



CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2018 THROUGH 2022



**BOROUGH OF MEDIA
301 N. Jackson Street
Media, PA 19063**

Capital Improvement Plan FY 2018-2022

Description

This document has been designed to provide the reader with an understanding of the Borough of Media’s Capital Improvement Plan (CIP) for FY 2018-2022. Work on updating the Borough’s CIP began in the summer of FY 2016 with the help of the Borough’s Summer Intern and the newly appointed CIP Task Force. The CIP document aims to be a fiscal management tool that is used to coordinate the location, timing, and financing of capital improvements over a multi-year period. This CIP is a working document and thus should be reviewed and updated annually to reflect changing community needs, priorities, and funding opportunities.

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Section 1: Borough of Media – Mission Statement

“The mission of the Borough of Media is to promote responsive municipal government services to its citizens in an efficient and cost effective manner. All services provided shall benefit the health, safety, and welfare of the community.”

The Capital Improvement Plan supports the Borough of Media’s mission statement through careful planning to ensure that capital improvement efforts are coordinated and costly duplication is avoided. Furthermore, the Borough of Media has appointed a Capital Improvement Plan Task Force to evaluate each capital project and ensure that they are pursued in an efficient and cost effective manner. In addition to identifying the most appropriate funding source(s) for each capital project, capital projects are also analyzed to determine the extent to which they will benefit the health, safety, and welfare of the community.

Section 2: About the Capital Improvement Plan

The Borough of Media's Capital Improvement Plan (CIP) is a five (5) year plan used to coordinate the financing and timing of proposed capital improvement projects that should be pursued within a five-year timeframe and are anticipated to cost \$5,000 or more (expenses below this threshold are considered "operational"). It contains a list of capital projects that have been proposed for fiscal years 2018-2022 based upon the recommendations of citizens, boards, commissions, and staff from each of the Borough's departments. The CIP provides a summary description, estimated cost, proposed methods of financing, and a scheduled implementation for each project. Furthermore, this document also includes a prioritized list of recommended maintenance for Borough Hall in the appendices. The Borough Intern and newly appointed CIP Task Force have prepared this CIP document under the supervision and guidance of Borough Manager Jeffrey A. Smith and the Finance Committee of Borough Council.

Common categories of capital project expenditures include, but are not limited to

- 1.) Purchase of and maintenance to major equipment
- 2.) Acquisition of land for a public purpose
- 3.) Construction, expansion or major renovation of public building or facility (library, roads, buildings)
- 4.) Related planning, engineering, design, appraisal or feasibility costs.

How the CIP was Prepared

In order to prepare this report, the CIP Intern met with department heads, boards, and commissions to discuss current and future capital needs. Upon collecting these capital requests, the intern then met with vendors, service providers, the Borough Architect, the Borough Engineer, and also performed contract searches on Pennsylvania's Cooperative Purchasing Program website to collect additional information for each of the requested projects. During this process, the CIP Task Force and the Borough Manager were consulted for their input and recommendations moving forward.

Once the requested capital projects were fully identified and necessary research was performed, the Borough Intern then reviewed each project's timeframe in which it would need to be completed and compiled capital project lists for each of the five years. The Borough Intern then met with the CIP Task Force to prioritize the projects based upon six criteria mentioned in the following section. These project lists, including their prioritization, will then be given to the Finance Committee for their reference and in the coming months, the CIP Task Force will meet with the Finance Committee to discuss further project prioritization and possible funding sources.

This document represents the collaborative effort of all of the individuals listed above and should be updated annually to accurately depict the completion and estimated completion of identified capital projects.

Section 3: Criteria for Prioritization of Projects

The Borough's Capital Improvement Plan contains many proposals, and so projects need to be prioritized based upon a set of criteria adopted to reflect the immediate needs of the Borough and its residents. The criteria used by the CIP Task Force to evaluate the capital projects are listed below. These criteria have been adopted from two sources: the Capital Improvement Plan for the City of Green, Ohio, and the Montana Department of Commerce's Community Development Division guidance for local governments in developing Capital Improvement Plans.

Capital Project Prioritization Criteria:

1. Improves public health and/or safety
2. Complies with mandates from the federal government or the Commonwealth of Pennsylvania
3. Improves the efficiency or effectiveness of Borough-provided services
4. Impacts the entire Borough population, as opposed to a subset
5. Encourages economic growth
6. Needs further study about cost, longevity, etc.

These six criteria are chosen with the intent of reflecting both the technical aspects of projects, such as their impact on public safety, as well as public opinion. During the CIP Task Force's prioritization process, each project was given a letter based upon the degree to which the Task Force felt it would meet all or some of the above criteria. The letter "A" has been assigned to projects that meet virtually all of the above criteria and are thus considered to be of "High Priority." Furthermore, the letter "B" is designated for projects that are considered to be of "Medium Priority" followed by the letter "C" which has been designated for projects that are considered to be of "Low Priority" and thus only meet a few of the above criteria. It should be noted that this prioritization process was done solely for the purpose of providing assistance to the Finance Committee when making decisions on capital projects.

In addition to prioritizing capital projects using A, B, or C, the CIP Task Force has also labeled projects with the letter "M" to denote those that are related to maintaining current

investments. The CIP Task Force believes that capital projects that are considered to be maintenance should be pursued before any other projects, including those denoted with a letter “A,” because it is necessary to maintain existing investments in infrastructure, equipment, land, etc.

Section 4: Capital Project Requesters

Borough Council seeks to ensure that the quality of life for the residents of Media Borough is kept as high as possible at all times. To this end, the capital requesters listed below provide a wide array of services to Borough residents and thus have submitted project requests to aid in the provision of their services. This section includes a brief summary of each requester and the services they provide:

Public Works: Provides sanitation and road maintenance services, as well as other tasks, such as beautification, to maintain a clean, good-looking community with well-maintained roads.

Media Police Department: Serves and protects Borough residents by enforcing laws and ordinances, controlling traffic, investigating illegal activity, and detaining suspected criminals.

Borough Hall: Houses most Borough government offices, conference rooms, and the Media Community Playroom.

Community Center and Mansion Parlor: Provides buildings where residents congregate to engage in social, educational, or recreational activities. Borough Council has its chambers in the Community Center.

Code Enforcement: Ensures that non-criminal, civil ordinances are enforced in order to maintain public safety and welfare.

Media Fire Company: Provides fire suppression, rescue, and emergency medical services to Borough residents through volunteers.

Media-Upper Providence Library: A free, nonprofit library built in 2016 that is part of the Delaware County library system.

Recreation: Provides recreation spaces and activities for Borough residents with the goal of promoting active and healthy lifestyles.

Borough Facilities: Includes buildings and spaces owned by the Borough government, which house important services or places for Borough residents to congregate for a variety of purposes.

Media Arts Council: Supports local artists by increased opportunities to exhibit or perform their work in Media, creates opportunities to communicate information about art happenings throughout the area, and contributes to community arts events that appeal to all members of the community.

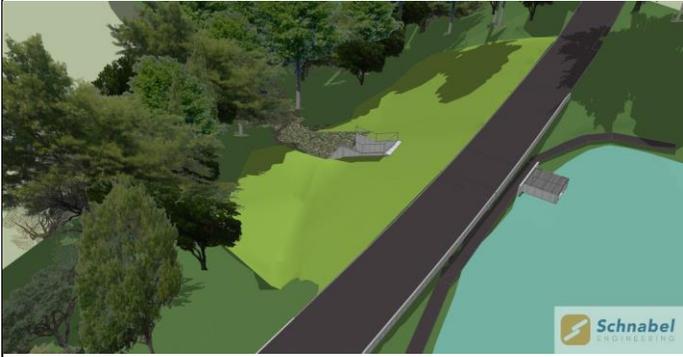
Media Business Authority: Encourages economic growth, improve positive visual impact, sustain and nurture business development, and help increase Media business patronage through activities and programs that enhance the community quality of life, while maintaining an open line of communication with business owners, citizens, and local government.

Environmental Advisory Council: Advises and educates Media Borough Council, Committees, and citizens of the Borough on matters that affect the quality of the environment in the Borough, including those relating to the protection, conservation, management, promotion, and use of natural resources, including air, land and water resources located within the Borough of Media.

Parking Services: Supports parking infrastructure and equipment used by those visiting, working, or living in the Borough.

Information Technology: Administers and monitors the Borough's information technology systems. Helps to support the administrative functions of the Borough by providing information to Borough residents and staff. Responsible for handling information, communication, and other important management concerns of the Borough.

Section 5: Multi-Year Capital Projects

Project Title: Third Street Dam						
Department: Public Works			Priority: A			
Description and Justification: Grant funded project that will include the design and construction of a dam on Third Street.						
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design		\$175,000				
3. Maintenance						
4. Construction			\$1,750,000	\$1,750,000		
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$3,675,000					
Funding Sources: 3						
<ul style="list-style-type: none"> (1) Operating Revenues (2) Municipal Bonds (3) Grant/Borough Match (4) Free Cash (5) Capital Fund 						

Project Title: Stormwater Management Capital Projects (TBD)	
Department: Public Works	Priority: A
Description and Justification: Construction based upon master plan that details stormwater issues and proposed solutions.	

Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance						
4. Construction		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$2,500,000					

Possible Funding Source(s): 3
 (1) Operating Revenues
 (2) Municipal Bonds
 (3) Grant/Borough Match
 (4) Free Cash
 (5) Capital Fund

Project Title: Houtman Park Maintenance						
Department: Public Works			Priority: M			
Description and Justification: Annual maintenance done to Houtman Park.			No Image Available			
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$25,000					
Possible Funding Source(s): TBD						
(1) Operating Revenues						
(2) Capital Reserve Account						
(3) Grant/Borough Match						
(4) Municipal Bonds						
(5) Bank Loan						

Project Title: Stormwater Cleaning/Inlet Infrastructure						
Department: Public Works			Priority: M			
Description and Justification: Clean and maintain stormwater pipes and inlet infrastructure.						
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance		\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$175,000					
Possible Funding Source(s): TBD						
(1) Operating Revenues (2) Capital Reserve Account (3) Grant/Borough Match (4) Municipal Bonds (5) Bank Loan						

Project Title: Planting of Trees, Shrubs & Flowers	
Department: Public Works	Priority: M
Description and Justification: Perform various plantings around the Borough for additional greenery and shade.	

Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$75,000					
Possible Funding Source(s): TBD						
(1) Operating Revenues						
(2) Capital Reserve Account						
(3) Grant/Borough Match						
(4) Municipal Bonds						
(5) Bank Loan						

Project Title: Road Paving and Repairs						
Department: Public Works			Priority: M			
Description and Justification: Resurface sections of the Borough owned roads.						
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$50,000					
Possible Funding Source(s): 6/TBD						
(1) Operating Revenues						
(2) Capital Reserve Account						
(3) Grant/Borough Match						
(4) Municipal Bonds						
(5) Bank Loan						
(6) Liquid Fuels Fund						

Project Title: Sidewalk/Curb Maintenance and Replacement						
Department: Public Works			Priority: M			
Description and Justification: Maintenance and repairs to various sidewalks and curbs in the Borough.						
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$75,000					
Possible Funding Source(s): TBD						
(1) Operating Revenues (2) Capital Reserve Account (3) Grant/Borough Match (4) Municipal Bonds (5) Bank Loan						

Project Title: ADA Ramps/Crosswalk	
Department: Public Works	Priority: M
Description and Justification: Installation of ADA compliant ramps and crosswalks.	

Proposed Financing

	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance		\$750,000	\$25,000	\$25,000	\$25,000	\$25,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$850,000					

Possible Funding Source(s): TBD
 (1) Operating Revenues
 (2) Capital Reserve Account
 (3) Grant/Borough Match
 (4) Municipal Bonds
 (5) Bank Loan

Project Title: Parking Garage Maintenance						
Department: Public Works			Priority: M			
Description and Justification: Maintenance done to Olive Street parking garage. Consider an additional \$15,000 in maintenance after the construction of the Baltimore Ave parking garage.						
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$75,000					
Possible Funding Source(s): TBD						
(1) Operating Revenues (2) Capital Reserve Account (3) Grant/Borough Match (4) Municipal Bonds (5) Bank Loan						

Project Title: Armory Maintenance & Planting						
Department: Public Works			Priority: M			
Description and Justification: Outdoor maintenance at the Armory building.						
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$100,000					
Possible Funding Source(s): TBD						
(1) Operating Revenues (2) Capital Reserve Account (3) Grant/Borough Match (4) Municipal Bonds (5) Bank Loan						

Project Title: Streetscape Enhancements						
Department: Public Works			Priority: M			
Description and Justification: Gateway and streetscape enhancements. Baltimore Ave pedestrian enhancements and Brooke St gateway, Providence Rd, and Five Points enhancements.			No Image Available			
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance		\$250,000	\$250,000	\$250,000	\$200,000	\$200,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$1,150,000					
Possible Funding Source(s): TBD						
(1) Operating Revenues (2) Capital Reserve Account (3) Grant/Borough Match (4) Municipal Bonds (5) Bank Loan						

Project Title: Vehicle Replacement						
Department: Media Police Department			Priority: A			
Description and Justification: Annual replacement of police vehicle(s).						
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance		\$42,000	\$84,000	\$42,000	\$42,000	\$84,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$294,000					
Possible Funding Source(s): TBD						
(1) Operating Revenues						
(2) Capital Reserve Account						
(3) Grant/Borough Match						
(4) Municipal Bonds						
(5) Bank Loan						

Project Title: Borough Hall Maintenance						
Department: Public Works		Priority: M				
Description and Justification: Perform necessary maintenance to Borough Hall as identified in appendices.						
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance				\$10,000	\$10,000	\$10,000
4. Construction						
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$30,000					
Possible Funding Source(s): TBD						
(1) Operating Revenues						
(2) Capital Reserve Account						
(3) Grant/Borough Match						
(4) Municipal Bonds						
(5) Bank Loan						

Project Title: Plum Street Mall Renovation						
Department: Borough Facilities			Priority: A			
Description and Justification: Detail plan, specification, and construction of Plum Street Mall blocks.						
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance						
4. Construction		\$400,000	\$350,000	\$250,000		
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$1,000,000					
Possible Funding Source(s): 3 (1) Operating Revenues (2) Capital Reserve Account (3) Grant/Borough Match (4) Municipal Bonds (5) Bank Loan						

Project Title: Wayfinding Signage Maintenance						
Department: Public Works		Priority: M				
Description and Justification: Maintain wayfinding signage around the Borough.						
Proposed Financing						
	Total Cost	Estimated Expenditure by Fiscal Year				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Feasibility Study						
2. Design						
3. Maintenance						
4. Construction			\$10,000	\$10,000	\$10,000	\$10,000
5. Department Equipment						
6. Furnishings and Equipment						
7. Contingency						
8. Other						
TOTAL	\$40,000					
Possible Funding Source(s): TBD						
<ul style="list-style-type: none"> (1) Operating Revenues (2) Capital Reserve Account (3) Grant/Borough Match (4) Municipal Bonds (5) Bank Loan 						

Section 6: Additional Capital Projects

Proposed 2018 Projects

Task Force Priority	Project Title	Project Need	Anticipated Cost	Description
A, B, or C A = Highest Priority M = Maintenance		N/A: Not determined	*In 2016 Dollars*	
PUBLIC WORKS				
A	WAYFINDING SIGNAGE Wayfinding signage installed around the Borough	Essential	\$615,000	
B	NEW POLE BARN (1-3 years) 30 X 100 feet long X 20 feet high with 30 foot open front	Essential	\$100,000	
A	HIGHWAY DEPARTMENT WALL AT BALTIMORE AVE Construct wall along Baltimore Ave	N/A	\$350,000	N/A
A	EXTERNAL DOORS Replace deteriorating doors at Public Works garage	Essential	\$6,000	N/A
Total Public Works			\$1,071,000	
MEDIA POLICE DEPARTMENT				
A	PILOT-BODY/DASHBOARD CAMERAS Purchase body worn and dashboard cameras	Essential	\$73,000	Estimate from Watchguard Video: \$55,000 for 10 body cameras and 10 in car cameras that are WiFi capable to allow for communication between devices. Additional \$9,560 for 8 other body cameras and \$3,000 for two (2) charging stations (\$1,500 each). \$1,000 and \$150 per year per device for Evidence Library 4 software. EL4 allows for automatic upload of video footage.

Total Media Police Department		\$73,000		
BOROUGH HALL				
A	RESURFACE BOROUGH HALL PARKING LOT Current surface is deteriorating	N/A	\$40,000	Waiting for current estimate from Sucher Paving.
Total Borough Hall		\$40,000		
MEDIA BUSINESS AUTHORITY				
B	VISITOR CENTER ATTACHED TO THE ARMORY BUILDING Would be an addition next to the Armory Building	Desirable	N/A	Bob Linn working on design and estimate.
Media Business Authority		N/A		
MEDIA FIRE COMPANY				
A	GENERATOR AND WINDOW REPLACEMENT Replace the generator at the firehouse	Essential	\$160,000	Generator: \$140,000 Windows: \$19,500.
Total Media Fire Department		\$160,000		
CODE ENFORCEMENT				
A	CODE ENFORCEMENT VEHICLE Purchase a code enforcement vehicle with emergency lighting	Desirable	\$35,000	Current vehicle has 87,000 miles. \$28,376.55 for vehicle and \$4,900 for emergency lighting.
Total Code Enforcement		\$35,000		
BOROUGH FACILITIES				
A	RELOCATE VETERANS MEMORIAL Detail plan, specification and construction	Essential	\$80,000	N/A

A	VETERANS SQUARE GARDEN CONSTRUCTION	N/A	\$125,000	Grant sources for this project include DCNR (C2P2 Program), Growing Greener, DCED CFA 2017. Amount shown is placemaker for Borough's anticipated portion.
	Continuing construction of the Veterans Square Garden			
A	PARKING GARAGE AT BALTIMORE AVENUE AND ORANGE STREET Construction	Essential	\$6,500,000	
	COMMUNITY CENTER AND MANSION PARLOR			
A	ENHANCEMENTS TO COMMUNITY CENTER	N/A	\$13,000	Estimate from American Carpet is \$12,970 for replacing flooring (Vinyl) in Community Center. Consider other options besides Vinyl?
	Replace flooring			
Total Borough Facilities			\$6,718,000	
INFORMATION TECHNOLOGY				
C	NEW/UPDATED AV EQUIPMENT IN COUNCIL CHAMBERS (1-3 years)	Desirable	\$10,000	
	Update equipment for better sound, visual presentations, and audience participation/visuals.			
A	VOICE OVER IP PHONE SYSTEM	Essential	\$22,000	Provide phone service through the Internet. Improves quality of service, access to voicemail and softphone (cell phone linked to office phone), cuts costs, easily add or drop call paths, easily transfer calls between departments, and access phone system anywhere there is broadband access.
	Conversion to VoIP			
Total Technology			\$32,000	
RECREATION				
B	RESURFACING TOT LOT (2018/2019)	Essential	\$30,000	Tot Lot will need resurfaced due to damage over time. Consider resurfacing in 2018 or 2019. Quoted price was from 2013.

New surface for the Borough Tot Lot				
Total Recreation		\$30,000		
MEDIA ARTS COUNCIL				
B	SUSTAIN THE PURCHASE OF ARTWORK FOR MEDIA BOROUGH	Desirable	\$8,000	The Media Arts Council would like to purchase a total of 10 public art pieces that would be on display around the Borough. The M.A.C. would support the purchase of these pieces with fundraising activities along with funds from the Borough. The amounts listed would be what the M.A.C. would request from the Borough to support the purchase of these pieces.
Total Media Arts Council		\$8,000		
TOTAL		\$8,167,000		

Proposed 2019 Projects

Task Force Priority	Project Title	Project Need	Anticipated Cost	Description
A, B, or C A = Highest Priority M = Maintenance		N/A: Not determined	*In 2016 Dollars*	
PUBLIC WORKS				
A	REPLACE F-550 VEHICLE (1-3 years) Replace with F-550 with Plow/Spreader	Essential	\$80,000	
Total Public Works			\$80,000	
BOROUGH HALL				
A	RESURFACE ROOF AT BOROUGH HALL Roof must be replaced every few decades	Essential	\$50,000	Waiting for current estimate from Matrix Roofing.
Total Borough Hall			\$50,000	
MEDIA BUSINESS AUTHORITY				
B	CONVERT STATE STREET HOLIDAY LIGHTS TO LED AND PURCHASE MORE HOLIDAY LIGHTS	Desirable	\$200,000	Roughly 40-50,000 bulbs need to be replaced with LED bulbs that cost roughly \$1.25/bulb. Also, MBA would like to have holiday lights from Baltimore Ave to Jasper St on Orange St, South Ave, N Olive, S Jackson, and S Monroe. Estimated \$200,000 for both projects. If the MBA can provide separate estimates, consider phasing approach.
Total Media Business Authority			\$200,000	
BOROUGH FACILITIES				
A	PARKING GARAGE AT BALTIMORE AVENUE AND ORANGE STREET Construction	Essential	TBD	Remaining construction
COMMUNITY CENTER AND				

MANSION PARLOR				
A	ENHANCEMENTS TO COMMUNITY CENTER	N/A	\$9,000	Estimates from Public Works Department. Scope of work is different for each estimate gathered. Tillman Painting: Paint, patch holes/cracks, and replace 2 window screens for \$8,800. Dimensions Custom Painting: paint walls/door trims/ ceiling for \$5,200. Stephen Kapski: Paint walls/door trims/ceiling, caulk open joints and seal stains, and replace 5 window screens including rubber gaskets for \$7,865.
Total Borough Facilities			\$9,000	
INFORMATION TECHNOLOGY				
C	NEW BACKUP/VIRTUAL SERVER SOFTWARE (2019 Police, 2020 Borough Hall)	Desirable	\$6,000	With the purchase of a new server in 2020 the backup solution will also have to be updated to work effectively with the new servers (both Borough and Police). Project and anticipated cost from 2016 IT Budget.
	When refresh Borough servers, backup solution will also have to be updated to work effectively with the new servers.			
Total Technology			\$6,000	
RECREATION				
A	UPGRADES TOT LOT (1-3 years) Replacement of some of the equipment due to wear and tear	Essential	\$20,000	Quoted price based on 2016 catalog pricing.
Total Recreation			\$20,000	
TOTAL			\$365,000	

Proposed 2020 Projects

Task Force Priority	Project Title	Project Need	Anticipated Cost	Description
A, B, or C		N/A: Not determined	*In 2016 Dollars*	
A = Highest Priority M = Maintenance				
PUBLIC WORKS				
A	REPLACE GMC SIERRA 2500 WITH NEW PICKUP/PLOW (3-5 years) Pick-up truck replacement	Essential	\$50,000	
Total Public Works			\$50,000	
MEDIA FIRE COMPANY				
A	VEHICLE REPLACEMENT	Essential	\$750,000	Borough will have \$750,000 available in 2020 to purchase the new pumper.
	Maintain current level of funding for replacement of Front Line Pumper in 2020.			
Total Media Fire Department			\$750,000	
CODE ENFORCEMENT				
A	RECORDS MANAGEMENT Conversion of paper files including building plans to electronic records	Desirable	\$20,000	
Total Code Enforcement			\$20,000	
BOROUGH FACILITIES				
COMMUNITY CENTER AND MANSION PARLOR				

A	WET CHEMICAL FIRE EXTINGUISHING SYSTEM	Desirable	\$10,000	Project suggested by Code Enforcement. Placemaker listed is from Code Enforcement's CIP considerations for the Task Force.
	Convert fire extinguishing system to wet chemical			
Total Borough Facilities			\$10,000	
INFORMATION TECHNOLOGY				
A	REFRESH BOROUGH SERVER	Desirable	\$34,000	Purchase new servers for the Borough and Police to replace the servers that will be over 5 years old. Placemaker listed is from 2016 IT Budget.
Total Technology			\$34,000	
RECREATION				
A	SHADE SAIL TOT LOT (3-5 years) Replacement of shade sails due to age	Essential	\$15,000	Estimate from 2016
Total Recreation			\$15,000	
TOTAL			\$879,000	

Proposed 2021 Projects

Task Force Priority	Project Title	Project Need	Anticipated Cost	Description
A, B, or C A = Highest Priority M = Maintenance		N/A: Not determined	*In 2016 Dollars*	
PUBLIC WORKS				
A	REPLACE GRACO PAINT MACHINE	Essential	\$5,000	Replace aging paint machine
Total Public Works			\$5,000	
MEDIA POLICE DEPARTMENT				
B	SECURITY CAMERAS (2021 or 2022)	N/A	\$60,000	Installation of additional security cameras throughout Borough.
Total Media Police Department			\$60,000	
MEDIA FIRE COMPANY				
A	RENOVATE 2nd FLOOR OF FIRE HOUSE (3-5 years)	Essential	N/A	Create 5 rooms for career staff, shower space, and kitchenette in existing kitchen space. Bob Linn is working on the design and will provide estimated cost.
Total Media Fire Department			N/A	
BOROUGH FACILITIES				
COMMUNITY CENTER AND MANSION PARLOR				
B	RENOVATE COMMUNITY CENTER PORCH	Desirable	\$200,000	Construct safer means of entering and exiting Community Center at Monroe Street. Bob Linn is working on the estimated cost of this project. Last estimate was roughly \$150-200,000 (quoted on Aug 22, 2016).
Total Borough Facilities			\$200,000	

RECREATION				
B	EXPANSION OF TOTLOT (2021 or 2022) Adding equipment for 3-6 year olds along with the addition of stairs to the community center	Essential	N/A	In beginning stages so no actual research has been done by the Recreation Department yet.
Total Recreation			N/A	
MEDIA ARTS COUNCIL				
B	SUSTAIN THE PURCHASE OF ARTWORK FOR MEDIA BOROUGH	Desirable	\$10,000	The Media Arts Council would like to purchase a total of 10 public art pieces that would be on display around the Borough. The M.A.C. would support the purchase of these pieces with fundraising activities along with funds from the Borough. The amounts listed would be what the M.A.C. would request from the Borough to support the purchase of these pieces.
Total Media Arts Council			\$10,000	
TOTAL			\$275,000	

Proposed 2022 Projects

Task Force Priority	Project Title	Project Need	Anticipated Cost	Description
A, B, or C A = Highest Priority M = Maintenance		N/A: Not determined	*In 2016 Dollars*	
PUBLIC WORKS				
A	REPLACE KUBOTA WITH NEW TRACTOR AND ATTACHMENTS	Essential	\$50,000	
A	REPLACE SELF-CONTAINED LEAF MACHINE	Essential	\$35,000	
Total Public Works			\$85,000	
MEDIA POLICE DEPARTMENT				
A	RADIO EQUIPMENT Replace radios which are in need of an update	Essential	\$87,000	
B	IT EQUIPMENT Replace IT equipment if necessary	N/A	N/A	Estimated costs are to be determined. The Police Department is unaware of specific IT Equipment needs for 2022 at this time.
Total Media Police Department			\$87,000	
MEDIA FIRE COMPANY				
A	REPLACE EXISTING AERIAL Set aside money for new aerial	Essential	\$1,700,000	
Total Media Fire Department			\$1,700,000	
RECREATION				

B	EXPANSION OF TOTLOT (2021 or 2022)	Essential	N/A	In beginning stages so no actual research has been done by the Recreation Department yet. If not done in 2021, consider for 2022.
	Adding equipment for 3-6 year olds along with the addition of stairs to the community center			
Total Recreation			N/A	
ENVIRONMENTAL ADVISORY COUNCIL				
B	HYBRID VEHICLES Replace some of the aging Borough fleet with hybrid vehicles	Desirable	\$40,000	\$40,000 per vehicle
B	MEDIA COMPOSTING PROGRAM Design, implementation, and education components of a program to collect and dispose of kitchen compost within the Borough	Desirable	\$100,000	Rough estimate
B	MEDIA BIKE PLAN Implementation of plan to further integrate bicycle use and safety into transportation options within the Borough through "sharrows" and "eduforcement"	Desirable	\$25,000	\$25,000 in grant matching
Total Environmental Advisory Council			\$165,000	
INFORMATION TECHNOLOGY				
A	UPDATE EXISTING FINANCIAL SOFTWARE Upgrade to web-based software capable of including automated HR	N/A	\$85,000	TBD
Total Environmental Advisory Council			\$85,000	
TOTAL			\$2,122,000	

Section 7: Funding Strategies

There are numerous options for funding capital improvement projects, and Borough Council, in addition to the Finance Committee, desires to utilize the most effective funding strategies. The financing of projects must take into account the Borough's overall financial position and projected budgets for the years covered by this Capital Improvement Plan. This section lists possible funding strategies that have been adapted from the Montana Department of Commerce's Community Development Division guidance for municipal capital improvement projects.

Proposed Source: *Operating Revenue*

The Borough's first consideration is the amount of money that is currently available before turning to external sources of funding or the Capital Reserve Account. This amount is determined by the following formula:

Projected Revenues – Projected Operating Costs – Projected Debt Service = Available Funds

If this amount is not enough, the Borough must either shelve projects until funds become available in the future or turn to other sources of funding.

Proposed Source: *Capital Reserve (Savings) Account*

The Capital Reserve Account provides a way to save money to finance all or part of future investments in infrastructure, equipment, etc. Capital reserve funds can also provide financial stability by reducing the reliance on indebtedness and acquisitions. Furthermore, in uncertain economic times, capital reserve funds can provide a budgetary option that can help mitigate the need to cut services or raise taxes. In good times, money that is otherwise not needed for current operations can often be set-aside in reserves for future use.

Proposed Source: *Grants*

The Borough should, and frequently does, search for grant opportunities from the federal government, the Commonwealth of Pennsylvania, and private or nonprofit entities. The advantage of utilizing grants is that money does not have to be borrowed, saving the Borough the expense of principal or interest payments, as would be required if bonds were

issued. Additionally, grants frequently require a match in funding, which would allow the Borough to pay significantly less for a project than it would if it were pursued without a grant.

Federal grants are likely to be available for projects related to public safety, so the police and fire departments should be especially attentive to such opportunities. Grants from environmental nonprofit organizations may exist to improve the Borough's greenery, which would help finance many of the proposed public works and facilities projects.

Proposed Source: *Municipal Bonds*

The advantage of utilizing municipal bonds for the Borough's capital improvement projects is that interest earned by the bond holders is exempt from the federal income tax, since the bonds are for projects that are considered to be public goods.

Although different types of bonds exist, the diverse nature of projects that the Borough will be undertaking, as well as that fact that these projects improve the overall state of the Borough, makes the issuance of general obligation bonds the most appropriate option. The Borough does not require voter approval to issue general obligation bonds.

Proposed Source: *Bank Loan*

Many banks offer loans, called general obligation notes, to government bodies. These notes offer two types of interest rates on their loans: fixed and variable. Fixed interest rates are rates where the interest is locked into a certain percentage and cannot change. Variable interest rates are interest rates that can change from year to year.

The advantage in utilizing a loan is that the Borough would instantly have access to the borrowed amount of money. The downside of such an opportunity is that it denies Borough residents the ability to directly finance improvements to their own community, as is the case with bonds, and the Borough would likely pay a higher interest rate for the loan than it would on bonds.

Section 8: Budgeting Schedule

The borough is required under Commonwealth law to have a given year's budget completed and passed by the end of the preceding year. For example, the 2018 budget must be approved no later than 11:59 PM on December 31, 2017. Borough Council has adopted a scheduling process to ensure that enough time is given to the departments, the Finance Committee, and the Borough Council, to gather budget requests and determine the following year's budget before the deadline.

Media Borough finalizes its budgets according to the following schedule:

August – Blank budget forms are sent to the head of each department at the end of the month.

September – Completed budget forms are due to the Finance Committee at the end of the month.

October – The Finance Committee reviews and discusses the budget requests.

November – The Finance Committee creates a preliminary budget.

December – Borough Council reviews and discusses the preliminary budget, makes any desired changes, and passes the budget for the following year.

Section 9: Conclusions

This report has provided a basic overview of the Borough of Media's planned capital improvement projects from 2018 through 2022. A set of criteria that can be used to prioritize projects has been established and funding strategies for the proposed projects will continue to be explored on an ongoing basis.

The CIP Task Force, department heads, Borough Manager, Finance Committee, and Borough Council are working hard to ensure that the Borough gains and retains needed capital and equipment to maintain a high standard of living for Borough residents. They are also working to improve the quality of life wherever possible. While the budgets discussed in this report are for departments within the Borough government, the ultimate recipient and beneficiary of these improvements are the people who are served by the Borough government – the citizens of the Borough of Media.

Appendices

Media Borough Municipal Building Replacement/Maintenance Schedule 2017 (LAST UPDATE: 1/17)

Interior				
Suggested Year	Necessary Maintenance	Performed by	Priority	Description
N/A: Not determined				
Flooring				
TBD	REPLACE CARPET IN BOROUGH ADMINISTRATIVE OFFICE Existing carpet shows wear and staining from 21 years of usage	N/A	High	Second floor of Borough Hall. Consider getting carpet mats for chairs when carpet is replaced. Chair mat (7 total) estimates include: \$734.93, \$685.93, and \$621.53
TBD	REFINISH HARDWOOD FLOOR Refinish hardwood in high traffic areas on second and third floor	N/A	Medium	Second and third floors including landing in stairway.
TBD	REPLACE TILE AND VINYL BASE WHERE NEEDED Ceramic tile floor and vinyl baseboard need replaced in some areas	N/A	Low	Second floor needs replacement vinyl baseboard in hallway. Consider replacing tile once it becomes more worn down.
Walls				
TBD	TOUCH UP WALLS Touch up walls with paint in areas where nicks and scrapes present	Public Works	Low	According to Bob Linn's Facility Report, entire facility candidate for new coat of paint this year (2016)
Ceilings				

TBD	REPLACE CEILING TILES Replace warped/sagging tiles with ones that have high resistance to humidity	Public Works	Medium	2ft x 4ft lay-in tiles. Replace tiles in small meeting room (roughly 28), and second floor hallway and lobby.
Stairs				
TBD	PAINT CONCRETE STAIRS IN POLICE DEPARTMENT Stairs need to be repainted and have new tread surfaces put on	Public Works	Medium	Check current status of stairs
Doors				
TBD	REPLACE DOORS ON SECOND AND THIRD FLOOR Existing doors show wear and many door handles do not work correctly	N/A	Medium	Second floor needs 8 single doors and 1 double door replaced with new handles (consider this phase 1). Third floor recently done but corridor doors (2 total) and doors in the hallway (13 single and 3 double) will eventually need replaced (consider phase 2)
2017	PERFORM MAINTENANCE TO FIRST FLOOR LOBBY DOORS Both entrance doors to Borough Hall Lobby need attention	Public Works	Medium	Entrance door from parking lot needs weather strip and second entrance door from 3rd St will not shut properly.
Windows				
TBD	REPLACE WINDOWS IN BOROUGH HALL Some windows do not latch and others seem to be losing their rubber stop	N/A	High	Consider phasing approach starting with second floor. Replace or surface.
2019	MAINTENANCE TO WINDOWS IN COMMUNITY CENTER Windows need rubber glazing and some do not shut properly	N/A	High	Perform a study of options for fixing these windows

Restrooms				
TBD	<p>MAINTENANCE DONE TO BATHROOMS</p> <p>Few things need to be done to bathrooms in Borough Hall</p>	N/A	High	<p>Third Floor: Bathrooms in hallway need renovated. At the very least insert thermostatic valve for bathrooms (eliminate issue with 160 degree water), replace women's room toilet, and cover holes in wall from light fixtures in men and women's room.</p>
TBD	<p>REPLACED AGING A/C UNITS</p> <p>Existing units are old and unit on second floor will occasionally not work correctly</p>	N/A	Medium	<p>First, Second, and Third Floor. Community Center unit scheduled to be replaced in 2017.</p>
Exterior				
Suggested Year	Necessary Maintenance	Performed by	Priority	Description
Concrete Stairs, Ramps, and Walks				
TBD	<p>WEST RAMP WALL</p> <p>Existing ramp wall is separating and shedding stucco. Railing is flaking paint</p>	N/A	High	<p>Stabilize wall, re-stucco, and paint railing</p>
2017	<p>FIX DIRECTIONAL SIGN</p> <p>Straighten directional sign near ramp and trim brush so sign is clearly visible</p>	Public Works	Low	
TBD	<p>SIDE EXIT STAIRS TO PARKING LOT ON NORTH SIDE BOROUGH HALL</p>	N/A	Medium	<p>Replace concrete on staircase top landing and bottom stair connecting to the sidewalk. Insert railing for stairs and paint. Also paint existing railing around landing. Hide wiring from outdoor light and remove any unnecessary fixtures/brackets/nails then remortar</p>

	Replace concrete, insert railing then paint new and existing, and hide old wiring			
TBD	NORTH BASEMENT STAIRS OF BOROUGH HALL Modify stairs and railing for safety reasons	N/A	High	
TBD	REPAIR CONCRETE AT 3RD STREET ENTRANCE TO COMMUNITY CENTER Steps are chipping and in need of repair	N/A	Medium	
TBD	STAIRWAYS TO COMMUNITY CENTER BASEMENT Railings need extended and repairs done to the basement doors	N/A	High	Basement doors and door frame needs attention. Railings need extended to last step.

Windows

TBD	BASEMENT WINDOWS Basement windows should be blocked and have lintel scraped/painted	Public Works	Medium	Consider blocking basement windows with stucco (3 windows total). Other basement windows have metal bars over them.
TBD	COMMUNITY CENTER LINTELS Scrape off old paint and repaint Community Center window lintels	Public Works	Low	Were not completed the same time Borough Hall window lintels were (32 total around community center)
TBD	BOROUGH HALL LINTELS Scrape off old paint and repaint Borough Hall window lintels	Public Works	Low	Borough Hall lintels were recently done but will need attention in a few years (6 total on West wing of Borough Hall)

Walls

TBD	REPOINT STONE ON WEST AND NORTH WING WALLS	Public Works	Medium	Repairs needed above the North door and North West corner.
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	Existing mortar is falling apart, exposing deep stone				
TBD	WEST LOBBY OVERHANG Clean dryvit	Public Works	Low		
TBD	SOUTHSIDE WALLS Replace dryvit on South wall and 3rd Street Community Center entrance walls	N/A	High		Dryvit cracking on South side of Borough Hall and scratch marks visible possibly from lawn mowers or weed wacker.
TBD	PAINT ACCESS HATCH 3rd street Community Center entrance	Public Works	Medium		
Drainage/Downspouts					
TBD	3RD STREET WEST LOBBY STAIRS Install permanent drain pipe	Public Works	Low		Perhaps snake drain pipe along stone wall and into flower beds
TBD	OVERHANG AT 3RD STREET LOBBY ENTRANCE Overhang consistently collects water and does not drain properly	N/A	High		
2017	ATTACH SINGLE DOWNSPOUT Reattach downspout at South gable near tot lot	Public Works	High		
Wood Trim					
TBD	PAINT WOOD TRIM Porch ceiling, floor, and trim will need painted in the coming years	Public Works	Low		Recently painted so consider painting in a few years
Western 3rd Street Porch					
TBD	RAILING TO 3RD STREET PORCH Paint railing and clean masonry of rust	Public Works	Low		
2017	PORCH DOOR TO PARLOR	Public Works	High		

Porch door needs weather strip

Painting

TBD PAINT DISCONNECTING SWITCHES Public Works Low
Paint rusting disconnecting switches at HVAC enclosure and near tot lot

TBD PAINT PIPE BELOW POLICE DISPATCH Public Works Low
Paint pipe and remove rust marks off wall

TBD PAINT SHUTTER STAYS Public Works Low
Shutter stays are rusting and in need of paint

Roughly 45 shutter stays need to be repainted. Some shutter stays are missing.

TBD PAINT SOUTH GABLE LOUVERS Public Works Low
Paint is chipping and exposing surface under paint

2 total on South side of the Community Center

Other

TBD REMOVE/REPLACE LIGHT FIXTURE N/A Medium
Remove or replace light (with solar sensor) on West wall near HVAC enclosure

Roof

TBD REPLACE ROOFS Matrix Roofing High
Replace roofs on three story, Mansion, and Community Center buildings

Requested an estimate from Matrix Roofing Systems, Inc. on 1/25/17