

TOWN OF SYKESVILLE

Fiscal Year 2022 - 2023

Annual Budget



May 18, 2022

Town of Sykesville, Maryland

FISCAL YEAR 2023

(July 1, 2022 – June 30, 2023)

ANNUAL BUDGET

Sykesville Mayor and Council

Stacy Link

Mayor

Anna Carter

Council President

Mark Dyer

Councilmember

Alan Grasley

Councilmember

Elizabeth Guroff

Councilmember

Leo Keenan

Councilmember

Jeremiah Schofield

Councilmember

Town Staff

Joe Cosentini

Town Manager

Craig Weaver

Treasurer

Kerry Kavaloski

Town Clerk

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MISSION STATEMENT

The Town of Sykesville shall provide services and manage public funds efficiently to improve the quality of life for our residents, businesses, and visitors.

VISION STATEMENT

*With excellence as our standard,
we strive to make Sykesville a destination of choice.*

TOWN COUNCIL GOALS

Economic Development (Growth and Land Use)

Sykesville will support the continued investment in and preservation of its historic Main Street and promote the successful mixed-use redevelopment of Warfield

Accessibility and Connectivity

Sykesville will be accessible for all citizens by improving its trail and sidewalk network connecting neighborhoods and parks with Main Street while also supporting the investment of 5G and broadband initiatives in Town

Quality of Life (Image and Identity)

Sykesville will protect and enhance the visual qualities of the Town's streetscapes and public spaces and continue to support policies and programs that preserve and promote the unique heritage and qualities of Sykesville

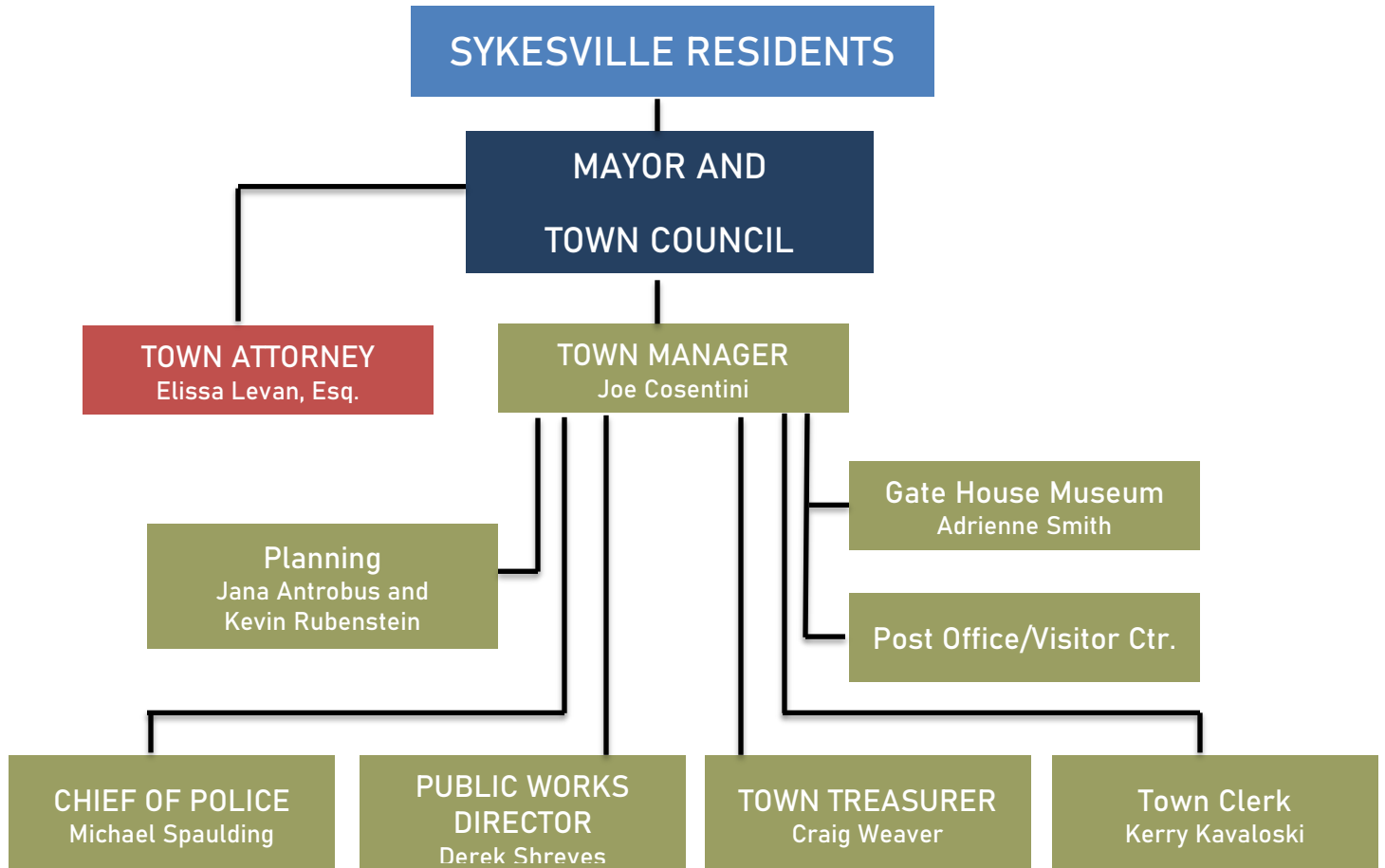
Environmental Stewardship

Sykesville will promote the conservation of its natural environment and invest in stormwater management improvements to protect the South Branch Patapsco River and its watersheds

Fiscal Integrity

Sykesville will manage public funds to maintain operations while keeping reserves available for strategic investment

ORGANIZATIONAL STRUCTURE



TOWN MANAGER'S BUDGET MESSAGE

May 18, 2022

Honorable Mayor Link and
Members of the Town Council
Town of Sykesville, Maryland

Mayor Link and Town Council Members:

The annual budget for the Town of Sykesville for Fiscal Year 2023, beginning July 1, 2022 through June 30, 2023, is submitted for your review and consideration. This document represents the financial and management plan for the Town and includes the Capital Improvements Plan for FY2023-2027.

The Fiscal Year 2023 budget is balanced with net expenditures totaling \$4,524,541. This represents an overall increase of \$677,921.00 (approximately 18%) from the revised FY22 budget. This increase can be attributed to the addition of ARPA funding (State and Local Fiscal Recovery Funds or SLFRF) and associated expenditures to this budget cycle. These projects are discussed in greater detail later in this budget document. Operating expenses were also increased most notably in the Public Safety category as the Town has worked diligently to increase staffing so that our officers can maintain a true 24/7 operation while keeping two officers on duty at all times eliminating a significant safety risk to our personnel. This effort impacts not only the overall salaries line item, but the Employee Benefits category as well.

The economic outlook for Sykesville was strong throughout FY2022 despite some lingering uncertainty surrounding the COVID-19 pandemic. Residential growth in the Parkside at Warfield Project exceeded expectations again in FY22 resulting in all remaining building permits being issued. The Town has been and continues to be conservative with our revenue projections in the upcoming fiscal year which give us some flexibility as the budget year progresses. However, it should be noted that the Town's budgeted expectation for Income Tax revenue is being proposed at the highest level we've seen, but still well below our three-year average in actual collections.

The adopted property tax rate will remain at \$0.33 per \$100.00 of assessed value. This is higher than the Constant Yield Tax Rate (CYTR) recommended by the State Department of Assessments and Taxation at \$0.316. The CYTR is calculated by the Department for each taxing authority in Maryland and represents the property tax rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year. Since property assessments in Sykesville increased over the last 12 months, our CYTR is lower than our current rate in order to maintain a consistent level of revenue. We have chosen to maintain the current tax rate since the rate in Sykesville was reduced a few years ago from \$0.35 to current rate of \$0.33.

We are proposing the use of \$179,000.00 of our Capital Fund Balance. This funding will be put towards capital equipment purchases and projects. These projects are outlined in more detail in the Town's Capital Improvements Plan included as an appendix to this document. The projects included in the coming fiscal year are listed here:

- Public Safety - \$60,000 - New Police Vehicle w/In-car camera
- Public Works - \$59,000 - One replacement stand behind mower, and a new pole barn/storage building at the Public Works facility
- Recreation and Parks - \$200,000 - Linear Park Improvements (Community Parks and Playgrounds Grant), South Branch Park Improvement (Project Open Space Grant)
- Streets and Sidewalks - \$198,452 - Street and Sidewalk Repair

During FY2023 we will continue the implementation of the Sykesville Comprehensive Plan (Vision 2030). The Comprehensive Plan provides long range planning tools necessary to ensure that future expenditures are being made that support our agree upon vision and provide better guidance for strategic investment decisions for the future of Sykesville. The investment for FY23 is shown through the expenditure increases for capital project specifically called for in the Plan. The most notable of these projects being the Baldwin Drive/Oklahoma Avenue improvements and investments toward the reuse/redevelopment of the 714 Sandosky Lot. The proposed budget has ARPA funds being used for the former while the Strategic Demolition Grant that was reallocated to the Town in FY21 will be used for the latter.

The Town of Sykesville continues to be a desirable location for residents and visitors alike. Our financial reserves remain at strong levels, long-term debt has been reduced to zero, and Town leadership remains committed to keeping operational and capital costs at reasonable levels while working to provide quality services to our residents. Because of these past decisions, the Town is well positioned to pursue the goals and objectives necessary to keep Sykesville a "cool" small town with the "best" main street. I hope the information presented in this document can serve as a guide as we navigate the coming fiscal year.

I would like to thank to our Town Staff for the time and effort they put into the budget process this year and for being so committed to the success of Sykesville. In addition, I would like to express my gratitude for the support and confidence of the Mayor and Town Council. Through your leadership, we will continue to make Sykesville a great place to live, work, and play.

Respectfully Submitted,
Joe Cosentini
Town Manager

BUDGET INTRODUCTION

The budget is the Town's operational plan for the fiscal year. It establishes the funding necessary for meeting the current day to day operational needs of the Town and sets in place the direction to meet the long term goals and strategies of the Mayor and Council through the funding of various capital investments. Each of the following sections will provide more information regarding the Fiscal Year 2023 budget and should be seen as a supplement to the budget detail provided later in this document.

OPERATING REVENUES

The projected operating revenues for FY2023 will be **\$3,325,089**, an increase from the amended FY2022 budget. Major operating revenue sources include the following:

Property Tax – property tax is the primary local government revenue in Maryland. In Sykesville, our property tax rate is \$0.33 per \$100.00 of assessed value. Assessments are done on a three year cycle with increases being phased in over a three year period. The net assessable real property base for Sykesville in FY23 is \$509,213,057. This multiplied by our property tax rate equals the estimated revenue in the proposed budget of \$1,680,403. This equals a 4.5% increase from FY2022.

Income Tax – this is the second highest operating revenue category for the Town. Tax base and growth projects of this category are difficult to project given the variables involved (employment data, individual reported earnings, general Town demographics, etc.). Guidance on estimating potential revenue for this category is largely based on averaging past FY collections. Over the past three completed fiscal years (FY2019-2021) the Town averaged a collection \$961,000.

Income tax projections for FY2023 were estimated lower than the three-year running average at \$864,081. This projection is roughly 18% higher than the FY2022 budget, but over 11% lower than the three-year running average.

State Aid Police Protection/Town-County Agreement – this revenue is derived from duplicated services provided by the State, County, and Town. The Town is compensated for the services we provide that allows other agencies to focus on areas where they are the primary provider. These categories were decreased slightly from their FY2022 levels for a combined projected income of \$304,187.

Other – the remaining revenues expected for FY2021 total \$476,418. The largest single category being the offset we receive for Post Office operations of \$95,000. Details for each category are included later in this document.

CAPITAL REVENUES

Capital revenues are those that are restricted for uses of a capital nature. Total Capital Revenues for FY2023 equal **\$767,452**. Generally, a capital item is one that meets any one or more of the following criteria:

1. A project with a tangible result that has a life expectancy of more than one year
2. In general, any nonrecurring (less frequently than five years) purchase that costs more than \$10,000. Technology capital projects are those less frequent than three years at no less than \$3,000. This applies to both new and replacement equipment
3. A project, that will increase the value of land or buildings substantially
4. Any item determined by Council to be funded by capital revenue

Major capital revenues sources include the follows:

Highway User Revenues – this funding source is the local share of the State tax gas and vehicle titling. The State submits estimates to the municipalities for budgeting purposes. For FY2023 Sykesville is scheduled to receive \$198,452.

Grants – these revenues are anticipated reimbursements from grant related expenses. The Town has several in the upcoming fiscal year including the following projects and grant programs:

- Strategic Demolition Grant (714 Sandosky Project) – we will begin the planning and engineering effort on the site with an anticipated reimbursement of \$180,000 from the grant award.
- Community Parks and Playgrounds (Linear Trail Learning Area) – the Town was awarded \$100,000 to create a new feature where the Linear Trail meets Kalorama Road.
- Program Open Space (TBD) – the Town is eligible in FY23 for this funding. We anticipate an award in the \$130,000 range.

In total we are anticipating \$390,000 in this revenue category to offset capital related expenses. Each program has a different matching component which is why this is not a dollar for dollar offset.

Assigned Fund Balance: Capital Reserve – this line item is the Town's capital fund. These funds are allocated as the Town identifies capital projects and schedules them through the Capital Improvements Plan. In FY2023 we anticipate using \$179,000 to offset several capital purchases/projects.

ARPA – State and Local Fiscal Recovery Funds (SLFRF)

The ARPA category is new to FY23 and is being implemented so the Town can incorporate the State and Local Fiscal Recovery Funds (SLFRF) into our annual budget. The Town is expected to receive \$3,115,422 of which 50% has already been deposited into the Town's established reserve account. This funding must be allocated by the end of calendar year 2024 and actually spent by the end of 2025.

Allocation of this funding has been preliminary set by evaluating projects/priorities through the Town's strategic planning process and the established Capital Improvements Plan. With that in mind, the schedule for ARPA expenditures will be \$432,000 in FY23, \$1,473,000 in FY24, and \$990,000 in FY25 leaving roughly \$200,000 to be assigned. This does not mean that changes to the funding schedule cannot be made in the future.

The \$432,000 allocated for FY23 has been designated for the following expenditures:

- Premium pay funding per the adopted Premium Pay Policy - \$58,000
- Staffing grant for the Downtown Sykesville Connection to allow the organization to convert a part-time position to a full-time staff member. This grant will cover the additional expenses over the next three years (\$18,000 per year) - \$54,000
- Engineering for several capital projects including Baldwin Drive, Sykesville Station Parking Lot, and Oklahoma Avenue Improvements. We also anticipate engineering and construction of stormwater improvements on Central Avenue and Norwood Avenue - \$270,000
- Planning and feasibility for the Apple Butter Warehouse at South Branch Park - \$50,000

OPERATING EXPENSES

The Town's operating expenses are balanced with the Town's operating revenues. It should be noted that according to the U.S. Bureau of Labor Statistics, the nationwide Consumer Price Index of All Urban Consumers (CPI-U) increased by 7.5% for the 12-month period ending in January 2022. This was the basis for including a 2.0% increase in full-time employee salaries and one of the reasons for establishing the Premium Pay Policy (Note: Town Manager salary was not included). The 2% salary increases are included in the salary line-item numbers reported in the budget detail.

Mayor and Town Council - \$103,950

This category covers expenses included salaries for the Mayor/Council, Town newsletter expenses, Maryland Municipal League items, contributions to the Community Media Center, and the annual donation to the Freedom District Fire Department.

Town Commissions - \$2,000

Designated for costs related to the operation of the Planning Commission and Historic District Commission. We have included an allocation here for Historic District Commission training.

Professional Service - \$108,400

Auditor fees, legal fees, and engineering all are paid from this category. The Town's general liability insurance is also included here.

Administration - \$504,268

The administration category covers salaries for five town employees (Town Manager, Town Clerk, Development Coordinator, Planner, and the Treasurer). This is also the area that covers the costs of the Circuit Rider Program, all Town House utility expenses, and major planning projects. Personnel in this category carry out all the administrative functions of the Town and all public meeting functions related to Town Council, Planning Commission, Historic District Commission, Parks and Recreation, Board of Zoning Appeals, and Ethics Commission. We are including expenses within this category to make building improvements to the Town House per recommendations received from Herman Restorations (\$25,000).

Public Safety - \$808,742

This is the Sykeville Police Department and Auxiliary Unit. In total, this includes ten sworn police officers, one Chief of Police and one administrative assistant, all utilities, vehicle and building maintenance, and training are also included. This includes the incorporation of our two cadets (graduating September, 2022) into certified officer status.

Public Works and Sanitation - \$533,786

Six public works employees plus the Director. This Department handles all refuse and recycling pickup along with mowing services, stormwater maintenance, and a variety of activities. The expense category also includes the cost of tipping fees paid to the County and the rebate provided to the Raincliffe Subdivision for private garbage pickup.

Streets & Roads - \$84,500

This category is mostly the utility expense related to street lighting and all costs (including overtime) for snow removal efforts.

Parks Maintenance - \$76,839

All open space and park maintenance are included here. This covers tree care/maintenance, landscaping, the Little Sykes facility, etc. This category also included the contracted Stormwater Pond maintenance as well as the National Pollutant Discharge Elimination System (NPDES) permit fee we pay to the County.

Main Street/Downtown - \$50,250

This is the annual allocation to the Downtown Sykesville Connection.

Visitor Center & Post Office - \$162,150

This includes four part-time employees who run all operations. The largest expense is for the postage/materials that we pre-pay for and are then reimbursed. We are also including building upgrades per recommendations received from Herman Restorations (\$20,000).

Historic Buildings - \$15,375

Utilities and maintenance for the Historic Black Schoolhouse and building maintenance for Sykesville Station. We are including building upgrades to the Schoolhouse per recommendations received from Herman Restorations (\$8,000).

Gate House Museum - \$86,350

A part-time curator, utilities, and operation costs to run the museum are included here. This category also includes building upgrades per recommendations received from Herman Restorations (\$35,000).

Parks & Recreation - \$5,500

These costs include all the park related events the Sykesville Parks and Recreation Committee (SPARC) conduct each year including Sykesville Cinema series and the Music in the Park Event.

Employee Benefits - \$782,979

Over 50% of this expense is the Town's portion of the health insurance costs which increased 11% from FY2022. Other expenses include the employee retirement programs, short-term disability, workers' comp, and social security/Medicare.

CAPITAL EXPENSES

Capital Outlay - \$767,452

These are all expenses related to non-operating revenues such as grants, assigned fund balances, unrestricted fund balance, or restricted revenues (Impact Fees, Highway User Revenues).

- Public Safety:
 - New Police Car \$60,000
- Public Works and Sanitation
 - New Stand Behind Mower \$9,000
 - New Pole Barn \$50,000
- General Government
 - 714 Sandosky Lot (engineering) \$200,000
- Streets & Roads
 - Re-paving \$178,452
 - Sidewalks \$ 20,000
- Parks
 - Linear Trail Learning Park \$100,000
 - P.O.S. Project (TBD) \$150,000

ARPA (State and Local Fiscal Recovery Funds SLFRF) - \$432,000

The ARPA category is new to FY23 and is being implemented so the Town can incorporate the State and Local Fiscal Recovery Funds (SLFRF) into our annual budget. Funding proposed for FY23 is as follows:

- General Government:
 - Premium Pay Policy \$58,000
- Downtown Organization
 - Staffing Grant \$54,000
- Capital Projects
 - Baldwin Lot/Drive \$85,000
 - Oklahoma Avenue \$60,000
 - Central Stormwater \$50,000
 - Norwood Stormwater \$75,000
 - Apple Butter Warehouse \$50,000

COMBINED BUDGET SUMMARY

Revenues:

Property Taxes	1,726,403
Licenses & Permits	75,500
Intergovernmental	1,366,720
Service Fees	88,168
Local / Program Revenues	113,500
Other Sources	1,154,250

Total Revenues **\$4,524,541**

Expenditures:

Mayor & Town Council	103,950
Town Commissions	2,000
Professional Services	108,400
Administration	504,268
Public Safety	808,742
Public Works	533,786
Streets & Roads	84,500
Parks Maintenance	76,839
Main Street / Downtown	50,250
Post Office & Visitor Center	162,150
Historic Buildings	15,375
Gate House Museum	86,350
Parks & Recreation	5,500
Employee Benefits	782,979
Capital Outlays	767,452
ARPA	432,000

Total Expenditures **\$4,524,541**

Appendix A

Town of Sykesville

Fiscal Year 2023

Operating

And

Capital Budget

Ordinance 2022-02

TOWN OF SYKESVILLE, MARYLAND

ORDINANCE NO. 2022-02

AN ORDINANCE TO ADOPT AND APPROVE THE BUDGET AND SET TAX RATES FOR THE TOWN OF SYKESVILLE, MARYLAND FOR FISCAL YEAR 2022-2023

WHEREAS, in accordance with Section C-42 of the Charter of the Town of Sykesville (the “Town”) the Mayor and Town Council is required to enact an ordinance formally adopting the budget for each fiscal year; and

WHEREAS, this Ordinance is introduced for the purpose of adoption of the budget and to set the tax rates for the fiscal year beginning July 1, 2022 and ending June 30, 2023; and

WHEREAS, a public hearing was held on May 23rd, 2022, regarding the proposed budget after notice was duly provided and advertised in a local newspaper of general circulation in the Town of Sykesville.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF SYKESVILLE THAT:

Section 1. The budget attached hereto as "Exhibit A" be, and hereby is, adopted by the Town of Sykesville.

Section 2. The tax rate on all real property located within the limits of the Town of Sykesville is hereby set at \$0.33 per \$100.00 of assessed property value. The assessed property values shall be those used for real estate tax purposes as determined by the Carroll County office of the State Department of Assessments and Taxation.

Section 3. The tax rate applicable to personal property located within the limits of the Town of Sykesville is hereby set at \$0.825 per \$100.00 of assessed property value. The assessed property values shall be those used for personal property tax purposes as determined by the Carroll County office of the State Department of Assessments and Taxation.

Section 4. The budget and tax rates established by this Ordinance shall be binding during the 2022-2023 fiscal year.

THIS ORDINANCE IS ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF SYKESVILLE THIS 23rd DAY OF May, 2022

ATTEST:

/s/Kerry Chaney
Kerry Chaney, Town Clerk

/s/Stacy Link
Stacy Link, Mayor

/s/Anna Carter
Anna Carter, Council Member and Council President

/s/Mark Dyer
Mark Dyer, Council Member

/s/Al Grasley
Alan Grasley, Council Member

/s/Elizabeth Guroff
Elizabeth Guroff, Council Member

/s/Leo Keenan
Leo Keenan, Council Member

/s/Jeremiah Schofield
Jeremiah Schofield, Council Member

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
REVENUES	
Town Property Taxes	
Real Estate Taxes	1,680,403
Corporate Personal Property Tax	50,000
Penalties, Tax	5,000
Discounts, Tax	(9,000)
Total Taxes	1,726,403
Licenses & Permits	
Amusement and Admissions, State	500
Alcoholic Beverages, State	1,500
Traders Licenses, County	2,500
Building Permits, County	500
Millard Cooper Park Pavilion Rentals	2,500
South Branch Park Rental	250
Franchise Fees, Cable TV	65,000
Permits - Building, Zoning, HDC, Town	2,500
Impact Fees	-
Historic District Comm - Zoning App	250
Total Licenses & Permits	75,500
Intergovernmental	
Income Tax, State	864,081
Highway User Revenue, State	198,452
State Aid, PolProtGrant, State	55,000
Police Dept Misc Grants - State	2,500
Town County Agreement	246,687

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
Total Intergovernmental	1,366,720
Service Fees	
Commercial Trash Collections Charges	35,000
Baldwin's Repay ADA Loan - Principal	4,868
Baldwin's Repay ADA Loan - Interest	345
Rentals, Equip & Property	47,455
Newsletter Ads - Receipts	250
Code Remediation Fees	250
Total Service Fees	88,168
Local / Program Revenues	
PO Retail Income	1,000
PO Services Income	100
PO Postage Income	95,000
Stamp Commissions	11,000
Tower Rental	2,250
Gatehouse - Donations	250
Schoolhouse Donations	250
Little Sykes Railway Revenues	2,000
Military Memorial Donations	200
P&R Concert Concessions	100
P&R Cinema Sponsorships	1,000
P&R Cinema Concessions	350
Parks and Rec Donations	-
Total Local / Program Revenues	113,500

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
Revenues from Miscellaneous Sources	
Grants, Misc., State	390,000
Police Dept. Grants	1,500
Parking Violations	1,750
Interest	30,000
Use of Restricted Fund Balance - Gate House	52,500
Use of AFB - Capital Reserve	179,000
Use of ARPA	432,000
Use of Unrestricted Fund Balance	62,500
Use of AFB - Impact Fees	-
Use of AFB - Town House Exterior Maint.	5,000
Total Miscellaneous Sources Revenue	1,154,250
Total Revenues	4,524,541
EXPENDITURES	
MAYOR AND TOWN COUNCIL	
Salaries	24,000
Maryland Municipal League Dues & Scholarship	6,000
MD Municipal League - Dinners & Other	1,250
Maryland Municipal League Annual Convention	10,000
Advertising & Publishing	3,200
Residential Holiday Decorating Contest	250
Town Newsletter	10,000
Volunteer Events	500
Employee Events	750

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
Elections	2,000
Community Media Center	26,000
Christmas Decorations	2,500
Contingency	7,500
Freedom District Fire Department Contribution	10,000
Total Mayor and Town Council	103,950
TOWN COMMISSIONS	
Planning & Zoning Commission	500
Historic District Commission	1,500
Total Town Commissions	2,000
PROFESSIONAL SERVICES	
Auditor	15,900
Legal Counsel	25,000
Engineering	10,000
Professional Services	15,000
Codification Services	2,500
Insurance: General Property & Liability	40,000
Total Professional Services	108,400
ADMINISTRATION	
Salaries	345,829
Comp & Sick Time Pay Out	-
Vacation Time Pay Out	1,164
Circuit Rider Program Match	1,250
Consulting Fee	25,000

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
Town House Utilities	4,500
Utilities 714 Sandosky Road	775
MML Convention - Town Staff	5,500
Town House, Public Works, Police Telephone	7,750
Telephone & Alarm 714 Sandosky	1,000
Town House Building Maintenance	25,000
Town House Housekeeping	7,000
Town House Heating - Oil	5,500
Equipment Maintenance	2,500
Prop Maintenance - Landscaping	3,000
Travel Expense - All Departments	10,000
Office Supplies	5,250
Postage - All Departments	1,250
Building/Kitchen Supplies	3,000
Computer Hardware	2,500
Computer Software	2,000
Computer Maintenance	3,000
Website Hosting Annual Fee	4,250
Annual Email Fee	1,900
Cellular Phones	1,000
Training & Education	4,500
Dues & Subscriptions	2,200
Bank Fees - Misc Charges	400
Payroll Processing Fees	3,750
Contract Services - Copier Lease	1,500
Bad Debt Expense	22,000
Total Administration	504,268

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
PUBLIC SAFETY	
Salaries	670,284
Overtime	12,000
Grant Overtime	5,000
New Employee Background & Screening	-
Court Pay	5,500
Hazard Pay	-
Vacation Time Payout	6,208
Utilities	3,250
Building Maintenance	3,000
Housekeeping	8,250
Heating - Oil	3,000
Equipment Maintenance	7,500
Gasoline & Oil	20,000
Property Maintenance	1,000
Vehicle Maintenance	10,000
Office Supplies	8,000
Operating Supplies and Expense	5,500
Computer Hardware	5,000
Computer Software	8,000
Computer Maintenance	2,500
Uniforms	7,500
Cellular Phones/Mobile Data Terminals	4,000
Training & Education	2,500
Subscriptions	2,250
Community Outreach/Advertising	500
Ammunition	4,500

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
Contract Services - Copier Lease	1,500
Auxiliary Police	2,000
Total Public Safety	808,742
PUBLIC WORKS & SANITATION	
Salaries	320,140
Salaries - Overtime - excluding snow removal	5,000
Hazard Pay	
Vacation Time Pay Out	1,396
Utilities	3,000
Building Maintenance	2,000
Heating	2,000
Equipment Maintenance	4,500
Dumpsters/Sanitation Equipment	2,500
Gasoline & Oil	25,000
Vehicle Maintenance	27,500
Office Supplies	500
Operating Supplies and Expense	7,500
Computer Hardware	1,000
Computer Maintenance	250
Internet Service	1,000
Uniforms	2,500
Protective/Safety Equipment	2,500
Employee Shoe Program	1,250
Cellular Phones	1,500
Training and Education	2,000
CDL - Drug & Alcohol Testing	1,250

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
Tipping Fees	105,000
Raincliffe Trash Rebate	14,500
Total Public Works & Sanitation	533,786
STREETS & ROADS	
Snow Removal - Overtime	5,000
Misc Road materials	1,500
Snow Removal Supplies - Other	25,000
Snow Removal - Contracted Services	1,500
Drainage & Inlets	2,500
Contracted Services	5,000
Parking Lot Planting Beds Maintenance	2,000
Street Lighting Electric Service	40,000
Signs	2,000
Total Streets & Roads	84,500
PARKS MAINTENANCE	
Utilities	2,500
Housekeeping	2,500
Equipment Maintenance	2,000
Property Maintenance	10,000
Vandalism Repairs	1,000
Operating Supplies and Expense	1,000
Grass Cutting Code Enforcmt	500
Tree Care/Maintenance	10,000
Sediment Pond Maintenance/Stormwater	34,839
Property Maintenance - SBP	10,000

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
Utilities at SBP	1,000
Little Sykes Building Maint	500
Little Sykes Property Maint	500
Little Sykes Mini-Train Maint.	500
Total Parks Maintenance	76,839
MAIN STREET/DOWNTOWN	
Contributions to Main St Assoc	50,000
Military Memorial Expenditures	250
Total Main Street / Downtown	50,250
VISITOR CENTER & POST OFFICE	
Salaries	31,000
Utilities	5,000
Security Services-Professional	350
Telephone	800
Business Machine Supplies	500
Building Maintenance	20,000
Housekeeping	3,500
Office Supplies	750
Retail Sales Expense	500
Postage for Resale Expense	95,000
Internet Service	1,250
ACH Merchant Fees	3,500
Total Visitor Center & Post Office	162,150
HISTORIC BUILDINGS	

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
Schoolhouse Utilities	3,000
Schoolhouse Telephone	375
Schoolhouse Building Maintenance	8,000
Schoolhouse Housekeeping	1,500
Schoolhouse Supplies	500
Utility Exp Grant-S&P Railway	500
Bldg. Maint.-Baldwin's Station	1,500
Total Sykesville Schoolhouse	15,375
GATE HOUSE MUSEUM	
Salaries - Curators	35,500
Intern Stipend	250
Utilities	1,500
Security Services-Professional	250
Telephone	350
Building Maintenance	35,000
Computer Expenses	500
Housekeeping	2,000
Heating	3,500
Property Maintenance - Landscaping	500
Museum Events	1,000
Operational Expenses	1,500
Internet Service	1,250
Volunteer Training/workshops	500
Educational Programs	1,000
Marketing	500
Exhibit Planning / Program Development	1,250

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
Total Gatehouse Museum	86,350
PARKS & RECREATION	
Advertising	250
Concert Bands	1,500
Miscellaneous Holiday Events	250
Concessions	500
Movies in the Park	2,000
Yoga in the Park	-
Cinema Equipment Maintenance	-
Volunteer Supplies	500
Pre-Event Activities	500
Total Parks & Events	5,500
EMPLOYEE BENEFITS	
Short Term Disability	6,000
Retirement Plan/MSRA	53,382
Workers' Comp Insurance	48,500
Long Term Disability/Employer	2,750
Life Insurance	3,500
Health Insurance-Employer's Share	415,000
Social Security/Medicare - Employer's Share	111,000
Old Town Retirement Plan	12,597
LEOPS Retirement Plan	130,000
Unemployment Benefits Paid	-
Unemployment Tracking Service	250
Total Employee Benefits	782,979

TOWN OF SYKESVILLE
BUDGET DRAFT
FY 2023

	FY 2023 (Proposed)
DEBT SERVICE	
2008 GO Bond - Principal	-
2008 GO Bond - Interest	-
Total Debt Service	-
CAPITAL OUTLAY	
Public Safety:	60,000
Public Works & Sanitation	59,000
NEW General Government Property	200,000
Town House	-
Streets & Roads	198,452
Parks	250,000
Transfer to Capital Reserve	-
Total Capital Outlay	767,452
ARPA	
General Government	58,000
Downtown Organization	54,000
Capital Projects	320,000
Total ARPA	432,000
Total Expenditures	4,524,541
Net Revenue Over (Under) Expenses	-

Appendix B

Town of Sykesville

Capital Improvements Plan

FY2023-2027

TOWN OF SYKESVILLE CAPITAL IMPROVEMENTS PLAN



July 1, 2022

FY2023 - 2027

Sykesville Mayor and Town Council

Town of Sykesville

Capital Improvements Plan

FY2023 - 2027

ACKNOWLEDGEMENTS

Mayor and Town Council

Stacy Link, Mayor
Anna Carter, Council President
Mark Dyer
Al Grasley
Elizabeth Guroff
Leo Keenan
Jeremiah Schofield

Town Staff

Joe Cosentini, Town Manager
Craig Weaver, Treasurer
Michael Spaulding, Chief of Police
Kerry Kavaloski, Town Clerk
Jana Antrobus, Development Coordinator
Kevin Rubenstein, Town Planner
Derek Shreves, Public Works Director

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INTRODUCTION

Capital Improvements Planning (CIP) is an integral part of the overall budget process and allows municipalities to analyze and understand upcoming necessary and significant investments in areas such as infrastructure, facilities, and equipment. CIP is a tool used by municipal government to plan for and project financial needs beyond the annual operating budget cycle, and typically spans a three-to-five year budget period. As part of its annual operations budgeting process, the Town of Sykesville prepares a CIP to identify specific capital improvements with corresponding funding sources planned for the next several years. The first year's facility, infrastructure, and equipment needs identified in the CIP are then used in preparation of the annual operating budget and provide a starting point to identify the appropriate level to which capital budget items can and will be funded for the current fiscal year.

The reason for separating capital and operating costs is a practical one, in that most communities consider capital costs after funding annual operating expenses. Operating costs are considered on an annual basis during budget discussions and will typically involve discussions on departmental service levels. Once annual service and budget levels are established and operating costs are determined to meet those service levels, consideration of current and future capital needs follows and is based on available financial resources.

Capital improvement planning is essential for municipal governments to understand, prioritize, and finance long-term project needs within the community. It provides a focus on preserving a governmental entity's infrastructure, facilities, and equipment, while ensuring the efficient use of public funds. It provides for an opportunity to foster cooperation and an ability to inform other units of government of the entity's priorities. For example, it is not uncommon for a city to share its CIP with a county, school district, utility, and/or some other public service structure and then coordinate projects to increase efficiencies.

More than just a five-year budget, a CIP:

- allows for a systematic evaluation of all potential projects through an inclusive process soliciting potential projects from internal and external sources;
- smoothes out annual operating budgets that often spike as the result of one-time expenditures for projects or equipment purchases;
- allows for informed decision process of how capital costs should be spread out over the life expectancy of the project or equipment while considering all capital needs instead of one project at a time;
- stabilizes debt and consolidates projects to reduce borrowing costs; and
- provides an informational tool for the public to understand financial commitments, project priorities, and vision for the City.

To that end, the Town of Sykesville recognizes the importance of fiscally responsible, long-term financial management and has undertaken this CIP in order to identify the Town's capital needs for the next five years.

DEFINING CAPITAL IMPROVEMENTS

The CIP has been prepared by the Town to plan for capital expenditures. The program is primarily used as a planning document over the next five years (updated annually) and for budgeting purposes in the upcoming

fiscal year. Using a five-year time period, expenditures can be spread out more evenly, helping to avoid the need for tax increases. While it is difficult to forecast all needs for five years, most departments and the elected officials have a good understanding of the projects and equipment that are important for the operation of the Town and important to the community, and should be considered in upcoming years. Most capital items, excluding buildings and real property, have a finite lifetime.

Generally, a capital item is one that meets any one or more of the following criteria:

1. A project with a tangible result that has a life expectancy of more than one year
2. In general, any nonrecurring (less frequently than five years) purchase that costs more than \$10,000. Technology capital projects are those less frequent than three years at no less than \$3,000. This applies to both new and replacement equipment
3. A project, that will increase the value of land or buildings substantially

Other items can be included in the Capital Plan at the discretion of the Town Manager with the concurrence of the Mayor and Council.

CAPITAL IMPROVEMENTS PLANNING PROCESS

Including the CIP process as part of the annual operating budget cycle allows the Mayor and Council to make important policy decisions about which projects will be undertaken and what priorities are to be advanced over the next five years in order to achieve the Town's goals. The CIP for Sykesville was reviewed, analyzed, and adopted during the annual budget process, in order to determine the appropriate level of funding for each project identified in the CIP.

Governments should make capital project investment decisions that are aligned with their long-range goals and plans. The list of potential projects for inclusion in the CIP comes from a variety of sources, including department requests, plans for facility construction and renovations, long-term capital replacement programs, citizen requests, and neighborhood plans and projects for which grant funds are available. These projects are reviewed for consistency with the Town's comprehensive plan. The CIP should be viewed as a financial blueprint that helps prioritize needs to achieve implementation of the public improvements identified as important in the Town. The level of funding in the CIP defines the financial capacity needed to reach the desired goals collectively set forth by the Mayor and Council.

IDENTIFY NEEDS

The first step in the CIP is identifying needs. Using information, including development projections, strategic plans, comprehensive plans, facility master plans, and regional plans, the Town identifies current and future service needs that require capital infrastructure or equipment. Town departments, officials, and associated organizations are asked to give consideration to the issues below:

- Capital assets that require repair, maintenance, or replacement that, if not addressed, will result in higher costs in future years
- Infrastructure improvements needed to support new development or redevelopment
- Projects with revenue-generating potential

- Projects that may have outside funding availability
- Improvements that support economic development
- Changes in policy or community needs

DETERMINE COSTS

The full extent of project costs should be determined when developing the multiyear capital improvements plan. Town departments and personnel are asked to consider and identify the following cost-related issues when developing their request for the CIP:

- The scope and timing of a planned project
- Project costs and potential revenues
- The ongoing operating costs associated with each project
- The time value of money should be considered in estimating costs – projects identified for later years of the CIP should take into account inflation
- Major components of the project should be outlined to the extent possibly (e.g., design, construction, Right-of-Way, operating, additional manpower, etc.)

DEVELOP FINANCING PLAN

Once projects are prioritized and identified for completion in a given year, the Town must develop the appropriate funding strategy. The funding strategy provides an opportunity for the Town to discuss how projects can be funded and the potential commitments/impacts that the CIP will have on its financial picture over the next several years. The CIP does not necessarily need to be fully funded in all years. But instead the CIP can show unfunded balances, which indicate the need to find alternative funding sources, reprioritize completion dates, or prepare for higher commitment levels from existing sources. Year one of the CIP does reflect projects that the Town anticipates being fully funded, given the current economic and political environment. When developing the financial planning portion of the CIP, the Town considers the following factors:

- Anticipated revenue and expenditure trends
- Outside funding sources
- Dedicated revenue sources
- Current and future debt capacity
- Ability to raise additional financial capacity
- Impacts on current operating capacity
- Project revenue potential
- Reliability and stability of identified funding sources

PROJECT JUSTIFICATION

The Town must consider and weigh projects in order to establish priorities for funding. In an ideal world, the Town would fund all capital projects when necessary; however, this is not possible given economic constraints and the ability to raise the necessary revenue to complete requests. In order to provide as much background and supporting information as possible to management staff, Council members, and the Mayor, the requests are categorized by type of improvement. This categorization assists in establishing priorities among the

projects. The following categories have been established to help provide a relative understanding of project need. The matrix in this table provides the management staff and elected officials with perspective during the decision-making process. The following categories have been established for the Town of Sykesville's CIP.

Risk to Public Safety or Health

The project protects the community from a threat to public welfare in the form of a safety or health problem.

Deteriorated Facility

The action taken when dealing with a deteriorated facility may be either:

1. Reconstruction or extensive rehabilitation to extend its useful life to avoid or postpone replacing it with a new and more costly one; or
2. Replacement of the facility by relying on a “deferred maintenance approach” that allows a facility to deteriorate and be replaced only when it is worn out.

Systematic Replacement

A project may replace or upgrade a facility as part of a systematic program (such as street paving program). The investment will not change the level of service, but is intended to extend the useful life and avoid future, more costly repair/replacement.

The program weighs carefully the cost effectiveness of additional maintenance expenses against the cost of replacing the facility or system. This is the opposite of the “deferred maintenance” approach. A project that significantly expands or increases the level of service would be evaluated under the New or Substantially Expanded Facility or Improvement of Operating Efficiency criteria.

Improvement of Operating Efficiency

An investment may substantially and significantly improve the operating efficiency of a department, facility or infrastructure. Also, a project's expenditure may have a favorable return on investment, promising to reduce existing, or future, increases in operating expenses (e.g., introduction of a new technology).

Coordination

Coordination activities may include any of the following:

1. An expenditure that may be necessary to ensure coordination with another CIP (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the street is not dug up a year after it is completed)
2. A project that may be needed to comply with requirements imposed by others (e.g., a court order, a change in federal or state law, an agreement with another town or governmental agency)
3. A project that may be needed to allow for cost and/or benefit sharing with other communities or organizations (e.g., shared recreational facilities).

New or Substantially Expanded Facilities

Construction, or acquisition, of a new facility or major expansion thereof, may provide a service, or a level of service, not currently available.

PROJECT JUSTIFICATION SUMMARY

Each capital improvement was evaluated against the Town's six project justification criteria and categorized accordingly to their applicability with each criterion. While it would be easy to assume that projects that hit on more than one justification area have a higher priority, this is not the intent of the information. The purpose is simply to provide information to decision makers so that an evaluation can be made relative to Town priorities.

FINANCING PLAN

The CIP provides a detailed financing plan, which programs the proposed capital improvements based on anticipated revenues and expenditures, and helps establish the Town's fiscal policies against its strategic community development objectives defined through its Master Plan. Sykesville's fiscal policies help the Town address the following:

- Types of revenue devices that will or will not be used.
- Degree to which the Town will seek state or federal funds.

The fundamental tenant of a CIP is to enable the Town to determine the answers to three basic questions:

- What are the capital improvement project needs?
- What are the project costs?
- How will the projects be paid for?

Tables A, B, and C illustrate the Town's CIP financing plan.

This plan primarily utilizes funds identified in the Town's Capital Reserve account and known grant awards. The average capital expenditure over the last three completed fiscal years was \$462,000.

PROJECT DESCRIPTIONS

Capital improvement Project Description

Department: Public Works

Project Name: IS3200 Zero Turn

Cost: \$33,000

Location: Maintenance Yard

Fiscal Year: 2022 & 2023

Project Description:	Replace existing mowers that are nearing the end of useful life.
Project Justification:	Aging mowers (+600 hours): Parts, Hydraulic wheel pumps and engine expense (Systematic Replacement)
Expense:	\$36,000 (\$27,000 in FY22, \$9,000 in FY23)
Revenue Source:	General Fund

Capital improvement Project Description

Department: **Public Works**

Project Name: **Shop Garage Door Replacement Cost: \$18,000**

Location: **Maintenance Yard**

Fiscal Year: 2022

Project Description:	Replace four garage doors at Maintenance Shop
Project Justification:	Doors have rusted near ground level, are not insulated, and have needed numerous repairs (Deteriorated Facility)
Expense:	\$18,000 (\$4,500 per door)
Revenue Source:	General Fund

Capital improvement Project Description

Department: **Sanitation**

Project Name: **Trash/Recycle Bin Replacement** **Cost: \$200,000**

Location: **Provided to Customers** **Fiscal Year: 2022**

Project Description:	Provide residents with trash cars and recycle carts (1,200 of each type). This request includes additional carts for special events and upfit of existing trucks with cart tippers. The rollout of this project will be spread over two fiscal years with the first year consisting of truck upfitting and recycle cart delivery. The next fiscal year will be the trash carts.
Project Justification:	Cart system is safer for employees as mechanical lifting is used, cleaner for the Town as all new carts will have lids. (Improvement of Operating Efficiency)
Expense:	\$200,000 FY2022
Revenue Source:	General Fund

Capital improvement Project Description

Department: **Public Safety**

Project Name: **Vehicle Replacement**

Cost: **\$60,000**

Location: **Police Department**

Fiscal Year: 2023
Per Replacement Schedule
(Exhibit 1)

Project Description:	Replace Police Patrol Vehicle
Project Justification:	Police Patrol vehicles are critical infrastructure that should be maintained at a high functioning level. Replacement should occur once vehicles begin to approach the end of the useful life according to the fleet management schedule. (Systematic Replacement, Improvement of Operating Efficiency)
Expense:	\$60,000
Revenue Source:	General Fund

Capital improvement Project Description

Department: **Recreation and Parks**

Project Name: **Concession Stand Roof** **Cost: \$7,500**

Location: **Millard Cooper Park** **Fiscal Year: 2022**

Project Description:	Replace roof of the concession stand at Millard Cooper Park
Project Justification:	The roof on the concession stand at Millard Cooper Park has reached the end of its useful life and needs to be replaced (Systematic Replacement, Deteriorated Facility)
Expense:	\$7,500
Revenue Source:	General Fund

Capital improvement Project Description

Department: General Government

Project Name: Sandosky Building Demo

Cost: \$1,000,000

Location: 714 Sandosky

Fiscal Year: 2023/2024

Project Description:	The Sandosky building is a deteriorated facility that is non-contributing in the Downtown area. The goal is to demo this building and redevelop the lot with expanded parking and a more aesthetically appropriate structure.
Project Justification:	The improvements will allow for expanded retail square footage in the heart of Downtown and allow for a more defined parking area. (Deteriorated Facility)
Expense:	\$100,000 in FY23 for engineering efforts \$900,000 in FY24 for demolition
Revenue Source:	Strategic Demolition Grant (\$100,000 FY23 and \$650,000 FY24) Capital Reserve Fund (\$250,000 in FY24)



Capital improvement Project Description

Department: General Government

Project Name: Baldwin Lot/Drive Improvements Cost: \$850,000

Location: Baldwin Drive

Fiscal Year: 2023 & 2024

Project Description:	Re-configure the Baldwin Parking Lot and Baldwin Drive to accommodate better pedestrian connections and a more defined street (Baldwin Drive)
Project Justification:	The existing Baldwin parking lot has two entrances onto MD 851 (Main Street) and Baldwin Drive is not a well-defined roadway connection to Oklahoma Avenue. This project will provide for a better pedestrian experience and make traffic circulation more apparent. (Systematic Replacement)
Expense:	\$85,000 in FY23 for engineering \$765,000 in FY24 for construction
Revenue Source:	ARPA Funding



Capital improvement Project Description

Department: General Government

Project Name: Town House Lawn

Cost: \$800,000

Location: 7547 Main Street

Fiscal Year: 2024 & 2025

Project Description:	Improve the Town House Lawn area to better accommodate public use.
Project Justification:	The Town House lawn is a prominent greenspace in the center of the Downtown district. These improvements will be designed to terrace the area for a better visitor experience and improve the sidewalks to be ADA accessible. (Improve Operating Efficiency)
Expense:	\$80,000 in FY24 for engineering \$720,000 in FY25 for construction
Revenue Source:	ARPA Funding



Capital improvement Project Description

Department: General Government

Project Name: Mac Lot Alleyway Upgrades

Cost: \$300,000

Location: Main Street

Fiscal Year: 2024 & 2025

Project Description:	Improve the pedestrian experience through the alleyways that connect the Mac Lot to Main Street.
Project Justification:	Two alleys (one public and one private) that connect the Mac Lot to Main Street are not inviting for pedestrian use. These improvements will enhance the pedestrian experience and beautify a prominent area in the Downtown. (Deteriorated Facility)
Expense:	\$30,000 in FY24 for engineering \$270,000 in FY25 for construction
Revenue Source:	ARPA Funding



Capital improvement Project Description

Department: General Government

Project Name: Sandosky Lot Improvements

Cost: \$1,000,000

Location: 714 Sandosky Road

Fiscal Year: 2023 & 2024

Project Description:	Lot improvements to coincide with 714 Sandosky building demolition.
Project Justification:	These improvements will modify the parking lot layout, add landscaping, and provide for a pad ready building site for more retail opportunities in Downtown.
Expense:	\$100,000 in FY23 for engineering \$900,000 in FY24 for construction
Revenue Source:	Strategic Demolition Grant (\$100,000 in FY23, \$650,000 in FY24) Capital Reserve Fund (\$250,000 in FY24)



Capital improvement Project Description

Department: Public Works

Project Name: Pole Barn

Cost: \$50,000

Location: Public Works Facility

Fiscal Year: 2023

Project Description:	New storage facility to accommodate seasonal equipment
Project Justification:	The Public Works Department utilizes the 714 Sandosky building for storage of off-season equipment. With the planned demolition of the structure a new storage option will need to be constructed. (Improved Operational Efficiency)
Expense:	\$50,000
Revenue Source:	Capital Reserve Fund

Capital improvement Project Description

Department: Public Works

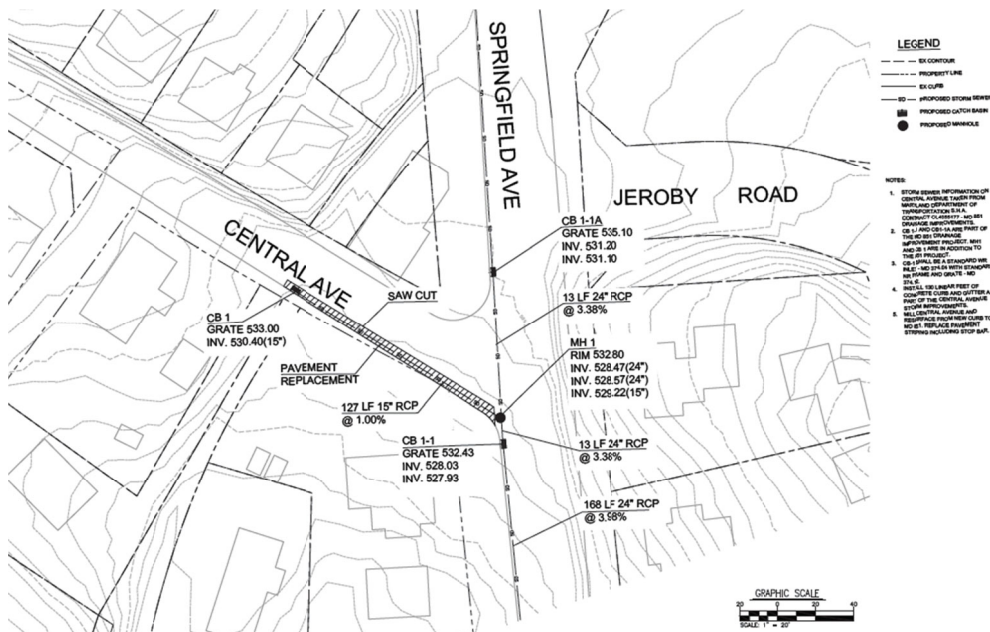
Project Name: Central Avenue Stormwater

Cost: \$50,000

Location: Central Avenue

Fiscal Year: 2023

Project Description:	Install new storm drain on Central Avenue
Project Justification:	In coordination with the State Highway's project along Springfield Avenue, this project will install a length of new stormwater facilities along Central Avenue and tie in to the work along Springfield. The goal is to minimize stormwater impact along the rear property lines of the houses that face Springfield. (New Facilities, Coordination)
Expense:	\$50,000
Revenue Source:	ARPA Funding



Capital improvement Project Description

Department: Public Works

Project Name: New Leaf Vacuum and Trailer Cost: \$25,000

Location: Public Works Facility Fiscal Year: 2024

Project Description:	Purchase equipment to begin leaf collection operations in Town.
Project Justification:	The Town is inundated with the late fall leaf drop which has impacts on the Town's storm drain system and roadways. Leaf collection is also a significant concern for area residents who typically bag leaves or blow them into the roadways. This purchase will allow the Town to offer a leaf collection service to our residents. (New Facilities, Public Safety)
Expense:	\$25,000
Revenue Source:	Capital Reserve Fund

Capital improvement Project Description

Department: **Public Works (Streets)**

Project Name: **Road Repaving**

Cost: \$178,000

Location: **Several locations**

Fiscal Year: 2023

Project Description:	Annual Road Repaving Program
Project Justification:	The Town annual spends money to perform preventative maintenance on various roadways throughout Town. Priority #1. Elsworthy Drive (Public Works) Priority #2. Springfield Avenue Priority #3. (Estimates based on \$105.00 per ton 9.5 mil overlay) (Systematic Replacement)
Expense:	\$
Revenue Source:	General Fund (Highway User Revenues)

Capital improvement Project Description

Department: **Public Works (Sidewalks)**

Project Name: **Sidewalk Program**

Cost: \$20,000

Location: **Several Locations**

Fiscal Year: 2023

Project Description:	Annual Sidewalk Maintenance Program
Project Justification:	The Town spends money annually to perform preventative maintenance on sidewalks throughout Town. Priority #1. Various Locations TBD Priority #2. Priority #3. Priority #4. Total Estimated Cost \$ (Systematic Replacement)
Expense:	\$
Revenue Source:	General Fund (Highway User Revenues)

Capital improvement Project Description

Department: Streets & Transportation

Project Name: Oklahoma Avenue Improvements **Cost: \$600,000**

Location: Oklahoma Avenue/Main Street

Fiscal Year: 2023 & 2024

Project Description:	Streetscape improvements to the area along Oklahoma Avenue between Baldwin Drive and Main Street.
Project Justification:	In coordination with the project for Baldwin Drive, this project will involve pedestrian and safety upgrades to a narrow section of roadway that is dangerous for pedestrian travel. The goal is to create an area that is easy to close off for Town events, but still allow for through traffic outside of the event schedule. (Public Safety)
Expense:	\$60,000 in FY23 for engineering \$540,000 in FY24 for construction
Revenue Source:	ARPA Funding



Capital improvement Project Description

Department: Culture, Recreation & Parks

Project Name: Learning Park (Linear Trail)

Cost: \$100,000

Location: Linear Trail at Kalorama Road

Fiscal Year: 2023

Project Description:	The creation of a new pocket park for the purpose of learning about nature.
Project Justification:	This project will result in the creation of a learning area along the already well used Linear Trail. The hope will be to partner with area groups and utilize the new facility as an outdoor classroom. (New Facilities)
Expense:	\$100,000
Revenue Source:	Community Parks and Playground Grant

Capital improvement Project Description

Department: Culture, Recreation & Parks

Project Name: Trail Improvements

Cost: \$150,000

Location: Cooper Park/Linear Trail

Fiscal Year: 2023

Project Description:	Trail improvements at Cooper Park involving bridge replacement and upgrades to the trail between Jennifer Way and Oklahoma Avenue.
Project Justification:	This project will replace deteriorating bridges located along the trail at Millard Cooper Park and will upgrade a portion of the trail between Jennifer Way and Oklahoma Avenue that has washed out. (Deteriorated Facilities)
Expense:	\$150,000
Revenue Source:	Project Open Space Grant

Capital improvement Project Description

Department: Culture, Recreation & Parks

Project Name: Apple Butter Warehouse

Cost: \$2,050,000

Location: South Branch Park

Fiscal Year: 2023,24,&25

Project Description:	Planning and execution for the reuse of the Apple Butter Warehouse at South Branch Park.
Project Justification:	The Apple Butter Warehouse has been a long viewed underutilized resource available for future economic development efforts. This project will begin with a feasibility study to determine highest and best use of the facility followed by construction. (Deteriorated Facilities, Coordination)
Expense:	\$50,000 in FY23 for feasibility study \$1,000,000 in FY24 for engineering and start of construction \$1,000,000 in FY25 for completion of construction
Revenue Source:	ARPA Fund (\$50,000 in FY23) Grants (\$2,000,000 in FY24/25)

Capital improvement Project Description

Department: **Public Works**

Project Name: **Roof Replacement**

Cost: \$20,000

Location: **Maintenance Building**

Fiscal Year: 2025

Project Description:	Replace Roof on Maintenance Building
Project Justification:	The roof on the Maintenance Building has reached the end of its useful life and should be replaced (Systematic Replacement)
Expense:	\$20,000
Revenue Source:	General Fund

Capital improvement Project Description

Department: Culture, Recreation & Parks

Project Name: Cooper Park Streetscape

Cost: \$650,000

Location: Millard Cooper Park

Fiscal Year: 2025 & 2026

Project Description:	Improved streetscape along Cooper Drive.
Project Justification:	Cooper Drive still looks like the roadway it used to be when it connected Sykesville to the Warfield Complex. These improvements will upgrade the streetscape to be more pedestrian focused and blend the old roadway into the park and tunnel under MD32.
Expense:	\$65,000 in FY25 for engineering \$585,000 in FY 26 for construction
Revenue Source:	Capital Reserve Fund (\$65,000 in FY25) Grants to be identified (\$585,000 in FY26)



TABLE A – Revenue and Expense Summary

		FY23	FY2024	FY2025	FY2026	FY2027	FY2028+
Beginning Fund Balance		\$ -	\$ -	\$ -	\$ -	\$ (585,000.00)	\$ (585,000.00)
Revenue							
	Description						
	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital Reserve Fund	\$ 179,000.00	\$ 585,000.00	\$ 85,000.00	\$ 60,000.00	\$ -	\$ -
	Highway User Revenue	\$ 198,452.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grants	\$ 390,000.00	\$ 2,300,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ -
	Other	\$ 320,000.00	\$ 1,415,000.00	\$ 990,000.00	\$ -	\$ -	\$ -
	Total Revenues	\$ 1,087,452.00	\$ 4,450,000.00	\$ 2,225,000.00	\$ 210,000.00	\$ 150,000.00	\$ -
Total Revenues & Fund Balance		\$ 1,087,452.00	\$ 4,450,000.00	\$ 2,225,000.00	\$ 210,000.00	\$ (435,000.00)	\$ (585,000.00)
Projected Expenditures							
	Description						
	General Government	\$ 285,000.00	\$ 2,675,000.00	\$ 990,000.00	\$ -	\$ -	\$ -
	Public Safety	\$ 60,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ -
	Public Works	\$ 184,000.00	\$ 25,000.00	\$ 20,000.00	\$ -	\$ -	\$ -
	Sanitation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Street and Transportation	\$ 258,452.00	\$ 690,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -
	Culture, Recreation, and Parks	\$ 300,000.00	\$ 1,000,000.00	\$ 1,065,000.00	\$ 585,000.00	\$ -	\$ -
	Total Expenditures	\$ 1,087,452.00	\$ 4,450,000.00	\$ 2,225,000.00	\$ 795,000.00	\$ 150,000.00	\$ -
Ending Fund Balance		\$ -	\$ -	\$ -	\$ (585,000.00)	\$ (585,000.00)	\$ (585,000.00)

TABLE B – Projected Expenditures

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028+
Project Expenditures						
Description						
General Government						
Sandosky Building Demo	\$100,000.00	\$900,000.00				
Baldwin Lot/Drive Improvements	\$85,000.00	\$765,000.00				
Town House Lawn	\$0.00	\$80,000.00	\$720,000.00			
Mac Lot Alleyway Improvements	\$0.00	\$30,000.00	\$270,000.00			
Sandosky Lot Improvements	\$100,000.00	\$900,000.00				
Total General Government	\$285,000.00	\$2,675,000.00	\$990,000.00	\$0.00	\$0.00	\$ -
Public Safety						
New Vehicle	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	
Total Public Safety	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$ -
Public Works						
Zero Turn Mower	\$3,000.00					
New Pole Barn	\$50,000.00					
Norwood Stormwater	\$75,000.00					
Central Ave. Stormwater	\$50,000.00					
Public Works Building - New Roof			\$20,000.00			
New Leaf Vac and Trailer		\$25,000.00				
Total Public Works	\$184,000.00	\$25,000.00	\$20,000.00	\$0.00	\$0.00	\$ -
Sanitation						
Total Sanitation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -
Streets and Transportation						
Streets	\$178,452.00	\$130,000.00	\$130,000.00	\$130,000.00	\$130,000.00	
Sidewalks	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	
Oklahoma Avenue Improvements	\$60,000.00	\$540,000.00				
South Branch Bridge (SHA?)	\$0.00					
Total Streets and Transportation	\$258,452.00	\$690,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$ -
Culture, Recreation, & Parks						
Learning Park (Linear Trail)	\$100,000.00					
Trail Improvements (Cooper Park, Linear Trail)	\$150,000.00					
SBP - Apple Butter Warehouse	\$50,000.00	\$1,000,000.00	\$1,000,000.00			
Cooper Park Streetscape	\$0.00	\$0.00	\$65,000.00	\$585,000.00		
Total Culture, Recreation, & Parks	\$300,000.00	\$1,000,000.00	\$1,065,000.00	\$585,000.00	\$0.00	\$ -
Total Capital Expenditures	\$1,087,452.00	\$4,450,000.00	\$2,225,000.00	\$795,000.00	\$150,000.00	\$ -

TABLE C – Expenses by Category

	<i>General Government</i>	<i>Public Safety</i>	<i>Public Works</i>	<i>Sanitation</i>	<i>Street & Transportation</i>	<i>Culture, Recreation, & Parks</i>	<i>Total</i>
2023	\$ 285,000.00	\$ 60,000.00	\$ 184,000.00	\$ -	\$ 258,452.00	\$ 300,000.00	\$ 1,087,452.00
2024	\$ 2,675,000.00	\$ 60,000.00	\$ 25,000.00	\$ -	\$ 690,000.00	\$ 1,000,000.00	\$ 4,450,000.00
2025	\$ 990,000.00	\$ -	\$ 20,000.00	\$ -	\$ 150,000.00	\$ 1,065,000.00	\$ 2,225,000.00
2026	\$ -	\$ 60,000.00	\$ -	\$ -	\$ 150,000.00	\$ 585,000.00	\$ 795,000.00
2027	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -	\$ 150,000.00
TOTAL	\$ 3,950,000.00	\$ 180,000.00	\$ 229,000.00	\$ -	\$ 1,398,452.00	\$ 2,950,000.00	\$ 8,707,452.00

EXHIBIT 1

POLICE VEHICLE REPLACEMENT SCHEDULE

VEHICLE REPLACEMENT CRITERIA				APPLICATION OF CRITERIA			
<u>Vehicle Age (years):</u>		<u>Points</u>		<u>Score</u>	<u>Condition</u>		
>12		5		17 - 18	Needs immediate replacement		
10-12		4		13 - 16	Qualifies for replacement		
7-9		3		6 - 12	Good		
3-6		2		0 - 5	Excellent		
0-2		1					
<u>Vehicle Mileage:</u>		<u>Points</u>					
>100K		5					
70-99		4					
50-69		3					
30-49		2					
<30		1					
<u>Annual Maintenance Cost</u>		<u>Points</u>					
>\$3,500		5					
\$2,000 - 3,499		4					
\$1,000 - 1,999		3					
\$500 - 999		2					
<\$500		1					
<u>Vehicle Use</u>		<u>Points</u>					
Regular Patrol		3					
Intermittent Patrol		2					
Administrative		1					
Maximum of 18							

Car#	Year	Make	Model	Mileage	Repair Costs	Vehicle Score
6410	2019	Chev	Tahoe	55,450	\$386	7
6411	2014	Dodge	Charger	40,668	\$2,020	12
6412	2014	Chev	Tahoe	138,750	\$6,913	14
6413	2021	Tesla	Y	500	\$0	6
6414	2020	Dodge	Durango	11,194	\$98	6
6415	2018	Ford	Explorer	60,075	\$3,797	11
6416	2016	Ford	Taurus	64,500	\$1,660	12
6417	2013	Ford	Explorer	105,956*	\$12,743	15
Aux	2011	Dodge	Charger		\$10,731	14

NOTE:

- Unit #6417 had the motor replaced in 2020. Mileage shows total vehicle miles.

EXHIBIT 2
COMPLETED PROJECTS

Capital improvement Project Description

Department: **Parks**

Project Name: **South Linear Trail**

Cost: \$88,000

Location: **Linear Trail**

Fiscal Year: 2021

COMPLETED

Project Description:	Update the south end of the Linear Trail. Repair/replace/remove physical fitness equipment on the trail and repair the trail
Project Justification:	Equipment is unusable and the trail is damaged due to tree roots and erosion. (Risk to public safety and health, Deteriorated Facility)
Expense:	\$88,000
Revenue Source:	Assigned Fund Balance (\$10,000), grant proceeds (\$78,000) MDNR - Program Open Space.

Capital improvement Project Description

Department: **Public Safety**

Project Name: **Vehicle Replacement**

Cost: **\$60,000**

Location: **Police Department**

Fiscal Year:
Per Replacement Schedule
(Exhibit 1)

Project Description:	Replace Police Patrol Vehicle
Project Justification:	Police Patrol vehicles are critical infrastructure that should be maintained at a high functioning level. Replacement should occur once vehicles begin to approach the end of the useful life according to the fleet management schedule. (Systematic Replacement, Improvement of Operating Efficiency)
Expense:	\$55,000
Revenue Source:	General Fund

ONE NEW VEHICLE PURCHASED FY21
ONE NEW VEHICLE PURCHASED FY22 (ELECTRIC)

Capital improvement Project Description

Department: **Public Safety**

Project Name: **Body Cameras**

Cost: \$30,000

Location: **Police Department**

Fiscal Year: 2022

COMPLETED

Project Description:	The use of Body Worn Cameras (BWC) has become the number one issue in Law Enforcement after several highly-publicized incidents around the country where police have used deadly force resulting in the death of another person. As a result of these incidents, as well as the protests and riots that occurred in their aftermath, several State and Federal commissions were established to make recommendations as to how the police can regain the community's trust and confidence, while also continuing to provide law enforcement services. The BWC has emerged as the number one tool to accomplish these tasks. Research has shown that both use of force incidents and citizens' complaints are dramatically reduced when officers are equipped with BWC's. In addition, the use of BWC's has proven to be a reliable means of defending a police agency from unfounded complaints against its officers, as well as frivolous law suits and liability. There is pending legislation in Annapolis that appears likely to pass that will make it mandatory for all law enforcement agencies in MD to have BWC's by 2025. I would prefer to move forward with this now, as opposed to waiting several years and potentially paying higher costs (as is likely with any technology) and having less opportunities for grant funding. We already have a current BWC policy in place, due to the County BWC test and evaluation which was conducted by PFC Kirkner. The WatchGuard V300 is the BWC that I am recommending for purchase by this Department, as it is fully integratable with our current WatchGuard platform for our in-car cameras. See attached quote and other documentation for this product
Project Justification:	Defer complying with the BWC mandate and potentially pay higher costs with less opportunities for grant funding (due to competition from other agencies). The only other option is to ignore the unfunded mandate and hope that none of our officers are involved in a deadly force incident, particularly with a minority, and hope that a citizen does not videotape the incident and release it to the media. (Improvement of Operating Efficiency, Deteriorated Facility)
Expense:	\$30,000 for equipment purchase and licensing. \$5,000 annual expense.
Revenue Source:	General Fund (Note: Grant funding will be sought prior to purchase in order to offset some or all of the initial purchase costs.

Capital improvement Project Description

Department: **Public Safety**

Project Name: **New Carpets**

Cost: \$13,500

Location: **Police Department**

Fiscal Year: 2022

COMPLETED

Project Description:	The carpeting in the Police Department is 15+ years old and it is worn, stained, and frayed in many areas, particularly the high traffic areas of the hallways and squad room. There are many health benefits of replacing carpeting that is over 15 years old. In addition, due to the re-painting of the interior of the police station which will take place in FY21, the current brown carpeting will not match the new interior wall colors. We have obtained a quote from a local flooring retailer, and the quote includes moving furniture, removing the old carpeting and adhesive trim, and replacing with new carpet floor tiles and matching adhesive trim.
Project Justification:	Current carpet is old and deteriorating. (Systematic Replacement)
Expense:	\$13,500
Revenue Source:	General Fund

Capital improvement Project Description

Department: Police Department

Project Name: Portable Radios

Cost: \$50,000

Location: Police Department

Fiscal Year: 2021

COMPLETED

Project Description:	In late 2019, the Chief of Police was notified by the Carroll County Director of Public Safety that the current portable radios that the Town currently utilizes, Motorola XTS-5000, are no longer being made, nor are there parts or service available for them. These radios are approximately 5-7 years old, and were provided to us by the Carroll County Government. We were further notified that the Carroll County Government will be purchasing new radios for all Carroll County Government employees, but not for the municipalities. As a result, we are required to purchase our own. PD Staff has researched the issue and has determined that Motorola APX4000 is the best choice for the Department when considering functionality and cost. This is a less expensive model than what the Carroll County Government is purchasing, but it meets all of the Town's needs. The request is to purchase ten (10) Motorola APX4000 portable radios plus one base station (to be used inside the station). The additional portable radios are requested in order to have spares and in the event that the Department expands in staffing in the coming years.
Project Justification:	Portable radios are the life-line for the officers while out on patrol and are required in order to perform regular duties safely and efficiently. They allow the officers to communicate with one another and with other allied agencies. (Risk to Public Safety and Health, Improvement of Operating Efficiency, Coordination)
Expense:	\$47,852.99 Includes a three (3) year warranty and no additional annual costs
Revenue Source:	General Fund

Capital improvement Project Description

Department: **Public Works**

Project Name: **Slope Mower**

Cost: \$15,000

Location: **Maintenance Yard**

Fiscal Year: 2021

COMPLETED

Project Description:	Slope mower to mow sediment pond banks and steep slopes.
Project Justification:	Mowing with existing equipment is dangerous on the slopes. Current use of string trimmers are labor intensive and not the best use of resources. (Improvement of Operating Efficiency)
Expense:	\$15,000 with annual maintenance cost of \$500.00
Revenue Source:	General Fund

Capital improvement Project Description

Department: **Public Works**

Project Name: **Small Dump Truck Replacement Cost: \$68,000 (\$80,160)**

Location: **Maintenance Yard**

Fiscal Year: 2021

COMPLETED

Project Description:	Replace 2008 F450 including snow plow and salt spreader
Project Justification:	Body and bed are rusting from general wear and tear on the vehicle (Systematic Replacement, Deteriorated Facility)
Expense:	\$68,000 initial cost with annual maintenance of \$2,500. No increase in fuel over prior years
Revenue Source:	General Fund

TOTAL COST INCREASED BY \$12,160 FOR TOTAL EXPENDITURE OF \$80,160.

Capital improvement Project Description

Department: **Public Works**

Project Name: **Hydraulic System 2005 Dump Truck** **Cost: \$18,000**

Location: **Maintenance Yard**

Fiscal Year: 2021
COMPLETED FY22

Project Description:	Replace control unit and hydraulic systems for plow and spreader.
Project Justification:	Hydraulic system is dated and severely rusted. All hoses need replacement, controls are dated and no longer supported, electronic repairs require third party vendor to be rebuilt (Improvement of Operating Efficiency, Deteriorated Facility)
Expense:	\$18,000
Revenue Source:	General Fund

Capital improvement Project Description

Department: **Public Works**

Project Name: **Skid Steer Replacement**

Cost: \$45,000

Location: **Maintenance Yard**

Fiscal Year: 2021

COMPLETED

Project Description:	Replace 2008 New Holland L180
Project Justification:	Under carriage and loader frame are rusting, general wear commensurate with age and environment (heavy salt use). Controls beginning to be unresponsive. (Deteriorated Facility, Systematic Replacement)
Expense:	\$45,000 with \$2,500 annual maintenance expense.
Revenue Source:	General Fund

Capital improvement Project Description

Department: **Sanitation**

Project Name: **New Dumpsters**

Cost: \$7,500

Location: **Maintenance Yard**

Fiscal Year: 2021

COMPLETED

Project Description:	Replace 5 rusted out trash dumpsters.
Project Justification:	These dumpsters have been patched and welded over the years, but the structures have now been compromised. (Deteriorated Facility, Systematic Replacement)
Expense:	\$7,500
Revenue Source:	General Fund

Capital improvement Project Description

Department: **Police Department**

Project Name: **In-Car Cameras**

Cost: \$5,700 (~~\$17,100~~)

Location: **Patrol Vehicles**

Fiscal Year: 2021

COMPLETED

Project Description:	Replace old in-car camera system with modern WatchGuard System
Project Justification:	In car cameras are a valuable tool in the daily operation of patrol officers. These systems record all interactions either visually or with audio on most, if not all, public interactions with the officers. (Systematic Replacement, Deteriorated Facility)
Expense:	\$5,700
Revenue Source:	General Fund

ACCELERATED REPLACEMENT SCHEDULE – PURCHASED THREE NEW CAMERAS INSTEAD OF JUST ONE.

Capital improvement Project Description

Department: **Public Works (Streets)**

Project Name: **Road Repaving**

Cost: \$172,000

Location: **Several locations**

Fiscal Year: 2021

COMPLETED

Project Description:	Annual Road Repaving Program
Project Justification:	The Town annual spends money to perform preventative maintenance on various roadways throughout Town. Priority #1. 3rd Avenue from Springfield Ave. to Spout Hill Road (Est. \$53,581.00) Priority #2. Harlan Lane from Obrecht Road to Kalorama Ave. (Est. \$83,236.00) Priority #3. Sandosky road from Main Street to College Ave. (Est. \$17,894.00) Total Estimate \$154,711.00 (Estimates based on \$105.00 per ton 9.5 mil overlay) (Systematic Replacement)
Expense:	\$172,000
Revenue Source:	General Fund (Highway User Revenues)

Capital improvement Project Description

Department: **Public Works (Streets)**

Project Name: **Road Repaving**

Cost: \$

Location: **Several locations**

**Fiscal Year: 2022
COMPLETED**

Project Description:	Annual Road Repaving Program
Project Justification:	The Town annual spends money to perform preventative maintenance on various roadways throughout Town. Priority #1. 2nd Ave (Oklahoma to Kalorama) Priority #2. Braemar Court Priority #3. Norris Ave. (Brandenburg to Kalorama) (Estimates based on \$105.00 per ton 9.5 mil overlay) (Systematic Replacement)
Expense:	\$
Revenue Source:	General Fund (Highway User Revenues)

Capital improvement Project Description

Department: **Public Works (Sidewalks)**

Project Name: **Sidewalk Program**

Cost: \$20,000

Location: **Several Locations**

Fiscal Year: 2021

COMPLETED

Project Description:	Annual Sidewalk Maintenance Program
Project Justification:	The Town spends money annually to perform preventative maintenance on sidewalks throughout Town. Priority #1. Patterson Court Priority #2. Harlan Lane Priority #3. Second Avenue Priority #4. Norris Avenue Total Estimated Cost \$14,500 (Systematic Replacement)
Expense:	\$20,000
Revenue Source:	General Fund (Highway User Revenues)

Capital improvement Project Description

Department: **Public Works (Sidewalks)**

Project Name: **Sidewalk Program**

Cost: \$

Location: **Several Locations**

**Fiscal Year: 2022
COMPLETED**

Project Description:	Annual Sidewalk Maintenance Program
Project Justification:	The Town spends money annually to perform preventative maintenance on sidewalks throughout Town. Priority #1. Cooper Drive (Splash Pad) Priority #2. Priority #3. Priority #4. Total Estimated Cost \$ (Systematic Replacement)
Expense:	\$
Revenue Source:	General Fund (Highway User Revenues)

Capital improvement Project Description

Department: **General Government**

Project Name: **Town House Security**

Cost: \$35,000

Location: **Town House**

Fiscal Year: 2021

Project Description:	Add cameras, improve access control, reconfigure main floor
Project Justification:	Improve security at the Town House with a better camera system, improved access panel and adjustments to the layout of the first floor including office locations (Clerk) and upgraded doors. Improvements to the Council chambers to establish better ingress/egress in emergency situations. (Risk to Public Safety or Health)
Expense:	\$35,000
Revenue Source:	General Fund

NOT COMPLETED – ALTERNATIVE PROJECT COMPLETED WITH CRF

Capital improvement Project Description

Department: **General Government**

Project Name: **New Carpets**

Cost: \$12,000

Location: **Town House**

Fiscal Year: 2021

COMPLETED

Project Description:	Replace existing carpets/rugs in the Town House
Project Justification:	Current carpets are old and deteriorating. Most stained and/or need repair. (Systematic Replacement)
Expense:	\$12,000
Revenue Source:	General Fund