

1. Special Meeting Agenda 05 07 2020

Documents:

[PZC SPECIAL MEETING AGENDA 2020-05-7.PDF](#)

1.I. Meeting Summary 04 09 2020

Documents:

[PZC MEETING SUMMARY 04 09 2020.PDF](#)

1.II. Item A – FY21 Capital Budget Presentation

Documents:

[ITEM A FY21 CAPITAL BUDGET PRESENTATION.PDF](#)



**PLANNING AND ZONING COMMISSION
SPECIAL MEETING
AGENDA**

Thursday, May 7, 2020, at 6 PM

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I. Call to Order

II. Approval of Minutes

April 9, 2020

III. New Business

Item A – FY21 Capital Budget presentation pursuant to Section 20-4 D. of the City Code –
Ms. Palmer

Request: To make recommendations to the Mayor and Common Council

IV. Old Business

V. Information Item

VI. Planning Commission and Public Comments

VII. Adjournment

Request for decorum and order

The Chair and Commissioners would like to thank you in advance for your respectful behavior and for your thoughtful consideration of the views of your neighbors, applicants, and the Commission.

Members of the public attending meetings of the Planning and Zoning Commission are asked to maintain propriety, decorum, and good conduct. Any person making personal, impertinent, or slanderous remarks, or who may become boisterous while addressing the Commission, or who may become boisterous in the room while attending the Commission meeting, will be asked to leave the room by direction of the presiding officer. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and other similar demonstrations will not be permitted by the presiding officer. Offending parties will be asked to remove themselves from the meeting room.



PLANNING AND ZONING COMMISSION MEETING SUMMARY

Thursday, April 9, 2020, at 7 PM

Virtual Meeting via Zoom and broadcasted live on the City Facebook Page
Westminster, Maryland 21157

A meeting of the Westminster Planning and Zoning Commission was held virtually via Zoom and broadcasted live on the City Facebook Page, on April 9, 2020, at 7 PM.

Chair Kevin Beaver, Vice-Chair Ross Albers, Commissioner Tom Herb, Commissioner Lyndi McNulty, Commissioner Tiombe Paige, and Councilmember Ben Yingling were present. City staff members Mark Depo, Andrew Gray, and Samantha Schlitzer were also present.

The following members of the public signed in: Joe Heisler

Chair Beaver opened the meeting at 7:00 PM.

Mr. Gray noted that all public comments can be emailed to planning@westgov.com for submission to the Commission.

Chair Beaver requested a motion to approve the meeting summary from March 12, 2020. Councilmember Yingling motioned to approve the meeting summary. Vice-Chair Albers seconded. The motion passed 5-0.

Chair Beaver stated that New Business Item A – Proposed Site Development Plan for Westminster Mission BBQ has been moved to the May meeting of the Planning and Zoning Commission.

Chair Beaver opened New Business Item B – Proposed Signage for Heritage Honda, Case No. 1755 for Property at 580 Baltimore Boulevard with SDAT No. 07-027834. Mr. Gray provided background information and a brief overview of the staff report with a recommendation that the Commission consider approval of one proposed freestanding monument sign, subject to the following Conditions of Approval: 1. Obtain a new address for the subject property and 2. Maintain the design of the freestanding monument sign and reduce the total area by 32.5 square feet, to be approved by the Zoning Administrator.

Chair Beaver recognized Mr. Joe Heisler, present on behalf of the applicant, to answer any questions from the Commission. Mr. Heisler stated that the requested sign is 10 feet by 10 feet, and that the bottom white area was a covering for the pole mount. The owners did not feel the bottom area should be considered in the overall total square footage.

Chair Beaver asked how the sign was measured. Mr. Gray replied that due to the Honda branding, the white portion on the bottom surrounding the pole was included, as monument style signage generally has a base of stone or brick.

Mr. Depo added that because the overall size of the signage is over 64 square feet, the sign was required to come before the Commission for approval up to 125 square feet.

Mr. Heisler added that the building façade is white metal with a panel pattern, and there is neither stone nor brick on the property; therefore, the base of the sign matches the existing building façade. Mr. Depo agreed that if the architectural building material matched the sign base, it could meet the requirements of the Development Design Preferences Manual.

Councilmember Yingling asked for clarification on the safety issues for fire and police. Mr. Depo stated that the two Honda facilities are located on two separate parcels but share the same physical address. To avoid confusion if requesting fire or police services, the two parcels should have separate addresses.

Vice-Chair Albers asked if Mr. Heisler foresaw any potential problems with obtaining a second address for the other property. Mr. Heisler stated that he was unaware of the process, but the owners were amicable since the address issue predates their ownership of the property.

Vice-Chair Albers moved to approve Application for Sign or Awning Case No. 1755 based on the Staff Report and subject to the Conditions of Approval provided at the April 09, 2020, Planning and Zoning Commission meeting, including that staff research the property façade to confirm if the lower portion of the sign could meet the requirements of the Development Design Preferences Manual, thereby allowing staff to approve the application. Councilmember Yingling seconded. The motion passed 5-0.

Mr. Depo stated that staff would continue to work with the applicant to confirm if the materials used can act as a monument style sign to match the Development Design Preferences Manual requirements.

Chair Beaver opened New Business Item C – Proposed Signage for Heritage Honda, Case No. 1756 for Property at 580 Baltimore Boulevard with SDAT No. 07-003560. Mr. Gray provided background information and a brief overview of the staff report with a recommendation that the Commission consider approval of one proposed wall mounted sign.

Vice-Chair Albers moved to approve the Application for Sign or Awning Case No. 1756 based on the Staff Report provided. Commissioner McNulty seconded. The motion passed 5-0.

Chair Beaver opened New Business Item D – Carroll County Liaison Report. Mr. Cody Spaid, County Comprehensive Planner, stated that due to the COVID-19 pandemic, the County was putting the Annual Report on hold, waiting for the State to announce the new deadline. Most County employees are working regular hours from home. The County has also put on hold the comprehensive rezoning process.

Chair Beaver opened Planning Commission and Public Comments.

Mr. Depo explained that Item A – Proposed Site Development Plan for Westminster Mission BBQ was removed by the applicant due to the applicants water allocation not taking into account the extra patio seating. The application has enough water for 96 seats. The applicant asked to be removed from the April

agenda in hopes they would come before the Commission in May.

Councilmember Yingling noted that the water allocation application had been previously approved, and asked if the additional seats were a new request. Mr. Depo explained that after reviewing related staff notes and the water allocation application, staff determined the applicant was limited to 96 seats. There were no additional records supporting the additional 16 seats.

Mr. Gray reminded the Commission about its upcoming election in May for Chair and Vice-Chair.

Mr. Gray also provided information for the upcoming Board of Zoning Appeals case related to Valvoline Auto Care at Gorsuch Road and Baltimore Boulevard.

Finally, Mr. Gray reminded everyone to complete the 2020 United States Census.

Councilmember Yingling moved to adjourn. Commissioner McNulty seconded. The Commission adjourned at 7:38 PM.



To: Westminster Planning and Zoning Commission

From: Tammy Palmer, Director of Finance and Administrative Services

Date: April 30, 2020

Subject: Proposed FY 2021 Capital Budget per §20-4 D

BACKGROUND

Each year at this time, the Planning and Zoning Commission reviews the proposed capital budget for the upcoming fiscal year, pursuant to § 20-4 Capital improvement program of City Code.

- D. The capital improvements program will be submitted for review and comment by the Planning and Zoning Commission prior to adoption of the operating budget.

A summary of the program and a detailed list of project descriptions are attached for your reference.

RECOMMENDATION

Staff recommends that the Planning and Zoning Commission review and comment on the proposed capital improvements program for FY 2021.

ATTACHMENTS

- Proposed FY 2021 Capital Improvements Program Summary
- Proposed FY 2021 Capital Improvement Project Descriptions
- Debt Related to Capital Projects Schedule

Capital Improvement Program FY 2021 to FY 2026
General Fund

	2021	2022	2023	2024	2025	2026	Total
Planning & Community Dev							
Parking Study, including Meter System	25,000	165,000	0	0	0	0	190,000
Public Safety							
Vehicles - Police	166,678	167,000	167,000	167,000	164,000	164,000	995,678
Downtown Camera System	70,000	0	0	0	0	0	70,000
License Plate Reader	16,740	0	0	0	0	0	16,740
Facilities							
Longwell Building Upgrades	100,000	0	0	0	0	0	100,000
Longwell Building HVAC	0	0	100,000	756,000	0	0	856,000
Parks - Jaycee Park	80,000	0	0	0	0	0	80,000
Parks - City Park	26,000	0	0	0	0	0	26,000
Community Pool Improvements	2,955,500	0	0	0	0	0	2,955,500
45 West Main Street Building Renovations	1,888,529	0	0	0	0	0	1,888,529
Stage	20,300	0	0	0	0	0	20,300
Wakefield Development	329,700	0	0	0	0	0	329,700
Public Works							
Debt Service - Principal	580,900	597,000	445,000	456,500	358,500	234,000	2,671,900
Debt Service - Interest	184,083	167,340	148,954	134,420	119,496	106,398	860,691
Storm Water Mitigation - Carroll County Payment	198,497	208,422	218,843	229,785	241,274	253,338	1,350,159
Annual Road Paving	811,950	1,111,433	1,061,485	1,023,161	1,185,728	1,800,000	6,993,757
Sidewalk Retrofit/ADA Ramps	200,000	100,000	125,000	125,000	125,000	150,000	825,000
Building Improvements	325,000	0	0	0	0	0	325,000
Vehicles - City Fleet	452,000	570,000	700,000	445,000	390,000	300,000	2,857,000
Storm Drain System	360,000	399,000	198,000	208,000	217,000	207,000	1,589,000
West Main Street Lights	0	15,000	300,000	0	0	0	315,000
East Main Street Lights	0	15,000	450,000	0	0	0	465,000
ADA Traffic Light Upgrades	0	50,000	200,000	200,000	0	0	450,000
Crosswalks	25,000	25,000	28,000	30,000	32,000	55,000	195,000
Parking Garage Improvements	140,000	0	0	0	0	0	140,000
Holiday Tree	20,000	0	0	0	0	0	20,000
Retaining Walls	250,000	250,000	250,000	0	0	0	750,000

	2021	2022	2023	2024	2025	2026	Total
Technology							
Phone System	8,333	0	0	0	0	0	8,333
GIS Engineering	0	0	0	0	100,000	100,000	200,000
Servers	0	0	500,000	0	0	0	500,000
Parks and Recreation							
Equipment - Family Center	15,000	15,000	15,000	15,000	15,000	0	75,000
General Fund Total	9,249,211	3,855,195	4,907,282	3,789,866	2,947,998	3,369,736	28,119,288

Capital Improvement Program FY 2021 to FY 2026 Water Fund

	2021	2022	2023	2024	2025	2026	Total
Diatomaceous Earth Filter Rehabilitation	0	1,000,000	1,000,000	0	0	0	2,000,000
New Water Supply Source Development	250,000	100,000	0	0	0	0	350,000
GIS Engineering	100,000	250,000	0	0	0	0	350,000
Servers	0	0	0	176,000	0	0	176,000
Phone System	8,333	0	0	0	0	0	8,333
Storage Tank Upgrades	0	0	450,000	0	0	0	450,000
Vehicle/Equipment Replacement	25,000	8,000	25,000	35,000	170,000	0	263,000
Taste and Odor Treatment (GAC)	0	500,000	500,000	0	0	0	1,000,000
Reservoir Improvements	100,000	0	0	0	0	0	100,000
Membrane Replacement	0	0	0	450,000	0	0	450,000
Route 27 Water Main	325,000	0	0	0	0	0	325,000
Hook Rd Tank Rehab	0	450,000	0	0	0	0	450,000
Main Street Water Main	0	0	40,000	600,000	0	0	640,000
Well Building Improvements	55,000	0	0	0	0	0	55,000
Wakefield Water System Improvements	65,000	0	0	0	0	0	65,000
Gate Valve Bolt Replacement	50,000	50,000	50,000	50,000	50,000	0	250,000
Debt Service	1,048,655	962,335	962,332	962,329	962,329	962,329	5,860,309
Water Fund Total	2,026,988	3,320,335	3,027,332	2,273,329	1,182,329	962,329	12,792,642

**Capital Improvement Program FY 2021 to FY 2026
Sewer Fund**

	2021	2022	2023	2024	2025	2026	Total
WWTP ENR & Biosolids Upgrade	22,400,000	15,715,989	6,286,395	0	0	0	44,402,384
WWTP Upgrade-Septage (County)	1,744,000	1,216,195	486,478	0	0	0	3,446,673
WWTP Upgrade-Roof	0	0	0	0	75,000	0	75,000
Inflow and Infiltration (I&I)	1,600,000	1,000,000	1,000,000	1,000,000	1,000,000	200,000	5,800,000
Vehicle& Equipment Replacement	43,000	123,000	475,000	110,000	375,000	0	1,126,000
GIS Layers	100,000	250,000	100,000	100,000	0	0	550,000
Servers	0	0	0	176,000	0	0	176,000
Phone System	8,333		0	0	0	0	8,333
WWTP Plant Expansion	0	0	500,000	8,500,000	0	0	9,000,000
Clarifier Feed Gates/Pumps	300,000	0	0	0	0	0	300,000
Pump Station Upgrades and Pumps	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Debt Service	200,000	300,000	400,000	1,300,000	1,300,000	1,300,000	4,800,000
Sewer Fund Total	26,425,333	18,635,183	9,277,873	11,216,000	2,780,000	1,530,000	69,864,390

**Capital Improvement Program FY 2021 to FY 2026
Fiber Fund**

	2021	2022	2023	2024	2025	2026	Total
Servers	0	0	0	22,000	0	0	22,000
Debt Service	927,967	925,272	927,362	928,864	924,578	924,276	5,558,316
Fiber Fund Total	927,967	925,272	927,362	950,864	924,578	924,276	5,580,316

**Capital Improvement Program FY 2021 to FY 2026
All Funds**

	2021	2022	2023	2024	2025	2026	Total
General Fund Total	9,249,211	3,855,195	4,907,282	3,789,866	2,947,998	3,369,736	28,119,288
Water Fund Total	2,026,988	3,320,335	3,027,332	2,273,329	1,182,329	962,329	12,792,642
Sewer Fund Total	26,425,333	18,635,183	9,277,873	11,216,000	2,780,000	1,530,000	69,864,390
Fiber Fund Total	927,967	930,000	930,000	930,000	930,000	930,000	5,577,967
Total All Funds	38,629,498	26,740,713	18,142,488	18,209,195	7,840,327	6,792,066	116,354,286

INDIVIDUAL CAPITAL IMPROVEMENT PROJECT DESCRIPTIONS

FY 2021 FUNDED PROJECTS

CAPITAL PROJECTS FUND, GENERAL FUND

Project Name: Parking Study - \$25,000

Project Number: PL21-1

The City maintains several public parking facilities, including two parking garages, several surface lots, and on-street parking in the downtown area. The City's public parking infrastructure is aging, and replacement meters are no longer available for the current system.

Staff recommends that the City undertake a parking study to address all public parking facilities, not just parking meters. The study will address the needs of the City, visitors, and business owners as well as analyze revenue impacts and enforcement solutions.

This project is funded through real property taxes. It is expected that this study will result in a recommendation for a capital improvement project for a new parking meter system, also to be funded through real property taxes in a future year.

Project Name: Replacement Police Vehicles - Public Safety - \$166,678

Project Number: POL08-1

The Police Department expects to purchase a total of five vehicles – four replacement cars and a new vehicle to expand the fleet for new police officer hires who will be eligible for the take-home vehicle program. The four vehicles, to be purchased with real property tax revenues, will include two marked cruisers, two unmarked vehicles, and one narcotics car. Outfitting the vehicles is included in the start-up cost. Recurring annual costs include maintenance, insurance, gasoline, and computer parts. Useful lives are 10 years.

Project Name: Downtown Westminster Camera System - \$70,000

Project Number: POL19-2

The Police Department is requesting the use of federal forfeiture funds to purchase a video camera/recording system to be installed in certain public spaces in the City. Three locations have been tentatively selected based upon Police Department calls for service. Recurring annual costs include maintenance and service and are estimated at \$15,000. Useful life is 10 years.

Project Name: License Plate Reader - \$16,740

Project Number: POL21-1

The Police Department is requesting the use of federal forfeiture funds to purchase a license plate reader (LPR) to be installed in a police cruiser. An LPR-equipped officer is much more likely to catch wanted persons and recover stolen vehicles. In addition, the use of LPR technology enhances community safety with quick up-to-date information related to missing, endangered, or dangerous person(s). Recurring annual costs are zero. All data-related costs remain the same. Useful life is 10 years.

Project Name: Longwell Building Improvements - \$100,000

Project Number: FA21-1

The Longwell Building, also known as the Armory, has served the City in a number of uses over the years since it has been acquired. The building is aging and will require significant investment if the City continues its use. As unexpected repair requests continue to arise, it was determined that a complete building assessment should be conducted so that the City can factor those issues/needs into its financial plans. The anticipated cost of the study is \$25,000.

This line item also anticipates reconstruction of the showers in the Fitness Center area of the building. It has become apparent that the repairs cannot be postponed if the City plans to continue to operate a Fitness Center. This project includes removal of all tile, demolition of existing walls, removal of existing lighting and plumbing, addition of poured-in-place acrylic wall and floor, addition of new shower partitions, lighting and plumbing and fixtures. This work is expected to cost \$75,000 and have a useful life of 20 years. This project is funded with real property tax revenues.

Project Name: Jaycee Park Improvements - \$80,000

Project Number: FA21-2

This project is for a Design Study at Jaycee Park and Whispering Meadows Park. It will explore enhanced uses of both parks, including improvements to field maintenance and use, an analysis of the use of multiple playing courts, lighting, restrooms, and parking. It is expected that the Study will recommend a new design and solutions for all issues. Implementation of improvements is expected to occur in future years. The estimated cost of the Study is \$80,000, which will be funded with real property tax revenues.

Project Name: City Park Improvements - \$26,000

Project Number: FA20-1

This project includes upgrades to the existing electric service at City Park, as well as the installation of service to pavilions and overhead lighting. The main electrical transformer is old, and parts are difficult to find. Useful life is 20 years. Impact to future operating budgets is a reduction in expense, as the new service will be more energy efficient. This project is funded with real property tax revenues.

Project Name: Community Pool Improvements - \$2,955,500

Project Number: FA21-3

In FY 2020, a study was performed to evaluate and recommend renovations to the community pool and associated facilities. Recommendations include installing a shell into the current pool infrastructure, new plumbing and filtration, new plumbing building, a new splash pad, the addition of a learning pool, improvements to office and locker rooms, establishment of a patron drop-off area, addition of a snack bar, and improvements to the community room. Total costs are expected to be \$2,955,500, with funding provided by a bond issuance through the Maryland Community Development Association. Future debt service is expected to be paid from a combination of increased pool revenue and real property tax revenues. Useful life is 20 years. The impact on future operating budgets is maintenance of filtration system, pool, and buildings. Debt service is expected to be about \$185,000 per year for 20 years.

Project Name: 45 West Main Street Renovations - \$1,888,529

Project Number: FA19-2

In FY 2018, the City purchased the building located at 45 West Main Street to house its administrative offices. This project entails the renovation of the building, including architectural and engineering consulting services, permitting fees, the construction of ADA compliant restrooms, installation of an ADA compliant elevator, and installation of a building sprinkler system. Recurring expenses will include insurance and maintenance. Construction commenced in FY 2020, and will be completed in FY 2021. Remaining project expenditures are estimated at \$1,888,529. The project is funded entirely from a transfer from General Fund reserves. Useful life is 50 years.

Project Name: Stage - \$20,300

Project Number: FA21-3

The Street Department maintains and sets up a portable stage for City events. The current event stage is deteriorating and in need of replacement. The new stage will be 20' x 20' with steps, handrails, and a

commercial grade canopy. This project is funded with real property tax revenues. Useful life is 15 years. The City expects to realize time efficiencies due to easier set up and moving of the stage.

Project Name: Wakefield Park Phase 1 - \$329,700

Project Number: FA20-4

This project is for Master Planning services for the Wakefield Park and for parking lot upgrades. This project is expected to be funded by a Land and Water Conservation Fund grant in the amount of \$119,850 and Program Open Space grants in the amounts of \$85,635. The balance of the project cost will be funded from benefit assessment funds. Future impacts on operating budgets will include maintenance of any equipment or facilities. At this time, the only operating costs associated with this park is mowing. Useful life of the parking lot upgrades is 20 years.

Project Name: Debt Service - \$764,983

Project Number: ST19-4

The City has three debt service instruments: the 2005 Series for the Green Street bridge improvements, the 2012 Series for the parking garages, and the 2017 Series for paving.

Project Name: Stormwater Mitigation - Street Department - \$198,497

Project Number: ST11-01

This project includes repair and replacement of leaking pipes at stormwater management pond overflow facilities and dredging at various locations throughout the City. This project also addresses State-mandated stormwater management regulations. The City has partnered with the Carroll County Board of Commissioners and other municipalities to address the State mandates. Useful life is 25 years. Impact to future operating budgets includes maintenance. This project is funded from real property revenues.

Project Name: Annual Road Paving - \$811,950

Project Number: ST19-3

This project includes design and construction of overlay for various streets and alleys in Westminster; upgrades to handicap ramps will be made where required. A Pavement Conditions Index has been completed to prioritize work, which is performed by outside contractors. Useful lives are 15 years. There is no impact to future operating budgets. This project is funded from Highway User revenues.

Project Name: Sidewalk Retrofit and ADA Ramps - Street Department - \$200,000

Project Number: ST08-20

Retrofit of City sidewalks and installation of new sidewalks and ADA ramps have been an ongoing goal of the City to create safer pedestrian travel routes. These items are funded through real property taxes. Impact to the operating budget includes \$10,000 annual in maintenance costs. Useful life is 15 years.

Project Name: Building Improvements - \$325,000

Project Number: ST21-1

This project provides funding for anticipated costs associated with building improvements and potential building acquisition. Details of this project are withheld so as not to compromise certain land acquisition negotiations.

Project Name: Vehicle and Equipment Replacement – Street Department - \$452,000

Project Number: ST08-1

This project provides for the scheduled replacement and addition of vehicles and equipment, and will be funded through real property taxes and special benefit assessments. In FY 2021, the following items will be purchased: replacement 14' mowing deck for trackless mower (\$26,000), Truck 18 replacement (\$50,000), salt spreaders (\$16,000), new Hook Truck (\$250,000), new Pickup Truck (\$50,000), and new Remote Control Hill Mower

(\$60,000). Annual recurring costs of \$35,000 for maintenance, insurance, and gasoline are expected to impact the operating budget. Annual savings of \$35,000 are expected to be realized in vehicle repair costs. Useful lives are 10 – 20 years.

Project Name: Storm Drain System - \$360,000

Project Number: ST20-1

This project is to replace the failing storm drain on Cranberry Road near Route 140 (\$250,000) and the failing storm drain on Sullivan Road (\$100,000). Design work in the amount of \$10,000 is also included for future projects. Useful life is 20 years. There is no impact to future operating budgets.

Project Name: Crosswalks - \$25,000

Project Number: ST21-2

This project replaces the brick crosswalks in the downtown area with thermo-plastic brick patterns. Most brick crosswalks have been removed and replaced with blacktop due to failure. Thermo-plastic brick patterns are not only aesthetically pleasing, but they make the crosswalks more visible to motorists. This project is funded with real property tax revenues. Useful life is ten years. There is no impact to future operating budgets.

Project Name: Parking Garage Improvements - \$140,000

Project Number: ST20-1

This project will remove old joint compound, clean, repair, and paint connectors before reinstalling new joint compound at the Westminster Square Parking Garage and the Longwell Parking Garage. This project is funded from real property tax revenues. Useful life is 20 years. There is no impact on future operating budgets.

Project Name: Holiday Tree - \$20,000

Project Number: ST21-3

This project involves the purchase of a 22-foot artificial tree for Locust Lane for display during the holidays. The City currently requests donations of live trees or is forced to purchase a live tree. The process of cutting the live tree, hauling to the Locust Street location, and setting up the tree is not time or cost-efficient. In addition, the City no longer has the proper equipment to cut and move a large live tree. Artificial trees are installed in sections, making for a much safer operation for staff. This project is funded from real property tax revenue. The useful life is 10 years. There is no impact on the operating budget.

Project Name: Retaining Walls - Street Department - \$250,000

Project Number: ST18-1

This project will replace the retaining wall near at the Diffendal Parking Lot (\$230,000) and includes engineering for City Park retaining wall (\$20,000), which are deteriorating. Funding is from real property tax revenues. Useful life is 50 years. There is no impact to future operating budgets.

Project Name: Telephone System - Technology Department - \$8,333

Project Number: IT21-1

This project will replace the current Voice over Internet Phone system with a cloud-based system. Total project cost is \$25,000 and is being split between the General Fund, Water Fund, and Sewer Fund. The General Fund portion is being funded by real property tax revenue. Useful life is ten years. Operating impacts include annual maintenance and software costs.

Project Name: Equipment Family Center - Recreation Department - \$15,000

Project Number: RE21-1

This project is the first phase of a multi-year replacement of aging cardio equipment at the Family Fitness Center. This program is being implemented to avoid the need to replace all equipment at one time. Each year, the

equipment with the most hours of use will be replaced. This project is funded with real property tax revenues. Useful life is six years. Impact on operating budget is reduced repair costs.

WATER FUND

Project Name: New Water Supply Source Development - \$250,000

Project Number: W02-03

This project is for new water supply source development, specifically the continued advancement of the City's water re-use initiative. The City must continually search for new water supply sources in order to increase capacity.

Project Name: GIS Engineering - \$100,000

Project Number: IT20-01

This City will hire an engineering firm to create complete GIS layers of the Water System assets with attributes and GPS coordinates to complete the City's current GIS system for the Water System. Useful life is 20 years. The impact to future operating budgets includes personnel to maintain and administer the GIS systems.

Project Name: Telephone System - Technology Department - \$8,333

Project Number: IT21-1

This project will replace the current Voice over Internet Phone system with a cloud-based system. Total project cost is \$25,000 and is being split between the General Fund, Water Fund, and Sewer Fund. The General Fund portion is being funded by real property tax revenue. Useful life is ten years. Operating impacts include annual maintenance and software costs.

Project Name: Vehicle and Equipment Replacement - \$25,000

Project Number: W92-21

This project provides for the routine replacement of trucks funded from the Water Fund for use by Water Plant and Utility Maintenance personnel. In FY 2021, a replacement Meter Reading Truck will be purchased. The total cost of the vehicle is \$50,000, which will be split between the Water and Sewer Funds. Useful life is ten years. Recurring annual costs include insurance, gasoline, and maintenance.

Project Name: Reservoir Improvements - \$100,000

Project Number: WA20-02

This project includes installation of a new discharge valve at the Cranberry Reservoir for the control of water being released during normal operations and emergency repairs in the downstream line. Useful life is 20 years. There is no impact to future operating budgets.

Project Name: Water Main Replacement - Route 27 - \$325,000

Project Number: WA21-01

This project includes design and construction of a 16' water main to replace the existing asbestos concrete pipe on Route 27 from Hahn Road to Tuc Road. The total length of the replacement pipe is 4,471 feet. This section has broken several times in recent years and is a critical feed line. Widespread pressure loss and water outages occur throughout the City when this main breaks. Useful life is 30 years. The impact on the operating budget is a savings as a result of fewer repairs.

Project Name: Well Building Improvements - \$55,000

Project Number: WA20-04

This project is for improvements at Well #7 to include a new roof, replacement of influent valve controllers, and replacement of three Turbidimeters. Useful life is 30 years. Operating impacts will be required repainting of the metal roof.

Project Name: Wakefield Water System Upgrade - \$65,000

Project Number: WA21-02

This project includes the replacement of the power line from the Main Plant to the Well #2 Building, installation of radio equipment to facilitate control of the Well #2 pump, and installation of a variable frequency drive on the Well #2 pump. Useful life is 30 years. There is no impact to the operating budget.

Project Name: Gate Valve Bolt Replacement - \$50,000

Project Number: WA21-03

This project proposes a six-year plan to replace faulty gate valve bolts. These bolts are located on main line valves and cause large leaks, causing widespread service outages. This type of leak tends to require major roadway repairs after the leak has been resolved. Useful life is 30 years. The impact to the operating budget is a savings in roadway and leak repairs.

Project Name: Debt Service - \$1,048,655

Project Number: WA21-04

The Water Fund has two debt service instruments: the Cranberry Water Treatment Plant and the Medford Quarry. Both are financed through the Maryland Water Quality Financing Administration. Both loans will be paid in full by FY 2028.

SEWER FUND

Project Name: WWTP Solids Processing, Equipment, and ENR Upgrades - \$22,400,000

Project Number: SE08-3

This project provides for the Enhanced Nutrient Removal at the Wastewater Treatment Plant. Currently, the Maryland Department of the Environment requires the Plant to meet a total nitrogen (TN) limit of 8 mg/l on a yearly average and a total phosphorous (TP) limit of 2mg/l on a monthly average. Newly proposed TN and TP limits are 3.0 mg/l and .03 mg/l, respectively. An Enhanced Nutrient Removal upgrade will be needed to meet the new regulation. This project is funded through Bay Restoration Grants and Maryland Water Quality Revolving Loans. This construction project will include three major components of the Wastewater Treatment Plant: solids processing and generator, aeration tank diffusers, and utility water station.

The solids processing building and generator includes a new biosolids dewatering and drying facility. The new building will house belt-filter presses, a biosolids drier, an odor control system, and a wastewater plant maintenance shop. The biosolids drier is a thermal process with an extensive fire suppression system for safety. This process will generate a class "A" biosolid that will allow recycling of the City's biosolids instead of landfill disposal. A Carroll County manufacturer currently utilizes biosolids in its processing facility to replace a portion of the coal used to fire its machinery. The use of biosolids for its carbon value increases the possibility of a revenue source for the City.

Adjacent to this structure will be an emergency backup generator for the solids processing and the secondary clarifier processes. This standalone generator is needed to ensure the solids processing building electric power is maintained in the event of a power outage when the biosolids drier is in operation.

The aeration tank diffusers will replace the existing aeration diffusers with a new diffuser and dissolved oxygen control system. The new diffusers and control system will provide for a more efficient balance of dissolved oxygen throughout the aeration tanks, which will result in an energy savings and better treatment.

The new utility water station is designed to satisfy the increased utility water demand associated with the end project, as well as furnish process water and fire protection to Performance Food Group.

The impact to future operating budgets is unknown at this time.

Project Name: WWTP Upgrade - Septage Facility - \$1,744,000

Project Number: SE15-01

This 42-month project provides for upgrades to the part of the facility used by Carroll County. This project includes the construction of a building addition and installation of a new means to screen and remove grit material from the septage as it is received into the facility. The project will also include the installation of a septage dewatering screw press for solids removal. This project is funded 100% by Carroll County. There is no impact to future operating budgets.

Project Name: Inflow and Infiltration - \$1,600,000

Project Number: SE08-1

This project includes design and construction of sewer system rehabilitation projects throughout the entire collection system. The goal of the project is to reduce inflow and infiltration into the sanitary sewer system from groundwater and other sources due to leaks in old pipes. The rehabilitation work will reduce flow surges during storm events so that only sewage is treated instead of groundwater and storage. Corrective work will lower operating costs due to decreased flows and extend the life and capacity of the Wastewater Treatment Plant.

Project Name: Vehicle and Equipment Replacement Program - \$43,000

Project Number: SE08-6

This project provides for the scheduled replacement of vehicles used by Wastewater Treatment Plant and Utility Maintenance staff. In FY 2021, the Meter Reading Truck (\$25,000) and a Utility Vehicle (\$18,000) will be replaced. The Meter Reading Truck's total cost is \$50,000, but the cost will be split between the Water Fund and the Sewer Fund. Recurring annual costs include insurance, gasoline, and maintenance. Useful life is ten years.

Project Name: GIS Engineering - \$100,000

Project Number: IT20-01

This City will hire an engineering firm to create complete GIS layers of the Sewer System assets with attributes and GPS coordinates to complete the City's current GIS system for the Sewer System. Operating impacts include increased personnel to maintain and administer the GIS systems.


Project Name: Telephone System - Technology Department - \$8,333

Project Number: IT21-1

This project will replace the current Voice over Internet Phone system with a cloud-based system. Total project cost is \$25,000 and is being split between the General Fund, Water Fund, and Sewer Fund. The General Fund portion is being funded by real property tax revenue. Useful life is ten years. Operating impacts include annual maintenance and software costs.

Project Name: Clarifier Feed Gates and Drives Replacement - \$300,000

Project Number: SE21-01



This project replaces the existing secondary clarifier drives 1 and 2 and four clarifier feed gates at the Wastewater Treatment Plant. This equipment is about 30 years old; a failure would be critical and would have a negative effect on treatment plant effluent quality. Useful life is 30 years. There is no impact to operating budget.

Project Name: Pumps - \$30,000

Project Number: SE20-1

This project proposes the replacement and repairs of existing pumps at pump stations throughout the collection system. Upgrades will reduce failures at the pump stations and help to eliminate discharges to the environment. There is no impact to future operating budgets. Useful life is 20 years.

Project Name: Debt Service - \$200,000

Project Number: SE21-04

The Sewer Fund has two debt service instruments: the 2019 Series A and B for the Westminster WWTP ENR and Biosolids Project. The project is currently under construction and only interest is due. Both are financed through the Maryland Water Quality Financing Administration.

FIBER FUND

Project Name: Debt Service - \$927,967

Project Number: INF13-2

The Fiber Fund has two debt service instruments: the 2019 Series A financed through the Maryland Community Development Association and a Note Payable financed through the Governor's Office of Rural Broadband. This project impacts the General Fund, as lease revenues are not sufficient to pay debt service.

DEBT RELATED TO CAPITAL PROJECTS

Debt Instrument	Project Name	Balance June 30, 2020	Future Payments			
			FY 2021		FY 2022	
			Principal	Interest	Principal	Interest
General						
2005 Infrastructure Bond A	Green St Paving	1,012,000	207,500	46,328	216,000	37,613
2012 Infrastructure Bond B	Parking Garages	327,900	162,400	5,659	165,500	1,957
2017 Infrastructure Bond	Road Paving	4,423,000	211,000	129,286	215,000	124,960
<i>Total General Fund</i>		<i>5,762,900</i>	<i>580,900</i>	<i>181,273</i>	<i>596,500</i>	<i>164,530</i>
Water						
Drinking Water Bond 2007	Cranberry WTP Upgrade	3,710,359	592,184	64,152	598,106	58,230
Drinking Water Bond 2008	Medford Quarry Emergency Connection	2,102,883	241,565	64,428	247,363	58,630
<i>Total Water Fund</i>		<i>5,813,242</i>	<i>833,749</i>	<i>128,580</i>	<i>845,469</i>	<i>116,860</i>
Sewer						
State Revolving Fund 2019A	Enhanced Nutrient Removal/Biosolids	6,674,500	-	200,000	-	300,000
State Revolving Fund 2019B	Enhanced Nutrient Removal/Biosolids	-	-	-	-	-
Fiber						
Fiber Infrastructure Bond A	City-wide Broadband Network	15,935,000	345,000	582,967	350,000	575,272