

1. Special PZC Agenda 2021-04-29

Documents:

[SPECIAL PZC AGENDA 2021-04-29.PDF](#)

2. PZC Meeting Summary 04 08 2021

Documents:

[PZC MEETING SUMMARY 04 08 2021.PDF](#)

3. Item A – FY22 Capital Budget Presentation

Documents:

[ITEM A FY22 CAPITAL BUDGET PRESENTATION.PDF](#)



PLANNING AND ZONING COMMISSION SPECIAL MEETING AGENDA

Thursday, April 29, 2021, at 7:00 PM

Virtual Meeting:

<https://www.facebook.com/westminstermd/>
www.WestminsterMD.gov

I. Call to Order

II. Approval of Minutes

April 8, 2021

III. New Business

Item A – FY22 Capital Budget presentation pursuant to Section 20-4D. of the City Code –
(Lydia Colston, CPA, WFD)

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 8, 2021, 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 8, 2021, at 7 PM.

Chair Ross Albers, Commissioner Tyler Codd, Commissioner Tiombe Paige, and Councilmember Benjamin Yingling were present. City staff members Mark Depo, Andrew Gray, and Samantha Schlitzer were also present. County Planning Technician Hannah Weber was also in attendance.

The following members of the public were present: Jeff Laird, Forest Howell, Dwayne VanHorn, Brian Collins, David Liebowitz, Garland Marshall, J. Brooks Lehy, Jay Brown, Jeff Zigler, Joseph F. Snee, Jr., Marty Hackett, Mickey Thompson, Steven Webb, and William L GV.

Chair Albers opened the meeting at 7:00 PM.

Chair Albers requested a motion to approve the meeting summary from February 11, 2021. Councilmember Yingling motioned to approve the meeting summary. Commissioner Paige seconded. The motion passed 4-0.

Chair Albers opened New Business Item A – Proposed Plat FPL-20-01, for Meadowbranch Industrial Park 3. Mr. Gray provided background information, stating that the Applicant is requesting Final Record Plat approval to remove note number eight (8) on plat of Meadowbranch Industrial Park 2 previously recorded. Staff recommends that the Commission consider approval of the proposed Final Plat FPL-20-01 for Meadowbranch Industrial Park 3, conditioned upon the Carroll County Commissioners submission of a Final plat to be reviewed and approved by the Planning and Zoning Commission for the subdivision of Lot 2A as depicted on the Plat for Meadowbranch Industrial Park 2.

Chair Albers moved to conditionally approve the request, as stated by staff. Councilmember Yingling seconded; the motion passed 4-0.

Chair Albers opened New Business Item B – Proposed Site Plan S-18-0017, Clark Farm Properties. Mr. Gray provided background information on the item, stating staff had identified 16 modifications to the *Development Design Preferences* manual requirements. Mr. Gray also read the City Staff recommendation that the Commission consider approval of the proposed Site Plan S-18-0017, subject to the following

Conditions of Approval: (1) Obtain Commission approval for the requested modifications to the 2016 Development Design Preferences Manual (2) Obtain City of Westminster, Director of Community Planning and Development approval of any requested Modifications to Standards contained in the City Landscape Manual (3) Obtain all final approvals from the City of Westminster (4) Obtain all final approvals from Carroll County Government (5) Obtain a decision from the Commission that the required open space is or is not inappropriate for the planned development based upon the size of the development or other factors unique to the proposed development, the dedication required by Subsection A above may be waived, and the Applicant/developer shall pay, in lieu of a dedication, a fee as provided in the General Fee Ordinance[1] in lieu of the actual establishment of land areas for recreational purposes. (Section 164-81B.)

Chair Albers requested that staff review each modification individually for the Commission's recommendation. Councilmember Yingling recused himself from the discussion and vote.

Jeff Zigler, Associate/Senior Project Manager, Carroll Land Services, Inc., was present to respond to the staff response for each modification request.

Regarding the modification to standard #56, Mr. Zigler stated opposition to moving the building back, as it will be beyond the 200-foot setback requirement.

Dwayne VanHorn, 730 Mulligan Lane, stated that his house is within the 200 feet as proposed on the site development plan.

The Commission approved the applicant's modification request.

Regarding modification to standard #57, Mr. Zigler stated opposition to the request, citing that no other areas in the development area have similar crosswalk designs.

The Commission denied the applicant's modification request, stating that the applicant must provide decorative crosswalk based on the *Development Design Preferences Manual*.

Regarding the modification to standard #58, Mr. Zigler stated that the building elevation is physically staggered.

The Commission approved the applicant's modification request.

Mickey K. Thompson, Esq., Burkentine Real Estate Group addressed the modification request to standard #59, stating that the two buildings have a step-elevation to separate them.

The Commission approved the applicant's modification request.

Regarding the modification to standard #60, Mr. Thompson stated that the building's façade uses different surface textures, awnings, and balconies to create a diverse appearance.

The Commission approved the applicant's modification request.

Commissioner Paige commented on the modification request to standard #61, stating that requiring shutters may reflect an outdated style. Mr. Thompson affirmed, stating that the building is modeled after an American Craftsman style; shutters do not work on modern styles.

Mr. VanHorn spoke in agreement with the applicant.

The Commission approved the applicant's modification request.

Regarding the modification request to standard #62, Mr. Zigler stated that there was already a note, which was typically not a site development plan component. Mr. Thompson added that when the building plan is submitted, it will address the conservation methods.

Mr. VanHorn asked that consumption must be known for staff to confirm the calculations meet the Water Sewer Allocation amount allowed.

The Commission agreed that the applicant must indicate on the site plan via a note that the building will contain water-conserving fixtures included in the manual.

Regarding modification to standard #63, Mr. Zigler stated that water conservation measures are present on the exterior.

The Commission required the Applicant to indicate on the site plan via a note that efforts will be made to address rainwater/greywater reuse to conserve Westminster's limited water resource.

Regarding the modification request to standard #64, Mr. Zigler stated that there are no irrigation systems planned for the site.

At the request of the Chair, Mr. Gray explained xeriscaping.

Mr. Depo requested the applicant amend the site plan note to state that no irrigation systems are planned for the site.

The Commission agreed that the applicant must state xeriscaping plans on the site plan.

Staff stated that the modification requests to standards #66, #67, and #70 were now non-issues.

Regarding the modifications to standards #71, #72, #73, and #74, the Commission agreed that a notation of these Certifications should be added to the Final Mylar Site Development Plan Set that will be signed and recorded in City and County records. The applicant stated that although the project is not LEED-certified, they can include a note on the architectural plan, which will be submitted upon approval of the site development plan.

Mr. Gray added that there are no over-capacity issues with the Carroll County Public School system.

Mr. VanHorn asked about the building height, stating it was 42' at one point. Mr. Gray mentioned that Section 164-3 of the City Zoning Ordinance provides an average height of 40'. Mr. Zigler stated that the mean elevation height is 40'.

Mr. VanHorn inquired about the endangered species on the property. Chair Albers stated that staff had researched the presence of endangered species and the Maryland Department of Natural Resources did not confirm any endangered animals were present at the location. Mr. Gray added that the Wildlife and Heritage Service had no records of rare, threatened, or endangered species as of an email from them dated March 11, 2020.

Mr. Gray reviewed the staff request to move the Dumpster location due to noise. Mr. Zigler argued that it was placed to accommodate the on-site residents to keep it away from the building and be centralized from neighboring properties. The current placement also allows access for the trash truck to not have to drive through the entire neighborhood.

The Commission approved the applicant's request to keep the Dumpster in its proposed location.

Mr. Gray reviewed the Open Space requirement, stating that the applicant requested to pay a fee in lieu of meeting the requirements. Chair Albers stated that the Open Space requirements may encourage non-residents to enter the neighborhood and agreed to allow the fee in lieu of a park.

Mr. VanHorn asked if the fee monies could be used to plant more trees on site that would buffer it from the neighboring properties.

The Commission agreed that the applicant may pay a fee in lieu of the Open Space requirements.

Mr. Gray read the Facebook comments received during the meeting. He added that the meeting packet of information is always posted on the website prior to the meeting.

Chair Albers made a motion to approve the site plan with the conditions as discussed. Commissioner Codd seconded; the motion passed 3-0 with one recusal.

Chair Albers opened New Business Item C – Proposed Site Development Plan S-18-0009, Len Stoler Chevrolet. Mr Gray provided a brief background on items contained in the Staff Report with a recommendation that the Commission consider conditional approval of the proposed site development plan S-18-0009, subject to the following Conditions of Approval: (1) Address and correct all outstanding Zoning Ordinance and Landscape Manual comments and 2016 Development Design Preferences Manual comments, as directed by the Planning and Zoning Commission, and obtain all final approvals from City of Westminster Government (2) Obtain City of Westminster, Director of Community Planning and Development approval of any requested Modifications to Standards contained in the City Landscape Manual and (3) Obtain all final approvals from Carroll County Government.

Chair Albers recognized J. Brooks Lehy, present on behalf of Len Stoler to provide responses to staff comments.

Regarding the elevation differences, Mr. Lehy stated that the elevations were shown in the June 2018 site rendering. The site plan matches franchise branding for all Chevrolet locations, and being along a highway is very different from being on Main Street. The development design preferences should not be the same for different locations.

Regarding the retaining wall, Mr. Depo stated that staff had met with the applicant earlier in the day and the results of the meeting were not reflected in the staff report. The issues surrounding the retaining wall

and Dumpster were both already addressed to staff's satisfaction.

Chair Albers motioned for conditional approval of the proposed site development plan S-18-0009, subject to the Conditions outlined in the staff memo. Councilmember Yingling seconded the motion; the motion passed 4-0.

Chair Albers opened New Business Item D – Carroll County Liaison Report. Ms. Weber reported that the Master Plan implementation of the Comprehensive Rezoning process is currently working through the residential areas.

Chair Albers opened Planning Commission and Public Comments.

Mr. Gray read additional comments received on the Facebook live-feed during the meeting.

Mr. Gray mentioned that the County will be submitting the final 2020 Carroll County Planning Annual Report for the Commission to review and approve in May. There will not be a Draft report for the Commission to review this year.

Chair Albers moved to adjourn the meeting. Commissioner Paige seconded. The Commission adjourned at 9:06 PM.



To: Westminster Planning and Zoning Commission

From: Lydia Colston, CPA, Director of Finance

Date: April 29, 2021

Subject: Proposed FY 2022 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 2022.

ATTACHEMENTS

- Proposed FY 2022 Capital Improvements Program Summary
- Proposed FY 2022 Capital Improvement Project Descriptions
- Debt Related to Capital Projects Schedule

**Capital Improvement Program FY 2022 to FY 2027
General Fund**

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Community Planning & Dev							
Parking Study, including Meter System	190,000	-	-	-	-	-	190,000
Public Safety							
Vehicles - Police	157,650	177,076	177,076	177,076	177,076	177,076	1,043,030
License Plate Reader	15,745	16,217	16,704	17,205	17,721	18,253	101,845
Building Generator	115,750	-	-	-	-	-	115,750
Police Radio Replacements	62,942	64,740	66,540	68,340	58,450	-	321,012
Facilities							
Longwell Building Improvements	65,000	-	-	-	-	-	65,000
Longwell Building HVAC	-	-	-	-	100,000	756,000	856,000
Parks - Jaycee Park	-	-	80,000	-	-	-	80,000
Community Pool Improvements	1,186,800	345,000	1,000,000	-	-	-	2,531,800
46 West Main Street Roof Replacement	-	-	65,000	-	-	-	65,000
City Hall Roof Replacement	140,000	-	-	-	-	-	140,000
Building Renovation	175,000	-	-	-	-	-	175,000
Parks - Wakefield Valley Improvements	200,000	350,000	350,000	350,000	350,000	-	1,600,000
Electronic Gate - 105 Railroad Avenue	14,000	-	-	-	-	-	14,000
Parks- City Park Restroom Renovation	-	-	75,000	-	-	-	75,000
Longwell Building Improvements - Gymnasium Window Screens	35,000	-	-	-	-	-	35,000
Public Works							
Debt Service - Principal	632,000	481,500	495,000	398,500	275,000	283,000	2,565,000
Debt Service - Interest	208,948	189,107	173,054	156,528	141,766	134,293	1,003,696
Stormwater Mitigation - Carroll County Payment	198,497	208,422	218,843	229,785	241,274	253,338	1,350,159
Annual Road Paving	1,028,760	1,119,646	1,063,812	1,042,720	951,732	1,043,800	6,250,470
Sidewalk Retrofit/ADA Ramps	100,000	100,000	125,000	125,000	125,000	150,000	725,000
Vehicles - City Fleet	192,000	440,000	475,000	455,000	290,000	210,000	2,062,000
Storm Drain System	-	200,000	200,000	200,000	200,000	200,000	1,000,000
Tree Pit Material	-	10,000	10,000	10,000	-	-	30,000
Pennsylvania Avenue Holiday Lights	13,000	-	-	-	-	-	13,000
West Main Street Lights	-	15,000	300,000	-	-	-	315,000
East Main Street Lights	-	15,000	450,000	-	-	-	465,000
ADA Traffic Light Upgrades	-	50,000	200,000	200,000	-	-	450,000
Crosswalks	25,000	25,000	27,000	27,000	29,000	29,000	162,000
Retaining Walls	-	250,000	250,000	-	-	-	500,000
Center Street Outfall	150,000	-	-	-	-	-	150,000

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Technology							
ERP System Implementation	69,500	-	-	-	-	-	69,500
GIS Engineering	-	-	-	-	100,000	100,000	200,000
Servers	-	125,000	-	-	-	-	125,000
Parks and Recreation							
Cardio Equipment	15,000	15,000	15,000	15,000	-	-	60,000
Durbin House Rehabilitation	200,000	-	-	-	-	-	200,000
General Fund Total	5,190,592	4,196,708	5,833,029	3,472,154	3,057,020	3,354,760	25,104,263

**Capital Improvement Program FY 2022 to FY 2027
Water Fund**

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Diatomaceous Earth Filter Rehabilitation	100,000	1,000,000	1,000,000	-	-	-	2,100,000
New Water Supply Source Development	460,546	250,000	250,000	250,000	250,000	250,000	1,587,073
GIS Engineering	90,000	80,000	70,000	50,000	50,000	50,000	390,000
Servers	-	125,000	-	-	-	-	125,000
Filtrate Pumps	35,000	-	-	-	-	-	35,000
Storage Tank Upgrades	-	-	450,000	-	-	-	450,000
Vehicle/Equipment Replacement	-	33,000	35,000	170,000	160,000	-	398,000
Taste and Odor Treatment (GAC)	-	-	100,000	500,000	500,000	-	1,100,000
Membrane Replacement	-	450,000	-	-	-	-	450,000
Route 27 Water Main	275,000	-	-	-	-	-	275,000
Hook Rd Tank Rehab	-	-	450,000	-	-	-	450,000
Main Street Water Main	-	40,000	1,200,000	-	-	-	1,240,000
Well 7 Building Improvements	55,000	-	-	-	-	-	55,000
Wakefield Water System Improvements	60,000	-	-	-	-	-	60,000
Valve Replacement	50,000	50,000	50,000	50,000	50,000	-	250,000
High Service Pump 1	35,000	-	-	-	-	-	35,000
Well 8 PFAS Mitigation System	250,000	-	-	-	-	-	250,000
ERP System	69,500	-	-	-	-	-	69,500
Debt Service	962,335	962,335	962,332	962,329	962,329	962,329	5,773,989
Water Fund Total	2,442,381	2,990,335	4,567,332	1,982,329	1,972,329	1,262,329	15,093,562

**Capital Improvement Program FY 2022 to FY 2027
Sewer Fund**

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
WWTP ENR & Biosolids Upgrade	17,601,907	4,400,477	-	-	-	-	22,002,384
WWTP Upgrade-Septage (County)	1,702,673	-	-	-	-	-	1,702,673
WWTP Upgrade-Roof	-	-	-	-	75,000	-	75,000
Inflow and Infiltration (I&I)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	200,000	5,200,000
Vehicle& Equipment Replacement	-	123,000	475,000	110,000	375,000	-	1,083,000
GIS Layers	90,000	80,000	70,000	50,000	50,000	50,000	390,000
Servers	-	125,000	-	-	-	-	125,000
Influent Screen	175,000	-	-	-	-	-	175,000
WWTP Plant Expansion	-	-	500,000	8,500,000	-	-	9,000,000
Pump Station Upgrades and Pumps	30,000	30,000	30,000	30,000	30,000	30,000	180,000
ERP System	69,500	-	-	-	-	-	69,500
Debt Service	230,776	1,102,643	1,102,643	1,102,643	1,102,643	1,102,643	5,743,991
Sewer Fund Total	20,899,856	6,861,120	3,177,643	10,792,643	2,632,643	1,382,643	45,746,548

**Capital Improvement Program FY 2022 to FY 2027
Fiber Fund**

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Servers	-	125,000	-	-	-	-	125,000
ERP System	69,500	-	-	-	-	-	69,500
Debt Service	925,272	925,272	927,362	928,864	924,578	924,276	5,555,621
Fiber Fund Total	994,772	1,050,272	927,362	928,864	924,578	924,276	5,750,121

**Capital Improvement Program FY 2022 to FY 2027
All Funds**

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
General Fund Total	5,190,592	4,196,708	5,833,029	3,472,154	3,057,020	3,354,760	25,104,263
Water Fund Total	2,318,908	2,990,335	4,567,332	1,982,329	1,972,329	1,262,329	15,093,562
Sewer Fund Total	25,469,557	1,758,000	2,475,000	10,990,000	2,830,000	1,580,000	45,102,557
Fiber Fund Total	994,772	930,000	930,000	930,000	930,000	930,000	5,644,772
Total All Funds	33,973,829	9,875,043	13,805,361	17,374,483	8,789,349	7,127,089	90,945,154

INDIVIDUAL CAPITAL IMPROVEMENT PROJECT DESCRIPTIONS FY2022 FUNDED PROJECTS

CAPITAL PROJECTS FUND

Project Name: Parking Study - \$190,000

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.

The City will 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 also includes the purchase of a parking system solution.

This project is funded through real property taxes. It is expected that this study will result in a recommendation for the purchase of a new parking meter system.

Project Name: Police Vehicles - \$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 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 ten years. This project is funded with real property taxes.

Project Name: License Plate Reader - \$15,745

Project Number: POL21-1

The Police Department will purchase a license plate reader (LPR) to be installed in a police cruiser. An LPR-equipped officer is more likely to catch wanted persons and recover stolen vehicles. In addition, the use of LPR technology enhances community safety by providing 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 ten years. This project is funded with real property taxes.

Project Name: Portable Radios - \$62,942

Project Number: POL22-1

The Police Department currently has 58 Motorola portable radios in inventory. These radios are model #XT55000. Model #XT55000 Motorola radios are no longer supported by Motorola and cannot be repaired. Additionally, due to the age of the radios, they are not able to sync with certain other Carroll County law enforcement channels. The Carroll County Sheriff's Office replaced all of their XT55000 radios with Motorola model #APX6000 radios. As the Department's current radio supply breaks, the need is to replace with #APX6000 radios, as Motorola no longer manufactures or stocks replacement parts for model #XT55000 portable radios. The Department plans to incrementally replace current radios with #APX6000 radios; to replace all 58 radios at once would cost in excess of \$304,000. Model #APX6000 portable radios cost \$5,246 with necessary programming. The Department proposes replacement of 12 radios per year over a five-year period. A 3% cost increase is projected for future appropriations. Recurring annual costs are zero. This project is funded with real property taxes. Useful life is ten years.

Project Name: Police Station Building Generator - \$115,750

Project Number: POL22-2

The current building generator is approximately 25 years old and near the end of its useful life. The current generator has ongoing maintenance issues and can no longer handle the "load" required to power Police Headquarters when the electricity is interrupted. The Department had a "load study" conducted to determine system requirements to handle power back-up, and plans to purchase a 200kw diesel-powered generator that will supply power for 48 continuous hours. The generator will provide back-up power to the entire Police Station in the event of a power outage. The projected purchase cost of \$115,750 includes installation, design, hardware, parts, permits, and the removal of hazardous material. Recurring annual costs include maintenance and service and are estimated at \$15,000. Useful life is 25 years. This project is funded with real property taxes.

Project Name: City Hall Roof Replacement - \$140,000

Project Number: FA22-1

This project will replace the slate roof at City Hall, located at 1838 Emerald Hill Lane. There are no associated operating expenses and the useful life is 25 years. This project is funded with real property taxes.

Project Name: Longwell Gymnasium Windows Screens - \$35,000

Project Number: FA22-2

The internal storm windows in the Gymnasium of the Family Fitness Center are in disrepair. Some windows are missing completely, and most are not functional. The current condition of the internal storm windows also creates a safety concern for staff, fitness center members, and members of the general public who attempt to open/operate the internal storm windows. The historic gym windows remain vulnerable to damage from basketballs, volleyballs, and other normal gym use. The current internal storm windows add no value to the gymnasium from an energy efficiency standpoint. There is no value in installing new internal storm windows, as there is no heat nor air conditioning in the Gymnasium. This project provides for the fabrication of decorative metal guards for each window. There are no associated operating expenses and the useful life is 25 years. This project is funded with real property taxes.

Project Name: Electronic Gate - 105 Railroad Avenue - \$14,000

Project Number: FA22-3

This project is for installation of an electronic gate at the Street Department, located at 105 Railroad Avenue. The current gate is in disrepair and must be opened manually. The gate is very heavy and requires more than three people to open it. There is no associated operating costs and the useful life is ten years. This project is funded with real property tax revenues.

Project Name: Building Improvements - \$175,000

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 the associated negotiations. This project is funded with real property taxes.

Project Name: Longwell Locker Room Renovation - \$65,000

Project Number: FA22-4

This project includes renovations to the Family Fitness Center shower changing areas and restroom areas. Countertops, privacy partitions, and faucets are in need of replacement in both the men's and women's locker rooms. Additionally, the flooring in the men's locker room needs replacement. Useful life is 15 years. There is no operating impact. This project is funded with real property taxes.

Project Name: Community Pool Improvements - \$1,186,800

Project Number: FA21-3

In FY 2020, a study was performed to evaluate and recommend renovations to the Westminster Community Pool and associated facilities. Recommendations include installing a shell into the current pool infrastructure, new plumbing and filtration system, 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. In FY 2021, the City moved forward with securing financing for Phase I of the overall project, 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 the filtration system, pool, and buildings.

Project Name: Wakefield Valley Park Improvements - \$200,000

Project Number: FA20-4

This project is for improvements to Wakefield Valley Park. In FY 2021, the City undertook a process to develop a master plan for the Park. This funding will provide for design and engineering services associated with Phase I of trail development.

Funding will be provided by real property tax revenue and a Program Open Space grant award.

Project Name: Debt Service - \$764,983

Project Number: ST19-4

This funding provides for debt service payments for the 2005 Series for the Green Street bridge improvements, the 2012 Series for the parking garages, and the 2017 Series for paving. Debt service is paid from real property tax revenue.

Project Name: Annual Road Paving - \$1,028,760

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 under a separate project. A Pavement Condition Index has been completed to prioritize work, which is performed by outside contractors. Useful life of newly paved streets is 15 years. There is no impact to future operating budgets. This project is funded from Highway User Revenues and real property taxes.

Project Name: Vehicle and Equipment Replacement - \$192,000

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 assessment monies. In FY 2022, the following items will be purchased: replacement Ferris mower (\$10,000), replacement of Woods mower deck (\$10,000), Truck 23 replacement (\$60,000), and additional leaf vacuum (\$90,000). Annual recurring costs of \$15,000 for maintenance, insurance, and gasoline are expected to impact the operating budget. Annual savings of \$15,000 are expected to be realized in vehicle repair costs. Useful lives are 10 – 20 years.

Additionally, the City's street sweeper is in disrepair. This project will also include repairing the equipment back to working form, at a cost of \$22,000. This project is funded with real property tax revenues. Useful life is five years.

Project Name: Center Street Outfall - \$150,000

Project Number: ST22-1

This project is to stabilize an outfall at the intersection of South Court Street and South Center Street. A scour hole has developed at the outfall, causing erosion and threatening the stability of adjacent infrastructure. The project is funded with real property tax revenues and has no impact on operating expenses. Useful life is 50 years.

Project Name: ADA Ramps - \$100,000

Project Number: ST08-20

Installation of new sidewalks and ADA ramps has 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 annually in maintenance costs. Useful life is 15 years.

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: Pennsylvania Avenue Holiday Lights - \$10,000

Project Number: ST22-3

This project provides funding for anticipated costs associated with adding icicle lights to Pennsylvania Avenue to complement the Main Street holiday lights. This project is funded with real property tax revenues. Useful life is five years. Associated operating costs are increased electricity expenses.

Project Name: Stormwater Mitigation - \$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 in the County 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: ERP Implementation – \$69,500

Project Number: TE22-1

The City's Enterprise Resource Planning (ERP) system is no longer being supported by its host company. This means that, as operating systems change/improve, no changes will be made to the ERP software. This will make the City vulnerable to malware and ransomware. This project will include the purchase and implementation of new software. The system cost is being split equally between the General Fund, the Sewer Fund, the Water Fund, and the Fiber Fund. It is anticipated that this project will take three years for completion. The useful life is ten years. The operating costs include annual maintenance fees of \$60,151. This project is funded from real property taxes.

Project Name: Cardio Equipment - \$15,000

Project Number: PR22-1

This project will replace aging cardio equipment located at the Family Fitness Center. FY 2022 will be the first year of a four-year replacement schedule ending in FY 2025. Cardio equipment ages differently depending on the pattern of placement. Even though most of the equipment is seven to eight years old, some units are used more frequently than others, necessitating earlier replacement. This initial request will provide enough funding

to begin systematic replacement of the entire fleet. It is expected that costs associated with new equipment will offset repair costs of the older equipment. This project is being funded by real property tax revenue. Useful life is seven years. Operating impacts include maintenance costs.

Project Name: Durbin House - \$200,000

Project Number: PR22-2

This project will include improvements to the historic Durbin House, located at Wakefield Valley Park. This project includes structural repairs, moisture mitigation, roof restoration, exterior wall/window restoration, and removal of modern additions. A Maryland Heritage Area Authority grant application has been submitted for \$100,000. The City's match of \$100,000 will be funded with real property tax revenue. The useful life is 20 years. Operating expenses include maintenance and utilities on the building.

WATER FUND

Project Name: Reservoir Valve - \$25,000

Project Number: W22-01

This project is for a new discharge valve at the Cranberry Reservoir for control of water being released during normal operations and for emergency repairs in the downstream line.

Project Name: Water Main Replacement - Route 27 - \$275,000

Project Number: WA21-01

This project includes design and construction of a 16-inch 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: 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: Wakefield Water System Upgrade - \$60,000

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: Well 8 PFAS Treatment System - \$250,000

Project Number: WA22-02

As part of a statewide effort, the Maryland Department of the Environment (MDE) recently tested all of Westminster's drinking water sources for a newly-regulated substance known as PFAS. Per- and polyfluoroalkyl substances (PFAS) are manmade and have been widely used in industries around the globe, including food packaging, household products, stain and water repellent for fabrics, Teflon and non-stick coatings, firefighting foams, and many others. Unfortunately, these chemicals are very persistent and do not naturally break down very quickly in the environment; they are sometimes referred to as "forever chemicals" for that reason. MDE's

testing of Westminster's Well 8 found PFAS levels in excess of EPA's 70 parts per trillion limitation. Following consultation with MDE, Well 8 was taken out of service upon confirmation of the test results and must remain out of service until a treatment system to address PFAS is in place. This project will entail putting a treatment system into place at Well 8, so that it can be put back into service.

Project Name: Diatomaceous Earth Filter Rehabilitation - \$100,000

Project Number: W22-03

This project is for rehabilitation of Diatomaceous Earth Filters located at Wells 1, 2, and 5. These filters were installed in 1997. They have reached the end of their useful lives, and new filters are no longer available. This project will rehabilitate the existing filters and provide funding in future years for new technology.

Project Name: New Water Supply Source Development - \$460,546

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 available capacity for economic development and redevelopment. The project will be partially funded by a \$347,500 grant from the United States Bureau of Reclamation.

Project Name: Filtrate Pumps - \$35,000

Project Number: W22-04

This project is for a new filtrate pump to be purchased and put into rotation while a used pump is being rebuilt. The used pump will become the spare that is put into service when a current pump needs to be repaired or rebuilt.

Project Name: High Service Pump 1 - \$35,000

Project Number: W22-05

This pump will replace High Service Pump 1 at the Main Plant.

Project Name: GIS Engineering - \$90,000

Project Number: IT20-01

This project is for the retention of an engineering firm to create complete GIS layers of the City's water system. Useful life is 20 years. The impact to future operating budgets includes personnel to maintain and administer the GIS systems.

Project Name: ERP System Implementation- \$69,500

Project Number: IT22-01

The City's Enterprise Resource Planning (ERP) system is no longer being supported by its host company. This means that, as operating systems change/improve, no changes will be made to the ERP software. This will make the City vulnerable to malware and ransomware. This project will include the purchase and implementation of new software. The system cost is being split equally between the General Fund, the Sewer Fund, the Water Fund, and the Fiber Fund. It is anticipated that this project will take three years for completion. The useful life is ten years. The operating costs include annual maintenance fees of \$60,151. This project is funded from real property taxes.

Project Name: Debt Service - \$962,335

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 - \$17,601,907

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 0.03 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 - \$1,702,673

Project Number: SE15-01

This project provides for upgrades to the part of the facility used by Carroll County. It 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 work is being performed under the City's contract for improvements of its Wastewater Treatment Plant, and is funded 100% by Carroll County. There is no impact to future operating budgets.

Project Name: Pump Station Upgrades and Pumps - \$30,000

Project Number: SE22-1

This project includes the replacement and repairs of existing pumps at pump stations throughout the collection system. Upgrades will reduce failures at the pump stations and will help eliminate discharges to the environment.

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

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: Influent Screen - \$175,000

Project Number: SE22-2

This project will replace the Wastewater Plant automated influent bar screen. The screen, originally installed in 1990, was refurbished in 2009 at a cost of \$100,000. The original screen lasted 18 years, and the refurbished screen lasted 12 years. The condition of the screen has deteriorated and requires immediate attention. Since it has already been refurbished once, a new screen is required.

Project Name: GIS Engineering - \$90,000

Project Number: IT20-01

This project provides for retention of an engineering firm to complete GIS layers of the City's sewer system. Operating impacts include increased personnel to maintain and administer the GIS systems.

Project Name: ERP Implementation - \$69,500

Project Number: IT22-1

The City's Enterprise Resource Planning (ERP) system is no longer being supported by its host company. This means that, as operating systems change/improve, no changes will be made to the ERP software. This will make the City vulnerable to malware and ransomware. This project will include the purchase and implementation of new software. The system cost is being split equally between the General Fund, the Sewer Fund, the Water Fund, and the Fiber Fund. It is anticipated that this project will take three years for completion. The useful life is ten years. The operating costs include annual maintenance fees of \$60,151. This project is funded from real property taxes.

Project Name: Debt Service - \$400,000

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: ERP Implementation - \$69,500

Project Number: IT22-1

The City's Enterprise Resource Planning (ERP) system is no longer being supported by its host company. This means that, as operating systems change/improve, no changes will be made to the ERP software. This will make the City vulnerable to malware and ransomware. This project will include the purchase and implementation of new software. The system cost is being split equally between the General Fund, the Sewer Fund, the Water Fund, and the Fiber Fund. It is anticipated that this project will take three years for completion. The useful life is ten years. The operating costs include annual maintenance fees of \$60,151. This project is funded from real property taxes.

Project Name: Debt Service - \$925,272

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. Fiber Fund revenues are not sufficient to pay debt service, necessitating a transfer from the General Fund.

DEBT RELATED TO CAPITAL PROJECTS

Debt Instrument	Project Name	Balance June 30, 2021	Matures	Agency
General				
2005 Infrastructure Bond A	Green St Paving	804,500	5/1/2025	CDA
2012 Infrastructure Bond B	Parking Garages	165,500	5/1/2022	CDA
2017 Infrastructure Bond	Road Paving	4,212,000	4/1/2037	CDA
2020 Infrastructure Bond	Community Pool	992,000	4/1/2040	CDA
<i>Total General Fund</i>		<i>6,174,000</i>		
Water				
Drinking Water Bond 2007	Cranberry WTP Upgrade	3,118,175	2/1/2027	MWQFA
Drinking Water Bond 2008	Medford Quarry Emergency Connection	1,861,318	2/1/2028	MWQFA
Sewer				
State Revolving Fund 2019A	Enhanced Nutrient Removal/Biosolids	25,145,666	6/30/2052	MWQFA
State Revolving Fund 2019B	Enhanced Nutrient Removal/Biosolids	1,500,000	Forgivable	MWQFA
Fiber				
Fiber Infrastructure Bond A	City-wide Broadband Network	15,555,000	6/30/2046	CDA-Taxable
Fiber Note	City-wide Broadband Network	1,300,000	6/30/2049	Office of Rural Broadband
<i>Total Enterprise Funds</i>		<i>48,480,159</i>		