the city and not purchased.

Phase 2: Engineering and design of the project.

Phase 3: Construction of the project.

Regulatory or Legal Mandates

Operational Necessity

Provides access to ADA compliant sidewalks and better connection to Wiley H. Bates Heritage Park. Stormwater Management will reduce help reduce runoff and promote infiltration in areas where there are none currently.

Prior Funding

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Funding not recommended for FY2019	FY2020 – FY2022	$2,699,550

S Southwood Sidewalk and Stormwater Management	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-		216,300	1,307,250	1,176,000			2,699,550	-	2,699,550
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	-	-	216,300	1,307,250	1,176,000	-	-	2,699,550	-	2,699,550

Project Detail

Project Title Trail Connections	**Project Number** 50010	**Initiating Department**
Asset Category	**Asset Number**	**Priority Score**

Project Description

As recommended in the Bicycle Master Plan (2012) this project consists of several components to create a more cohesive trail system in the City. This project improves the safety of bike travel and supports City policy to encourage alternative transportation options. Project includes planning, land acquisition, design, and construction.

Phase 1: Connect the Poplar Trail to the Spa Creek Trail with pavement markings and signage.

Phase 2: Connect Taylor Avenue to West Washington Street via former railroad corridor.

Phase 3: Connect Admiral Drive and Gibraltar Avenue

Phase 4: Connect bike lanes on the Naval Academy Bridge through downtown and across Compromise Street to Eastport (Bay Ridge Rd.).

Phase 5: Establish bike routes from downtown along the West Street corridor to Annapolis Town Center and the Anne Arundel County Medical Center/Annapolis Mall area.

Phase 6: Establish bike routes along the Forest Drive corridor.

Phase 7: Establish bike (parking) racks at regular intervals in the downtown area around City Dock, Main Street and West Street.

Regulatory or Legal Mandates

Operational Necessity

Grant funding is expected to offset design and construction costs, for which various State and Federal grants are available for up to 100% funding.

Prior Funding

FY2018: $83,971

Non-City sources of funding

FY19 Budget commitment allows project stage:

Phase 1 & 2 have begun with prior year funds.

Project Years

FY2018 – FY2019

Total Project Budget

$155,276

Trail Connections	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	12,666							12,666	-	12,666
Pay-go	-							-	-	-
Grants	71,305	71,305						142,610	71,305	71,305
Other	-							-	-	-
	83,971	71,305	-	-	-	-	-	155,276	71,305	83,971

Project Detail

Project Title	**Project Number**	**Initiating Department**
General Roadways	40006/40012	Public Works
Asset Category	**Asset Number**	**Priority Score**
		62

Project Description
This project is a consolidation of annual efforts to resurface 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, brick repairs and replacement, and replacement of pavement markings. Traffic calming projects may also be funded through this project. The ADA requires wheelchair accessible ramps at intersections where sidewalks adjoin streets. Although most of the City intersections have a handicapped ramps, funds are used, as deemed necessary to update the existing ramps to the current standard or for additional ramps to the current standard or for additional ramps installed.

Regulatory or Legal Mandates
The Maryland Transportation Code mandates that Highway User Revenue (HUR) be applied to transportation projects.

Operational Necessity
Sustains operations of the existing street network.

Prior Funding
Project is funded via the capital budget annually.

Non-City sources of funding
Highway User Revenue

FY19 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Construction and Project Management	Annual Project	$3,000,000 annually.

General Roadways	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-	1,000,000	1,750,000	2,000,000	2,250,000	2,500,000	3,000,000	12,500,000	-	12,500,000
Grants	-							-	-	-
Other - PY Bond Premium	1,000,000							1,000,000	1,000,000	
Other - Capital Reserve Fund Balance	1,000,000	2,000,000	1,250,000	1,000,000	750,000	500,000		6,500,000	1,000,000	5,500,000
Other - Transfer from Other Projects	-							-	-	-
	2,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	20,000,000	2,000,000	18,000,000

Project Detail

Project Title City Hall Restoration	**Project Number:** 20005	**Initiating Department** Public Works
Asset Category City Facilities	**Asset Number** 50138	**Priority Score** 62

Project Description

Renovation of City Hall and restoration of the City Council Chambers. The complete scope of the project includes repairs to the building structure, windows, energy improvements, a new roof and HVAC system, upgrade of the electrical system, and new wireless network access points in public areas. Interior restoration is consistent with the 1868 building design. Improvement of the HVAC system's efficiency, reduced building maintenance costs, and increased comfort for City residents, meeting attendees, and City employees result from this project.

Third and final phase of work is expected to be completed by end of 2015.

Regulatory or Legal Mandates

Code Compliance, OSHA, ADA

Operational Necessity

Energy efficiency and improved working environment will result from improvements to mechanical and HVAC systems.

Prior Funding

FY2009, FY2010: $1,086,811.66
FY2013: $1,458,142.
FY2014: $250,000

Non-City sources of funding

$250,000 State Capital funds
$100,000 Critical Infrastructure Grant

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Project to be completed with prior year funds.	FY2011-FY2019	$3,398,622

City Hall Restoration	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	3,146,812							3,146,812	-	3,146,812
Pay-go	1,810							1,810	-	1,810
Grants	250,000							250,000	-	250,000
Other	-							-	-	-
	3,398,622	-	-	-	-	-	-	3,398,622	-	3,398,622

Project Detail

Project Title General Sidewalks	**Project Number** 40007/40010/40015	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score** 62

Project Description

Project is for the repair of sidewalks in Annapolis. The ongoing repair program is based on a comprehensive city-wide sidewalk condition assessment. Sidewalks are inspected for cracking, faulting and scaling. Based upon this assessment, a list of priorities for repair and reconstruction is developed each year, taking into account not only sidewalk condition, but location of sidewalk in terms of its importance to citywide pedestrian traffic.

Regulatory or Legal Mandates

Operational Necessity
Allows continued safe use of the existing sidewalk network.

Prior Funding
FY2013 – FY2018: $2,981,848

Non-City sources of funding

FY19 Budget commitment allows project stage:
Construction

Project Years
Annual Funding

Total Project Budget
Annual Funding of $600,000

General Sidewalks	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	860,000	600,000						1,460,000	860,000	600,000
Pay-go	1,521,848		600,000	600,000	600,000	600,000	600,000	4,521,848	1,521,848	3,000,000
Grants	-							-	-	-
Other - Capital Reserve Fund Balance	600,000							600,000	600,000	-
	2,981,848	600,000	600,000	600,000	600,000	600,000	600,000	6,581,848	2,981,848	3,600,000

Project Detail

Project Title City Harbor Flood Mitigation	**Project Number** 50005	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score** 61

Project Description

Project includes storm drain and flood mitigation infrastructure to address flooding issues.

Regulatory or Legal Mandates Public safety associated with City-owned infrastructure.	**Operational Necessity** Project will address periodic nuisance flooding and more significant flooding of City Dock surface lots and Compromise Street.
Prior Funding $1,270,315	**Non-City sources of funding**

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Design and Construction	FY2016 – FY2023	$12,770,315

City Harbor Flood Mitigation	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	217,246							217,246	217,246	-
Pay-go	53,069							53,069	53,069	-
Grants	1,000,000	5,000,000			1,000,000	4,000,000		11,000,000	1,000,000	10,000,000
Other - Capital Reserve Fund Balance	-	1,500,000						1,500,000	-	1,500,000
	1,270,315	6,500,000	-	-	1,000,000	4,000,000	-	12,770,315	1,270,315	11,500,000

Project Detail

Project Title Russell Street	**Project Number** 40013	**Initiating Department** Public Works; Planning and Zoning
Asset Category Infrastructure	**Asset Number**	**Priority Score** 60

Project Description

Reconstruct Russell St. between Smithville St. and West St. to improve pedestrian, vehicular and bicycle access to both the Bates Legacy and Community Center and the Spa Creek Trail.

Improvements include a sidewalk on the west side of the street, a bike lane southbound on the street, curb and gutter to define the street edge and eliminate random parking on the street.

This project implements a portion of the 2005 *Bates Community Legacy Plan.*

Regulatory or Legal Mandates

Operational Necessity

This project is part of the City's overall goal of improving stormwater management.

Prior Funding

FY2018: $111,000

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Construction and Project Management	FY2018 – FY2019	$781,000

Russell Street	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-	-	-					-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Capital Reserve Fund Balance	111,000	670,000	-					781,000	111,000	670,000
	111,000	670,000	-	-	-	-	-	781,000	111,000	670,000

Project Detail

Project Title Forest Drive Fire Station Renovations	**Project Number**	**Initiating Department** Fire Department
Asset Category	**Asset Number**	**Priority Score** 66

Project Description

The fire station does not have adequate female restroom/locker facilities. When the station was built in 1972, woman in the fire service was limited. In today's modern fire service, especially the City of Annapolis, female firefighters are a major part of our workforce. This project would relocate the Bomb Squad office and make room for a female restroom/locker facility.

Regulatory or Legal Mandates

Operational Necessity
City has an obligation to provide our female employees with the same working conditions (environment) as their male counterparts.

Prior Funding

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
$15,750	FY2019 – FY2020	$421,050

Forest Drive Fire Station Renovations	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-	15,750	405,300					421,050	-	421,050
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	-	15,750	405,300	-	-	-	-	421,050	-	421,050

Project Detail

Project Title Fire Station Paving	**Project Number** 40008	**Initiating Department** Public Works with Fire Department
Asset Category City Facilities	**Asset Number** 50218 (Forest), 50220 (Eastport), and 50688 (Taylor)	**Priority Score** 55

Project Description
Paving of traffic areas at all three Annapolis Fire Stations (27,000 square feet in total). This project will enable safe and efficient passage of emergency vehicles to and from facilities and provide safe pavement conditions for employee and public parking.

Regulatory or Legal Mandates	**Operational Necessity** Project sustains an existing asset.
Prior Funding $295,099	**Non-City sources of funding**

FY2019 Budget commitment allows project stage: Project to be completed with prior year funds.	**Project Years** FY2013-FY2019	**Total Project Budget** $295,099

Fire Station Paving	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	295,099							295,099	-	295,099
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	295,099	-	-	-	-	-	-	295,099	-	295,099

Project Detail

Project Title City Dock Bulkhead	**Project Number** 74050	**Initiating Department** Planning & Zoning
Asset Category Infrastructure	**Asset Number**	**Priority Score** 54

Project Description
Phase 2 of the bulkhead replacement at City Dock will be completed. Improvements to infrastructure in the City Dock area will include, but not be limited to, public space, public access, and improvements to the water and electrical systems.

Regulatory or Legal Mandates
Public safety associated with City-owned infrastructure.

Operational Necessity
Project will address deterioration associated with the existing bulkhead.

Prior Funding
FY2014: $1,500,000
FY2015: $4,511,734

Non-City sources of funding
Federal grant: $1.5M (Boating Infrastructure Grant) was part of FY2014 total project budget.

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Project to be completed with prior year funding	FY2014-FY2019	$6,011,734

City Dock Infrastructure	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	4,511,734							4,511,734	-	4,511,734
Pay-go	-							-	-	-
Grants	1,500,000							1,500,000	-	1,500,000
Other	-							-	-	-
	6,011,734	-	-	-	-	-	-	6,011,734	-	6,011,734

Project Detail

Project Title Cornhill Street Curb and Sidewalk Repair	**Project Number**	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score** 52

Project Description

Cornhill Street has had failing curbs and sidewalks for years. Recent replacement of failing old, existing gas main and connections by BGE, followed by replacement of undersized water main and failing water connections by City of Annapolis has resulted in a damaged roadway, further damage to the curb and sidewalk for the length of Cornhill Street. The roadway will be milled and resurfaced by BGE; however, the sidewalk and curb require reconstruction.

This project is to provide funding for the design and reconstruction of the granite curb and sidewalk. Although interim repairs will be made to fix damage caused by the gas and water line replacements and other damage previously caused by vehicles, this project is to reconstruct the entire length of sidewalk, curb and gutter.

Regulatory or Legal Mandates	**Operational Necessity**	
Prior Funding FY2016: $65,000 FY2017: $635,000	**Non-City sources of funding**	
FY2019 Budget commitment allows project stage: Funding not recommended for FY2019.	**Project Years** FY2016-FY2019	**Total Project Budget** $700,000

Cornhill	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	65,000							65,000	-	65,000
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Sale of 9 St. Mary's	635,000							635,000	-	635,000
	700,000	-	-	-	-	-	-	700,000	-	700,000

Project Detail

Project Title National Fitness Campaign – Fitness Court	**Project Number**	**Initiating Department** Recreation and Parks
Asset Category	**Asset Number**	**Priority Score** 50

Project Description

The National Fitness Campaign's outdoor bodyweight circuit-training system features a series of full-body exercises that can be completed in just seven minutes. *7 Movements in 7 Minutes* is a simple yet powerful workout created for a range of athletic abilities, and is optimally performed on the Fitness Court®. Developed by experts in the field, each exercise takes 45 seconds, with a 15-second interlude between sets, and is shown to burn more calories per minute than most other forms of exercise.

The outdoor NFC Fitness Court accommodates a variety of skill levels and abilities at each station, from beginner to expert. Each piece of equipment allows users to leverage their body-weight at different angles and levels of resistance as a tool to improve over time.

Location for Fitness Court is to be determined.

Regulatory or Legal Mandates	**Operational Necessity**
Prior Funding	**Non-City sources of funding** Project will be funded by grants and donations

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Planning, Design and Construction	FY2019	$148,444

National Fitness Campaign - Fitness Court	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Donations	-	148,444						148,444	-	148,444
	-	148,444	-	-	-	-	-	148,444	-	148,444

Project Title	**Project Number**	**Initiating Department**
Kingsport Park	50007	Recreation & Parks
Asset Category	**Asset Number**	**Priority Score**
Parks	None (Land Improvement)	44

Project Description
This project will complete the development of the Kingsport Park, a 2-acre parcel donated to the City as part of the Kingsport residential development. First year project funds will finalize the park design and programming with input from residents of surrounding communities. Once finalized, grant funds are expected to defray or offset construction costs in subsequent years.

Regulatory or Legal Mandates
No

Operational Necessity
Meets the essential recreation and park services for the community.

Prior Funding
FY2013: $15,000
FY14: $43,335
FY2015: $230,870
FY2018: $55,000

Non-City sources of funding
Pending: Community Parks and Playgrounds (DNR) Grant Application for $285,870 to offset FY14 project budget.

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Project to be completed with prior year funding	FY2013-FY2019	$344,205

Kingsport Park	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	58,335							58,335	-	58,335
Pay-go	-							-	-	-
Grants	285,870							285,870	-	285,870
Other	-							-	-	-
	344,205	-	-	-	-	-	-	344,205	-	344,205

Project Detail

Project Title Barbud Lane	**Project Number** 40014	**Initiating Department** Public Works
Asset Category Infrastructure	**Asset Number**	**Priority Score** 43

Project Description

Improve Barbud Lane from Forest Drive to Janwal Street. Approximately 850' of roadway will be reconstructed with curb and gutter, sidewalk on one side, and an intermittent parking lane. Storm drainage improvements are included. Changes are proposed to reduce cut-through traffic in the community.

Regulatory or Legal Mandates	**Operational Necessity**	
Prior Funding FY2018: $130,000	**Non-City sources of funding**	
FY2019 Budget commitment allows project stage: Construction and Project Management	**Project Years** FY2018 – FY2019	**Total Project Budget** $660,000

Barbud Lane	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Capital Reserve Fund Balance	130,000	530,000						660,000	130,000	530,000
	130,000	530,000	-	-	-	-	-	660,000	130,000	530,000

Project Detail

Project Title MUNIS/IT Payroll Time and Attendance System	**Project Number** 50001	**Initiating Department** MIT
Asset Category IT	**Asset Number**	**Priority Score** 43

Project Description

Implement a time and attendance system that assists in managing labor budgets and reducing and controlling labor expenditures. System will minimize manual employee scheduling, time sheet, and time keeping processes. System will improve real time and accurate time keeping.

Regulatory or Legal Mandates

FLSA, FMLA and collective bargaining agreements for auditing, compliance and employee grievances.

Operational Necessity

Prior Funding

FY2015: $1,186,011

Non-City sources of funding

FY2019 Budget commitment allows project stage

Project to be completed with prior year funding

Project Years

FY2015:FY2019

Total Project Budget

$1,186,011

(Approx. $26,000 in annual maintenance costs will be required after the initial funding year.)

MUNIS IT System Implementation	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	1,186,011							1,186,011	-	1,186,011
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	1,186,011	-	-	-	-	-	-	1,186,011	-	1,186,011

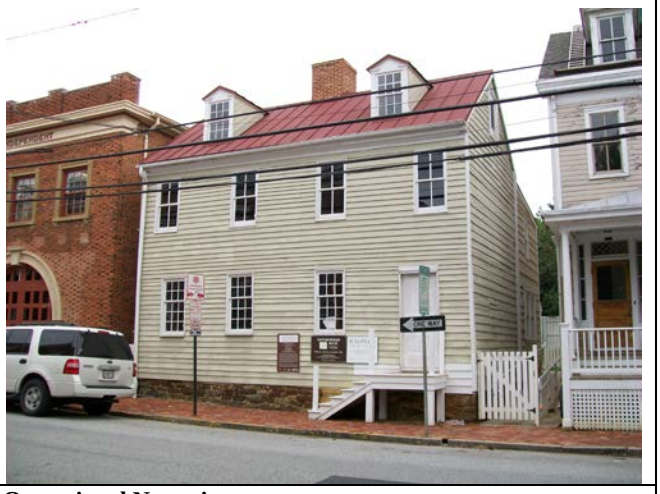
Project Detail

Project Title Maynard Burgess House	**Project Number**	**Initiating Department** Planning and Zoning
Asset Category City Facilities	**Asset Number**	**Priority Score**

Project Description

The Maynard Burgess House has undergone several phases of work to date. This final phase of construction will address the structural and engineering issues, water infiltration, insulation, installation of finishes, walls, floors, ceilings, trim; installation of systems (electric, plumbing and HVAC), installation of fire detection and supression system, design and installation of exhibits.

The property is protected (interior, exterior, grounds) by a perpetual historic preservation easement held by the Maryland Historical Trust, therefore all work is consistent with the Secretary of the Interior's Standards for Rehabilitation. The exterior work and ground disturbance is also subject to review and approval of the Annapolis Historic Preservation Commission.



Regulatory or Legal Mandates	**Operational Necessity**
Prior Funding FY2012: $430,309 FY2018: $400,000	**Non-City sources of funding**

FY19 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Project to be completed with prior year funds.	FY2012-FY2019	$830,309

Maynard Burgess	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	330,309							330,309	-	330,309
Pay-go	-							-	-	-
Grants	100,000							100,000	-	100,000
Other - Capital Reserve Fund Balance	400,000							400,000	-	400,000
	830,309	-	-	-	-	-	-	830,309	-	830,309

Project Detail

Project Title	**Project Number**	**Initiating Department**
Energy Performance Audit	50014	Public Works
Asset Category	**Asset Number**	**Priority Score**
Infrastructure	TBD	N/A

Project Description

The Department of Public Works is in the process of hiring an independent contractor to perform an Energy Performance Audit. The purpose of the audit is to determine ways in which the City can reduce energy consumption, which in turn will create energy savings. The estimated cost of projects associated with the outcome of the audit is $5,000,000. The energy savings created by implementing the audit recommendations are expected to cover the debt service costs.

Regulatory or Legal Mandates

Operational Necessity

Energy efficiency and savings.

Prior Funding

FY2017: $4,760,000

Non-City sources of funding

FY2019 Budget commitment allows project stage:

Additional funding not recommended in FY2019.

Project Years

FY2017 – FY2019

Total Project Budget

$4,760,000

Energy Performance Audit Recommendations	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	4,760,000							4,760,000	-	4,760,000
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	4,760,000	-	-	-	-	-	-	4,760,000	-	4,760,000

Project Detail

Project Title City Facility Improvements	**Project Number** 20013	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score**

Project Description

This project will provide funding for capital improvements to various city-owned facilities. Examples of projects include roof reconstruction, elevator replacements, and structural and other significant repairs.

Regulatory or Legal Mandates

Operational Necessity
This project is needed to provide a dedicated source of funds for repair and maintenance of city facilities.

Prior Funding
$1,167,305

Non-City sources of funding

FY2019 Budget commitment allows project stage:
Planning, Design and Construction

Project Years
Annual Project

Total Project Budget
Annual Funding of $350,000

City Facility Improvements	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	817,305							817,305	817,305	-
Pay-go	-	350,000	350,000	350,000	350,000	350,000	350,000	2,100,000	-	2,100,000
Grants								-	-	-
Other - Capital Reserve Fund Balance	350,000							350,000	350,000	-
	1,167,305	350,000	350,000	350,000	350,000	350,000	350,000	3,267,305	1,167,305	2,100,000

Project Detail

Project Title Truxtun Park Softball Fields	**Project Number** 50009	**Initiating Department** Recreation & Parks
Asset Category Parks	**Asset Number**	**Priority Score** Not Available

Project Description

Renovate one softball field at Truxtun Park / Pip Moyer Recreation Center to include regarding, amending and replanting of the playing field surface, and the installation of an athletic field irrigation system.

Regulatory or Legal Mandates

Operational Necessity

Prior Funding

FY2012: $102,000

Non-City sources of funding

Community Parks and Playground (DNR) Grant in 2012: $102,000

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Project to be completed with prior year funding.	FY2012 – FY2019	$102,000

Truxtun Park Softball Fields	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	102,000							102,000	-	102,000
Other	-							-	-	-
	102,000	-	-	-	-	-	-	102,000	-	102,000

Project Title Re-Timber of Docks around Ego Alley	**Project Number**	**Initiating Department** Recreation & Parks
Asset Category City Facilities	**Asset Number**	**Priority Score**

1. **Project Description:** Preliminary site preparation including set up of a staging area for new and removed planks, establishment of a mobile work zone and maintenance of pedestrian traffic.
2. Installation of Erosion and Sediment controls including a turbidity curtain and inlet protection.
3. Removing, disposing and replacing in kind all of the deck boards and associated hardware.
4. Restoration of site to existing condition.

Regulatory or Legal Mandates:

Timber replacement needed to avoid and/or minimize ligation caused by falls on the deck, falls overboard or falls off of the deck onto pavement.

Operational Necessity: The timber deck planks are heavily weathered and at the end of their expected life.

Current timbers are markedly pitted, loose and rotted. There are voids and tripping hazards and the timbers can no longer be repaired.

Prior Funding
The City Dock Bulkhead Replacement project (Phase 1), completed in April 2008, included constructing 1,100 LF of steel sheet pile bulkhead topped with a concrete cap and 8' wide wood plank boardwalk.

Non-City sources of funding: Harbormaster's Office currently has $149,000 in Waterway Improvement Funds and approval from DNR Grant Coordinators to use all of this money to re-timber the decks around Ego Alley.

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Project to be completed with prior year funding.	FY 2018 – FY2019	$200,000

Re-timber of Docks	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	200,000							200,000	-	200,000
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	200,000	-	-	-	-	-	-	200,000	-	200,000

Project Detail

Project Title Stomwater MS4 Permit Compliance	**Project Number** 77008	**Initiating Department** Environmental Policy Office
Asset Category	**Asset Number**	**Priority Score** Legal Mandate

Project Description

The City of Annapolis is required by the U.S. EPA (Environmental Protection Agency) and the MDE (Maryland Department of the Environment) to meet the requirements of the NPDES/MS4 (National Pollution Discharge Elimination System/Municipal Separate Stormwater Sewer System) permit. A Stormwater Pollution Prevention Plan (SWPPP), including associated mapping, will be established. A restoration plan will be developed to implement water quality improvement projects, including working with local partners, obtaining community input and providing opportunities for public education.

New and retrofit BMPs (Best Management Practices) will be developed, designed and constructed in order to meet MS4 permit goals.

Regulatory or Legal Mandates Clean Water Act	**Operational Necessity**
Prior Funding FY2018: $1,500,000	**Non-City sources of funding**
FY2019 Budget commitment allows project stage: Planning, Design and Constructoin	**Project Years** Annual Funding **Total Project Budget** Annual Funding

Stormwater MS4 Permit Compliance	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	1,000,000							1,000,000	1,000,000	-
Pay-go	500,000	810,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,310,000	500,000	5,810,000
Grants	-							-	-	-
Other - Watershed Restoration Fund Balance	-	190,000						190,000	-	190,000
	1,500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	7,500,000	1,500,000	6,000,000

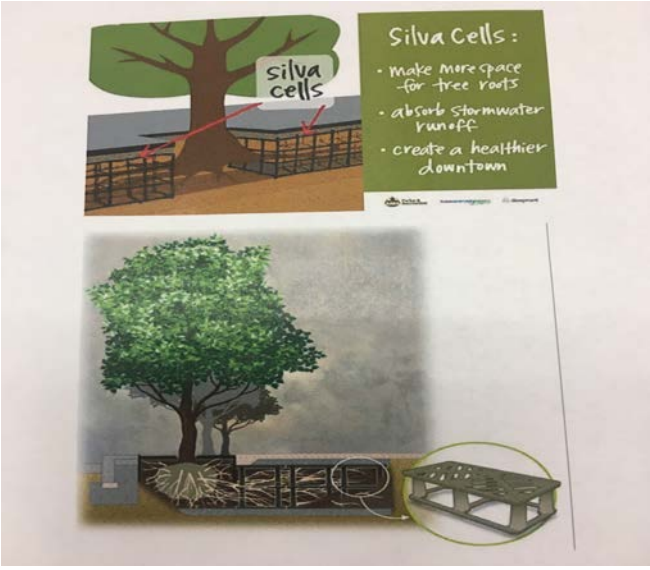
Project Detail

Project Title Main Street Silva Cell	**Project Number**	**Initiating Department** Environmental Policy Office
Asset Category	**Asset Number**	**Priority Score** Legal Mandate

Project Description

This project is a requirement of a Consent Agreement between the City of Annapolis and the United States Environmental Protection Agency (EPA).

Silva cell tree planters will be constructed along Main Street. The tree planters will reduce stormwater pollutants from the street to the City harbor. The project will serve as a green infrastructure pilot project, to be used as a model for future projects to reduce the flow of pollutants to City receiving waters.



Regulatory or Legal Mandates Required by Consent Agreement	**Operational Necessity**	
Prior Funding	**Non-City sources of funding**	
FY2019 Budget commitment allows project stage: Design and Construction	**Project Years** FY2019	**Total Project Budget** $69,930

Main Street Silva Cell	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Watershed Restoration Fund Balance	-	69,930						69,930	-	69,930
	-	69,930	-	-	-	-	-	69,930	-	69,930

Project Detail

Project Title Watershed Management Plan	**Project Number** TBD	**Initiating Department** DNEP
Asset Category Stormwater	**Asset Number**	**Priority Score** 80

Project Description

Watershed management plan for the City of Annapolis, including NPDES/MS4 (National Pollution Discharge Elimination System/Municipal Separate Stormwater Sewer System) compliance and identification of nutrient reduction Total Maximum Daily Load (TMDL) compliance projects, and updated Watershed Improvement Plans (WIP) per Maryland Dept. of the Environment requirements.

Regulatory or Legal Mandates

EPA mandated nutrient reduction for the Chesapeake Bay watershed per the 1972 Clean Water Act.

Operational Necessity

Necessary to identify and prioritize nutrient reduction projects.

Prior Funding

FY2015: $125,000

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Project to be completed with prior year funding.	FY2015-FY2019	$125,000

Watershed Management Plan	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Watershed Restoration Fund Balance	125,000							125,000	125,000	-
	-	-	-	-	-	-	-	125,000	125,000	-

Project Detail

Project Title Stream Restoration	**Project Number** 77004	**Initiating Department** Environmental Policy Office
Asset Category	**Asset Number**	**Priority Score** 51

Project Description
Project will restore streambeds to improve ecological function and limit erosion. Lack of effective stormwater management and sediment and erosion control for upstream land previously developed results in persistent erosion of receiving streams before entering into the surface waters of the City's tidal creeks. Project proposed to stabilize eroded stream beds and create velocity reducing structures to limit further erosion.

Regulatory or Legal Mandates Clean Water Act	**Operational Necessity**
Prior Funding FY2017: $100,360	**Non-City sources of funding**
FY19 Budget commitment allows project stage: Construction	**Project Years** FY2017 – FY2019 / **Total Project Budget** $405,360

Stream Restoration	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Watershed Restoration Fund Balance	100,360	305,000						405,360	100,360	305,000
	-	305,000	-	-	-	-	-	405,360	100,360	305,000

Project Title	**Project Number**	**Initiating Department**
Stormwater Management Retrofit Project	77002	Public Works
Asset Category	**Asset Number**	**Priority Score**
Stormwater		45

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 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.

Regulatory or Legal Mandates
Clean Water Act

Operational Necessity
Sustains operations of existing stormwater conveyance infrastructure.

Prior Funding
$326,368

Non-City sources of funding

FY2019 Budget commitment allows project stage:
Planning, Design & Construction

Project Years
Annual Years

Total Project Budget
Annual Funding of $100,000

Stormwater Management Retrofit Projects	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	126,368		100,000	100,000	100,000	100,000	100,000	626,368	126,368	500,000
Grants	-							-	-	-
Other - Watershed Restoration Fund Balance	200,000	100,000						300,000	200,000	100,000
	326,368	100,000	100,000	100,000	100,000	100,000	100,000	926,368	326,368	600,000

Project Detail

Project Title	**Project Number**	**Initiating Department**
Dorsey Avenue Storm Drain	77006	Public Works
Asset Category	**Asset Number**	**Priority Score**
Stormwater	Numerous	37

Project Description

The proposed project addresses drainage problems that cause storm water to pond on Dorsey Avenue west of Kirby Lane during and after storm events. Along approximately 325 feet of roadway, the roadway surface will be lowered and repaved, and curb, gutter, inlets and storm drains will be installed to collect surface water and convey it to the existing storm drain system.

Regulatory or Legal Mandates

Operational Necessity

Improves drainage of roadway.

Prior Funding

FY2017: $246,907

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Project to be completed with prior year funding.	FY2015-FY2019	$246,907

Dorsey Avenue Storm Drain	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Watershed Restoration Fund Balance	246,907							246,907	246,907	-
	246,907	-	-	-	-	-	-	246,907	246,907	-

Project Detail

Project Title	**Project Number**	**Initiating Department**
Water Distribution Rehabilitation	71003	Public Works
Asset Category	**Asset Number**	**Priority Score**
		75

Project Description

The existing water distribution grid is aging, as is evidenced by the frequent failures. The City's Water and Sewer Comprehensive Analysis Plan was recently developed using typical asset management practices incorporating both probability and consequence of failure factors. The Plan establishes risk to every asset and outlines the priority water distribution system rehabilitation capital needs for the next 5 years. This CIP project includes design and construction of identified priority projects. The Plan also identifies additional planning work and assessment strategies necessary to refine prioritization of water distribution infrastructure upgrades into the future.

Regulatory or Legal Mandates

Operational Necessity
In addition to service interruptions due to breaks, sediment deposits and loss of smooth surface 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. Ongoing funding of this project deters an increase in water loss, service interruptions and emergency repairs.

Prior Funding
$9,560,000

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Planning, Design, and Construction	Annual Project	Annual Funding

Water Distribution Rehabilitation	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	9,458,000	1,260,252	2,100,420	2,100,420	2,100,420	2,100,420	2,100,420	21,220,352	9,458,000	11,762,352
Pay-go	102,000	840,168						942,168	102,000	840,168
Grants	-							-	-	-
Other	-							-	-	-
	9,560,000	2,100,420	2,100,420	2,100,420	2,100,420	2,100,420	2,100,420	22,162,520	9,560,000	12,602,520

Project Detail

Project Title Water Tank Rehabilitation	**Project Number** 71002	**Initiating Department** Public Works
Asset Category	**Asset Number**	**Priority Score**

Project Description

This project provides for water tank painting, repairs and retrofits of valves, foundations, structures and site improvements to the five elevated water tanks used for storage of the City's water supply. Tanks are painted in a cyclic order, and periodic repairs and retrofits of the altitude valves, structures and site improvements are made to the tanks.

Regulatory or Legal Mandates	**Operational Necessity** Necessary to keep water storage tanks safe and operational.
Prior Funding $3,222,750	**Non-City sources of funding**

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Construction	Annual Project	Annual Funding

Water Tank Rehabilitation	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	2,278,000	355,650	592,750	750,000	750,000	750,000	750,000	6,226,400	2,278,000	3,948,400
Pay-go	394,750	237,100						631,850	394,750	237,100
Grants	-							-	-	-
Other - Water Fund Balance	550,000							550,000	550,000	-
	3,222,750	592,750	592,750	750,000	750,000	750,000	750,000	7,408,250	3,222,750	4,185,500

Project Detail

Project Title Water Treatment Plant	**Project Number** 71001	**Initiating Department** Public Works
Asset Category Water	**Asset Number**	**Priority Score** Not Available

Project Description

The Water Treatment Plant 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 parts are no longer being made. The results of the life-cycle cost and qualitative analyses in the report showed that a new water treatment plant was the better alternative, as compared to major upgrades.

Regulatory or Legal Mandates

Operational Necessity

The water treatment plant is the only source of water for the City and therefore, a critical operation.

Prior Funding

FY2011: $503,000
FY2012: $277,000
FY2013: $35,000,000
FY2018: $334,829

Non-City sources of funding

State funding (MD Dept. of Environment): $1.5 million green-building grant, $28.5 million low-interest loan

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Funding to be completed with prior year funding	FY2011-FY2019	$36,114,829

Water Treatment Plant	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	6,114,829							6,114,829	6,114,829	-
Pay-go	-							-	-	-
Grants	1,500,000							1,500,000	1,500,000	-
Other - MDE Loan	28,500,000							28,500,000	28,500,000	-
	36,114,829	-	-	-	-	-	-	36,114,829	36,114,829	-

Project Detail

Project Title	**Project Number**	**Initiating Department**
Sewer Rehabilitation and Improvements	72006	Public Works
Asset Category	**Asset Number**	**Priority Score**
		74

Project Description

Over half of the City's sewers are greater than 50 years old and many are over 80 years old. The City's Water and Sewer Comprehensive Analysis Plan was recently developed using typical asset management practices incorporating both probability and consequence of failure factors. The Plan establishes risk to every asset and outlines the priority sewer system rehabilitation capital needs for the next 5 years. This CIP project includes design and construction of sewer rehabilitation of identified priority assets. Most of the sewer pipes needing rehabilitation can be lined using trenchless methods but others will need replacement. Sewer video inspection is required ahead of design/construction. The Plan also identifies additional planning work and assessment strategies necessary to refine prioritization of sewer asset rehabilitation into the future.

Regulatory or Legal Mandates
Sewage Spills require reporting to MDE and often result in fines. Sewer system industry/professional standards related to materials, methods of construction, etc. change regularly. Likely most of the City's sewer collection system would not meet current standards.

Operational Necessity
In addition to service interruptions due to breaks, sewer backups can occur. Funding of this project lessens the potential for a major failure.

Prior Funding
$10,960,000

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Planning, Design and Construction	Annual Funding	Annual Funding

Sewer Rehabilitation and Improvements	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	10,960,000	957,600	1,596,000	1,596,000	1,596,000	1,596,000	1,596,000	19,897,600	10,960,000	8,937,600
Pay-go	-	638,400						638,400	-	638,400
Grants	-							-	-	-
Other	-							-	-	-
	10,960,000	1,596,000	1,596,000	1,596,000	1,596,000	1,596,000	1,596,000	20,536,000	10,960,000	9,576,000

Project Detail

Project Title	**Project Number**	**Initiating Department**
Landfill Gas Mitigation	10001	Public Works
Asset Category	**Asset Number**	**Priority Score**
		Legal Mandate

Project Description

Landfill gas (LFG) monitoring at the closed Annapolis Landfill has been ongoing for several years. Monitoring has confirmed that LFG migration has occurred along the northwestern property line and has been observed on the adjoining private property at explosive levels. No residential structures are at risk at the present time. In December, 2017 the City and the Maryland Department of the Environment (MDE) finalized a Settlement Agreement that requires the City to collect and combust LFG that originates on the closed landfill property. The City is obligated to comply with specific time requirements or face legal sanctions. The design must provide for conversion of the existing passive LFG flare system to an active one, and the installation of gas interceptor wells extending approximately 1200 lineal feet along the northwestern property line. It is estimated that the annual operational and maintenance costs will be approximately $30,000

Regulatory or Legal Mandates

Project is governed by a Settlement Agreement finalized in December, 2017 between the City and Maryland Department of the Environment (MDE).

Operational Necessity

Project is mandated to comply with a Settlement Agreement with Maryland Department of the Environment.

Prior Funding

FY2018: $800,000

Non-City sources of funding

FY2019 Budget commitment allows project stage:

Design and construction of LFG mitigation system.

Project Years

FY2011 – FY2020

Total Project Budget

$1,000,000

Landfill Gas Mitigation	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Refuse Fund Balance	800,000	200,000						1,000,000	800,000	200,000
	800,000	200,000	-	-	-	-	-	1,000,000	800,000	200,000

Project Detail

Project Title Refuse Truck	**Project Number**	**Initiating Department** Public Works
Asset Category Vehicles and Equipment	**Asset Number**	**Priority Score** 86

Project Description

City crews collect trash and recycling from the street cans. A new vehicle must be purchased to allow for the daily collection of trash and recycling from the street cans.

Regulatory or Legal Mandates	**Operational Necessity**
Prior Funding	**Non-City sources of funding**

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Purchase of vehicle	FY2019	$180,000

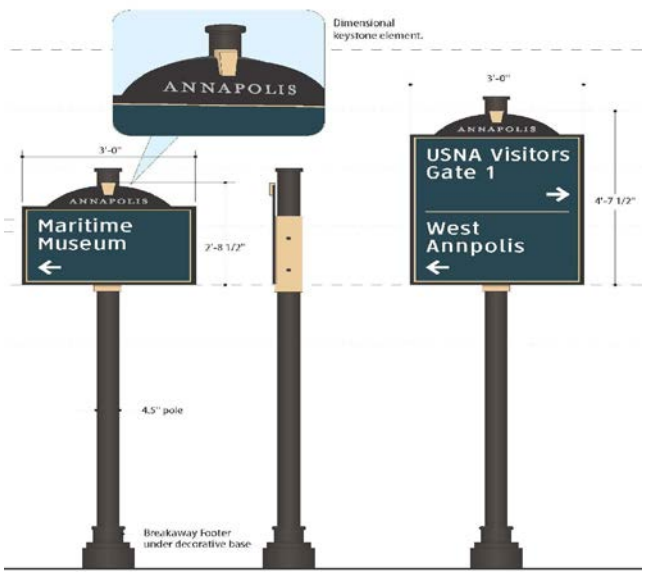
Refuse Truck	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	-							-	-	-
Pay-go	-							-	-	-
Grants	-							-	-	-
Other - Refuse Fund Balance	-	180,000						180,000	-	180,000
	-	180,000	-	-	-	-	-	180,000	-	180,000

Project Detail

Project Title Wayfinding Signage	**Project Number** 50011	**Initiating Department** Planning & Zoning
Asset Category Infrastructure	**Asset Number**	**Priority Score** 45

Project Description

The project is a system of signage and wayfinding technologies to be implemented city-wide. The signage will include gateway signs, pedestrian signs, information kiosks, vehicular directional/welcome signs, real-time Parking information and other wayfinding tools. This project will be coordinated with new parking and transportation initiatives and with improvements to the City Dock area. The *Comprehensive Plan* recommends the expansion of the existing wayfinding program; this recommendation is re-affirmed in the *City Dock Master Plan (2013).*



Regulatory or Legal Mandates

Operational Necessity

Wayfinding Signage improves information available to drivers and pedestrians. This will improve circulation inefficiencies, congestion, and a negative community perception that the City is a difficult place to navigate and find parking.

Prior Funding

FY18: $615,820

Non-City sources of funding

FY2019 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
No funding recommended for FY2019.	FY2018-FY2019	$615,820

Wayfinding Signage	Prior Approved Appropriations	FY2019 request	FY2020 program	FY2021 program	FY2022 program	FY2023 program	FY2024 program	Total project cost	Total project cost - prior year	Increase (Decrease) in Total Project Cost
Bonds	615,820							615,820	-	615,820
Pay-go	-							-	-	-
Grants	-							-	-	-
Other	-							-	-	-
	615,820	-	-	-	-	-	-	615,820	-	615,820

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.

Taylor Avenue

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.

Upper West Street Gateway & Corridor

Upper 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 be 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 Upper West Street Opportunity Area Sector Plan. Coordination with Maryland State Highway Administration is required.

Maryland Avenue Improvements

The project will replace existing water, sewer, gas and storm drains, and construct new brick roadway and sidewalks with granite curbs.

Hillman Garage

The structural integrity is monitored quarterly until project scope has been defined.

Appendix A

CITY OF ANNAPOLIS
CAPITAL PLANNING AND BUDGET POLICY

Sections:

Overview
Threshold Definition
Organization & Process
- **Capital Steering Committee**
- **Capital Working Committee**
- **Annual Submission & Assessment Components**
- **Evaluation Process**
- **Evaluation Criteria**
- **Presentation & Project Categories**

Annual Reporting
- **Annual Inventory**
- **Role of Comprehensive Plan/Strategic Plan/Master Plans in CIP**

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, revenue bonds, 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 to update the City's long-term capital plan to reflect these changes. The City will 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 Steering Committee:

The City shall establish a Capital Steering Committee (CSC). In addition to ensuring overall compliance with the City's Capital Policy, the core responsibility of the CSC is to objectively evaluate departmental requests, and provide advice on the preparation of the annual capital budget and an updated six-year capital plan to the Mayor and City Council. These submissions shall be based upon the Capital Working Committee's (*CWC*) recommendations.

The Capital Steering Committee shall consist of seven members and be comprised of the following people; the Chairperson of the Finance Committee, the Chairperson of the Financial Advisory Committee, the Chairperson 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 Chairperson 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. At the end of the evaluation process, department requests and supplemental information will be forwarded to the Finance Department. The Finance Department will revise the long-term capital plan accordingly, 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 CWC to assure that required documentation accompanies each capital request that is forwarded to the CSC. 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
- ***Legal Mandates***; if a project is being done to satisfy a legal mandate (eg. Court Order or Consent Order), key dates and obligations association with the mandate will be documented. Legally mandated projects are exempt from the scoring and evaluation described in the Evaluation Process and Evaluation Criteria sections of this policy. Projects under legal mandate should be funded at the level required to satisfy the City's legal obligations pursuant to the mandate.
- ***Health and safety***; an assessment of the degree to which the project improves public health and safety.
- ***Quality of life and community welfare;*** an assessment of the degree to which the project improves quality of life in the community, taking into consideration the size of the population or community that will rely on the asset.
- ***Regulatory or legal requirements ;*** requirements associated with the project; compliance with federal/state/local safety requirements; regulatory requirements; requirements to meet industry best practices and/or professional standards; and/or addresses a deficiency in providing adequate levels of service as determined during the Adequate Public Facilities review process.
- ***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/or Strategic Plan and listed in the section of this policy that addresses the role of the Comprehensive Plan.
- ***Interweaving of capital projects;*** an assessment of the degree to which a project is "interwoven" with other capital projects and important to a sequence of capital spending.
- ***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; 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. When a project is funded entirely from an enterprise fund for which a current rate study exists and rate adjustments have been implemented, the originating department will provide a score, but the CWC may choose to review that project's scoring or may submit it directly to the CSC.

Evaluation Process

It shall be the responsibility of the CSC to review the CWC'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 CWC 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 CSC. If the CSC does not agree with the assigned scores, it can either make changes or send the project back to the CWC for re-evaluation. When the CSC completes the review of project scoring, the resulting rank ordering will determine the prioritization of the projects.

Evaluation Criteria

Also listed in the Assessment Components section.

1. Health, Safety 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.	15
2. Quality of Life & Community Welfare An assessment of the degree to which the project improves quality of life in the community. A measure of the population or community that will rely on the asset should be factored into the score.	10
3. Regulatory & Legal Requirements An assessment of the degree to which the project is responding to regulatory or legal requirements. The project score should also factor in if an asset that is at risk of triggering regulatory or legal requirements.	25
4. 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
5. Implication of Deferring the Project: operational cost impacts An assessment of the costs associated with deferring the project. This score should be based on an assessment of the capital asset's annual operating costs before and after construction, and may include repair and maintenance budgets and insurance costs. The asset's useful life should be factored into this score. A project that can be expected to realize operational cost savings would score high; a project for which operational costs will remain essentially the same should score ~5; a project that will have added operational or maintenance costs	10

should score 0.	
6. Strategic Goals An assessment of the degree to which the project furthers thirteen (13) City's strategic goals as adopted in the Comprehensive Plan and listed in the section of the policy addressing the Comprehensive Plan. An assessment of the project's significance to an adopted master plan, as described in the policy, may also be factored into the score. Finally, projects that help further the City Strategic Plan are eligible for points.	15
7. Grant Funding An assessment of the degree to which non-City funds are committed to the project, along with a calculation of the portion of total project cost that is provided by non-City funds. For example, a project with committed grant funds that offset a large portion of the total project cost would score highest.	5
8. "Interweaving" factor An assessment of the degree to which the project is "interwoven" with other capital projects and important to a sequence of capital projects. Example: if more than one project is recommended for implementation of a master plan, and a funding recommendation is an important part of that sequence, the project should score high.	5
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 1-6; separate submissions for each request for every two years, year 1 (and 2) being the budget year being submitted.

Example
Capital Plan
Fiscal Year 20XX

Project Category / Stage / Project	Current Year	Year 2	Year 3	Year 4	Year 5	Years 6	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 August 31st, Department Directors 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 Project Managers 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, STRATEGIC 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

The City Strategic Plan, completed in 2012, identified three primary issues for the City. The associated goals are considered when assessing capital projects:

Issue 1: the need to match service delivery to resource constraints.

Goal 1: Optimize operating capital.
Goal 2: Give funding priority to core services.
Goal 3: Increase efficiency of operations, processes, and services.

Issue 2: the need to diversify input to the City Council.

Goal 1: Improve City Council meetings to facilitate/encourage resident input from different perspectives.
Goal 2: Offer additional forums for residents to provide input to Council.
Goal 3: Improve and expand Council communication and interaction with residents.

Issue 3: the need to promote housing and employment opportunities for lower/middle income levels.

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, Strategic 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.
Revisions approved June 4, 2012 per R-9-12 and June 10, 2013 per R-12-13 and O-9-13.

Appendix B

	Health & Safety	Quality of Life	Regulatory/ Legal	Operational Necessity	Cost Impacts from Deferring	Strategic Goals	Grant Funding	Interweaving	Readiness	Total
Points Possible	15	10	25	10	10	15	5	5	5	100
Transportation Oil-Water Seperator Replacement	13	8	24	9	9	11	5	4	5	88
Truxtun Park Swimming Pool	15	10	23	10	10	14	0	1	5	88
Vehicle Equipment Replacement	15	10	18	10	10	13	4	1	5	86
City-Wide Radio Replacement	13	12	25	9	8	12	1	1	4	85
Main Street Rebricking	13	7	23	6	9	10	5	5	4	82
RMS /CAD for Police Communications	13	9	20	10	8	11	1	3	5	80
Upgrade City Coordinate System	10	8	20	10	9	13	0	5	5	80
Watershed Management Plan	12	8	20	8	8	13	3	4	5	80
Visitor and Boater Facilities /Harbormaster Buidling	10	9	15	10	10	11	5	3	4	77
Floating Docks at 69 Prince George Street; Concept D + E	11	9	18	6	5	13	5	4	4	75
Maintenance Facilities	12	8	15	10	9	11	0	4	5	74
Stormwater Projects	11	8	25	6	9	6	4	2	2	73
Standard Specifications and Construction Details	12	6	22	10	8	13	1	5	5	82
Johnson Harbormaster Bldg Elevator Replacement	12	5	24	10	10	4	1	0	5	71
Spa Road Sidewalks	13	10	16	9	5	11	0	1	5	70
Tucker Street Boat Ramp Improvements/Rebuild	11	9	12	6	6	12	5	4	4	69
Traffic Signal Rehabilition	13	9	7	10	9	13	0	1	4	66
Forest Drive Fire Station Renovatons	14	9	13	10	8	9	0	2	1	66
S. Southwood Sidewalk and Stormwater Project	10	8	18	9	5	10	2	2	2	66
Truxtun Park Tennis Courts and Fence	11	8	9	10	9	13	0	1	5	66
Trail Connections	9	9	10	5	5	13	4	5	4	64
General Roadways	13	10	10	6	6	9	0	3	5	62
General Sidewalks	12	10	11	5	5	10	1	3	5	62
Johnson Harbormaster Building Rehab	10	9	11	9	9	8	2	0	4	62
Russell Street	11	10	5	9	5	11	0	5	4	60
Wayfinding Signage, Year 2	6	8	0	8	6	13	3	5	5	54
Cornhill Street Curb and Sidewalk Repair	6	5	14	5	7	10	0	0	5	52
Stream Restoration	7	7	16	1	7	9	0	0	4	51
National Fitness Campaing Fitness Center	11	8	4	5	5	10	4	0	3	50
PMRC Fitness Equipment	11	8	3	7	7	8	0	0	4	48
West Annapolis Intersections/Traffic/Ped	7	9	0	9	0	13	1	5	4	48
Hilltop Lane Box Culvert	9	6	5	10	6	3	0	5	3	47
Eastport Fire Station Replacement	10	5	4	9	6	9	1	0	1	45
Stormwater Management Retrofits	5	5	10	6	8	6	0	0	5	45
Sixth Street	11	8	0	7	0	11	0	4	3	44
Fourth Street	11	8	0	7	0	11	0	4	3	44
Barbud Lane	8	5	7	4	8	7	0	0	4	43
Smithville Street	8	8	0	8	0	11	0	4	4	43
Time & Attendance										43
Fire Station Overhead Door Replacement	10	4	1	7	7	5	0	0	5	39
Dorsey Avenue Storm Drain	5	6	2	10	6	2	0	1	5	37