

# TOWN OF SYKESVILLE CAPITAL IMPROVEMENTS PLAN



July 1, 2020

FY2021 - 2025

Sykesville Mayor and Town Council

# Town of Sykesville

# Capital Improvements Plan

FY2021 - 2025

## ACKNOWLEDGEMENTS

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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

**Town of Sykesville**  
**Capital Improvements Plan**

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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 takes into account surplus funds that were not spent in the prior fiscal year. The average contribution to the Unrestricted Fund Balance over the last five completed fiscal years was \$462,000. This does not include the proceeds from the sale of the Warfield Complex in FY18 and it should also be noted that property tax rates were reduced in FY20 which will likely have an impact on the average carryover amount. The idea here is any funds shown as revenue in the "Unassigned Fund Balance" (Table A) should be equal to or less than the overall excess revenues from the prior completed fiscal year.

PROJECT DESCRIPTIONS

**Capital improvement Project Description**

**Department:** Police Department

**Project Name:** Portable Radios

**Cost:** \$50,000

**Location:** Police Department

**Fiscal Year:** 2021

|                                      |  |
|--------------------------------------|--|
| <p><b>Project Description:</b></p>   | <p>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.</p> |
| <p><b>Project Justification:</b></p> | <p>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.</p> <p>(Risk to Public Safety and Health, Improvement of Operating Efficiency, Coordination)</p>   |
| <p><b>Expense:</b></p>               | <p>\$47,852.99 Includes a three (3) year warranty and no additional annual costs</p>   |
| <p><b>Revenue Source:</b></p>        | <p>General Fund</p>  |

**Capital improvement Project Description**

---

**Department: Public Works**

**Project Name: Slope Mower**

**Cost: \$15,000**

**Location: Maintenance Yard**

**Fiscal Year: 2021**

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

**Capital improvement Project Description**

---

**Department: Public Works**

**Project Name: IS3200 Zero Turn**

**Cost: \$11,500**

**Location: Maintenance Yard**

**Fiscal Year: 2022 & 2023**

|                               |   |
|-------------------------------|---|
| <b>Project Description:</b>   | Replace existing mowers that are nearing the end of useful life. 2008 Ferris 3100 Zero Turn         |
| <b>Project Justification:</b> | Aging mowers (+600 hours): Parts, Hydraulic wheel pumps and engine expense (Systematic Replacement) |
| <b>Expense:</b>               | \$23,000 (\$11,500 in FY22, \$11,500 in FY23)   |
| <b>Revenue Source:</b>        | General Fund  |

**Capital improvement Project Description**

---

**Department:**     **Public Works**

**Project Name:**   **Small Dump Truck Replacement Cost: \$68,000**

**Location:**        **Maintenance Yard**

**Fiscal Year: 2021**

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

**Capital improvement Project Description**

---

**Department: Public Works**

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

**Location: Maintenance Yard**

**Fiscal Year: 2021**

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

**Capital improvement Project Description**

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**Department:**     **Public Works**

**Project Name:**   **Skid Steer Replacement**                     **Cost: \$45,000**

**Location:**         **Maintenance Yard**                             **Fiscal Year: 2021**

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

**Capital improvement Project Description**

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**Department: Sanitation**

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

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

|                               |  |
|-------------------------------|--|
| <b>Project Description:</b>   | 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 |
| <b>Project Justification:</b> | Cart system is safer for employees as mechanical lifting is used, cleaner for the Town as all new carts will have lids.<br><br>(Improvement of Operating Efficiency)               |
| <b>Expense:</b>               | \$200,000  |
| <b>Revenue Source:</b>        | General Fund   |

**Capital improvement Project Description**

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**Department:** Sanitation

**Project Name:** New Dumpsters

**Cost:** \$7,500

**Location:** Maintenance Yard

**Fiscal Year:** 2021

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

**Capital improvement Project Description**

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**Department: Public Works**

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

**Location: Maintenance Yard**

**Fiscal Year: 2021**

|                               |  |
|-------------------------------|--|
| <b>Project Description:</b>   | Replace control unit and hydraulic systems for plow and spreader.  |
| <b>Project Justification:</b> | 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<br><br>(Improvement of Operating Efficiency, Deteriorated Facility) |
| <b>Expense:</b>               | \$18,000   |
| <b>Revenue Source:</b>        | General Fund   |

**Capital improvement Project Description**

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**Department:**     **Parks**

**Project Name:**   **South Linear Trail**

**Cost:** **\$50,000**

**Location:**       **Linear Trail**

**Fiscal Year:** **2021**

|                               |  |
|-------------------------------|--|
| <b>Project Description:</b>   | Update the south end of the Linear Trail. Repair/replace/remove physical fitness equipment on the trail and repair the trail               |
| <b>Project Justification:</b> | Equipment is unusable and the trail is damaged due to tree roots and erosion.<br>(Risk to public safety and health, Deteriorated Facility) |
| <b>Expense:</b>               | \$50,000   |
| <b>Revenue Source:</b>        | Assigned Fund Balance (\$10,000), grant proceeds (\$40,000) MDNR - Program Open Space.   |

**Capital improvement Project Description**

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**Department: General Government**

**Project Name: Town House Security**

**Cost: \$35,000**

**Location: Town House**

**Fiscal Year: 2021**

|                               |  |
|-------------------------------|--|
| <b>Project Description:</b>   | Add cameras, improve access control, reconfigure main floor  |
| <b>Project Justification:</b> | <p>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.</p> <p>(Risk to Public Safety or Health)</p> |
| <b>Expense:</b>               | \$35,000   |
| <b>Revenue Source:</b>        | General Fund   |

**Capital improvement Project Description**

---

**Department:     General Government**

**Project Name:    New Carpets**

**Cost: \$12,000**

**Location:         Town House**

**Fiscal Year: 2021**

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

**Capital improvement Project Description**

---

**Department:**     **General Government**

**Project Name:**   **Council Chambers Tables/Chairs**     **Cost: \$7,500**

**Location:**        **Town House**                                   **Fiscal Year: 2021**

|                               |  |
|-------------------------------|--|
| <b>Project Description:</b>   | Replace conference table and all chairs in the Council Chambers  |
| <b>Project Justification:</b> | The current Town Council table is not conducive to efficient Council meetings. Would propose replacing the table with a more manageable “flip top” tables that can be reconfigured and stored to allow for better use of the room. We will also replace the audience chairs with a more professional office style chair.<br><br>(Systematic Replacement) |
| <b>Expense:</b>               | \$7,500  |
| <b>Revenue Source:</b>        | General Fund   |

**Capital improvement Project Description**

---

**Department:** Police Department

**Project Name:** Vehicle Replacement

**Cost:** \$45,000

**Location:** Police Department

**Fiscal Year:**  
Per Replacement Schedule  
(Exhibit 1)

|                               |  |
|-------------------------------|--|
| <b>Project Description:</b>   | Replace Police Patrol Vehicle  |
| <b>Project Justification:</b> | 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.<br><br>(Systematic Replacement, Improvement of Operating Efficiency) |
| <b>Expense:</b>               | \$45,000   |
| <b>Revenue Source:</b>        | General Fund   |

**Capital improvement Project Description**

---

**Department:** Police Department

**Project Name:** In-Car Cameras

**Cost:** \$5,700

**Location:** Patrol Vehicles

**Fiscal Year:** 2021

|                               |  |
|-------------------------------|--|
| <b>Project Description:</b>   | Replace old in-car camera system with modern WatchGuard System   |
| <b>Project Justification:</b> | 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.<br><br>(Systematic Replacement, Deteriorated Facility) |
| <b>Expense:</b>               | \$5,700  |
| <b>Revenue Source:</b>        | 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

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

**Capital improvement Project Description**

---

**Department:** Public Works

**Project Name:** Roof Replacement

**Cost:** \$20,000

**Location:** Maintenance Building

**Fiscal Year:** 2022

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

**Capital improvement Project Description**

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**Department:** Public Works (Streets)

**Project Name:** Road Repaving

**Cost:** \$172,000

**Location:** Several locations

**Fiscal Year:** 2021

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

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

**Capital improvement Project Description**

---

**Department:**

**Project Name:**

**Cost:**

**Location:**

**Fiscal Year:**

|                               |  |
|-------------------------------|--|
| <b>Project Description:</b>   |  |
| <b>Project Justification:</b> |  |
| <b>Expense:</b>               |  |
| <b>Revenue Source:</b>        |  |

**TABLE A – Revenue and Expense Summary**

|  | FY2021               | FY2022               | FY2023               | FY2024               | FY2025               | FY2026+     |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|-------------|
| <b>Beginning Fund Balance</b>            | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -        |
| <b>Revenue</b>                           |                      |                      |                      |                      |                      |             |
| <b>Description</b>                       |                      |                      |                      |                      |                      |             |
| Transfer from General Fund               | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -        |
| Use of Assigned Fund Balance             | \$ 10,000.00         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -        |
| Unassigned Fund Balance                  | \$ 276,000.00        | \$ 250,500.00        | \$ 62,200.00         | \$ 15,000.00         | \$ 45,000.00         | \$ -        |
| Highway User Revenue                     | \$ 192,000.00        | \$ 150,000.00        | \$ 150,000.00        | \$ 150,000.00        | \$ 150,000.00        | \$ -        |
| Debt Proceeds                            | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -        |
| Impact Fees                              | \$ 50,700.00         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -        |
| Grants                                   | \$ 40,000.00         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -        |
| Other                                    | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -        |
| <b>Total Revenues</b>                    | <b>\$ 568,700.00</b> | <b>\$ 400,500.00</b> | <b>\$ 212,200.00</b> | <b>\$ 165,000.00</b> | <b>\$ 195,000.00</b> | <b>\$ -</b> |
| <b>Total Revenues &amp; Fund Balance</b> | <b>\$ 568,700.00</b> | <b>\$ 400,500.00</b> | <b>\$ 212,200.00</b> | <b>\$ 165,000.00</b> | <b>\$ 195,000.00</b> | <b>\$ -</b> |
| <b>Projected Expenditures</b>            |                      |                      |                      |                      |                      |             |
| <b>Description</b>                       |                      |                      |                      |                      |                      |             |
| General Government                       | \$ 54,500.00         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -        |
| Public Safety                            | \$ 100,700.00        | \$ 11,500.00         | \$ 50,700.00         | \$ -                 | \$ 45,000.00         | \$ -        |
| Public Works                             | \$ 164,000.00        | \$ 31,500.00         | \$ 11,500.00         | \$ 15,000.00         | \$ -                 | \$ -        |
| Sanitation                               | \$ 7,500.00          | \$ 200,000.00        | \$ -                 | \$ -                 | \$ -                 | \$ -        |
| Street and Transportation                | \$ 192,000.00        | \$ 150,000.00        | \$ 150,000.00        | \$ 150,000.00        | \$ 150,000.00        | \$ -        |
| Culture, Recreation, and Parks           | \$ 50,000.00         | \$ 7,500.00          | \$ -                 | \$ -                 | \$ -                 | \$ -        |
| <b>Total Expenditures</b>                | <b>\$ 568,700.00</b> | <b>\$ 400,500.00</b> | <b>\$ 212,200.00</b> | <b>\$ 165,000.00</b> | <b>\$ 195,000.00</b> | <b>\$ -</b> |
| <b>Ending Fund Balance</b>               | <b>\$ -</b>          | <b>\$ -</b> |

**TABLE B – Projected Expenditures**

|   | FY2021              | FY2022              | FY2023              | FY2024              | FY2025              | FY2026+     |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| <b>Project Expenditures</b>                   |                     |                     |                     |                     |                     |             |
| <b>Description</b>                            |                     |                     |                     |                     |                     |             |
| General Government                            |                     |                     |                     |                     |                     |             |
| Town House Security Upgrades                  | \$35,000.00         |                     |                     |                     |                     |             |
| New Carpets - TH                              | \$12,000.00         |                     |                     |                     |                     |             |
| New Tables/Chairs - Council Chambers          | \$7,500.00          |                     |                     |                     |                     |             |
| <b>Total General Government</b>               | <b>\$54,500.00</b>  | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$ -</b> |
| Public Safety                                 |                     |                     |                     |                     |                     |             |
| New Vehicle                                   | \$45,000.00         |                     | \$45,000.00         |                     | \$45,000.00         |             |
| Vehicle Camera                                | \$5,700.00          | \$11,500.00         | \$5,700.00          |                     |                     |             |
| New Portable Radios                           | \$50,000.00         |                     |                     |                     |                     |             |
| <b>Total Public Safety</b>                    | <b>\$100,700.00</b> | <b>\$11,500.00</b>  | <b>\$50,700.00</b>  | <b>\$0.00</b>       | <b>\$45,000.00</b>  | <b>\$ -</b> |
| Public Works                                  |                     |                     |                     |                     |                     |             |
| Slope Mower                                   | \$15,000.00         |                     |                     |                     |                     |             |
| Zero Turn Mower                               |                     | \$11,500.00         | \$11,500.00         |                     |                     |             |
| Small Dump Truck w. Plow/Spreader             | \$68,000.00         |                     |                     |                     |                     |             |
| New Maintenance Shop Garage Doors (x4)        | \$18,000.00         |                     |                     |                     |                     |             |
| New Skid Steer                                | \$45,000.00         |                     |                     |                     |                     |             |
| Replace Hydraulic System on 2005 Dump Tr.     | \$18,000.00         |                     |                     |                     |                     |             |
| Roof Replacement                              |                     | \$20,000.00         |                     |                     |                     |             |
| <b>Total Public Works</b>                     | <b>\$164,000.00</b> | <b>\$31,500.00</b>  | <b>\$11,500.00</b>  | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$ -</b> |
| Sanitation                                    |                     |                     |                     |                     |                     |             |
| 5 New Dumpsters                               | \$7,500.00          |                     |                     |                     |                     |             |
| Trash/Recycle Carts/Upfit Trucks w. Tippers   |                     | \$200,000.00        |                     |                     |                     |             |
| <b>Total Sanitation</b>                       | <b>\$7,500.00</b>   | <b>\$200,000.00</b> | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$ -</b> |
| Streets and Transportation                    |                     |                     |                     |                     |                     |             |
| Streets                                       | \$172,000.00        | \$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         |             |
| <b>Total Streets and Transportation</b>       | <b>\$192,000.00</b> | <b>\$150,000.00</b> | <b>\$150,000.00</b> | <b>\$150,000.00</b> | <b>\$150,000.00</b> | <b>\$ -</b> |
| Culture, Recreation, & Parks                  |                     |                     |                     |                     |                     |             |
| South Linear Trail Work                       | \$50,000.00         |                     |                     |                     |                     |             |
| Concession Stand Roof                         |                     | \$7,500.00          |                     |                     |                     |             |
| SBP - Apple Butter Factory                    |                     |                     |                     |                     |                     |             |
| <b>Total Culture, Recreation, &amp; Parks</b> | <b>\$50,000.00</b>  | <b>\$7,500.00</b>   | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$ -</b> |
| <b>Total Capital Expenditures</b>             | <b>\$568,700.00</b> | <b>\$400,500.00</b> | <b>\$212,200.00</b> | <b>\$150,000.00</b> | <b>\$195,000.00</b> | <b>\$ -</b> |

**TABLE C – Expenses by Category**

|              | <i>General Government</i> | <i>Public Safety</i> | <i>Public Works</i>  | <i>Sanitation</i>    | <i>Street &amp; Transportation</i> | <i>Culture, Recreation, &amp; Parks</i> | <i>Total</i>           |
|--------------|---------------------------|----------------------|----------------------|----------------------|------------------------------------|---|------------------------|
| 2021         | \$ 54,500.00              | \$ 100,700.00        | \$ 164,000.00        | \$ 7,500.00          | \$ 192,000.00                      | \$ 50,000.00                            | \$ 568,700.00          |
| 2022         | \$ -                      | \$ 11,500.00         | \$ 31,500.00         | \$ 200,000.00        | \$ 150,000.00                      | \$ 7,500.00                             | \$ 400,500.00          |
| 2023         | \$ -                      | \$ 50,700.00         | \$ 11,500.00         | \$ -                 | \$ 150,000.00                      | \$ -                                    | \$ 212,200.00          |
| 2024         | \$ -                      | \$ -                 | \$ 15,000.00         | \$ -                 | \$ 150,000.00                      | \$ -                                    | \$ 165,000.00          |
| 2025         | \$ -                      | \$ 45,000.00         | \$ -                 | \$ -                 | \$ 150,000.00                      | \$ -                                    | \$ 195,000.00          |
| <b>TOTAL</b> | <b>\$ 54,500.00</b>       | <b>\$ 207,900.00</b> | <b>\$ 222,000.00</b> | <b>\$ 207,500.00</b> | <b>\$ 792,000.00</b>               | <b>\$ 57,500.00</b>                     | <b>\$ 1,541,400.00</b> |

## 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             |  | 16 - 18                 | Needs immediate replacement |  |
| 10-12                          | 4             |  | 13 - 15                 | 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                  |               |  |                         |                             |  |

Town of Sykesville  
Capital Improvements Plan

| Car# | Year | Make  | Model    | Mileage | Repair Costs              | Vehicle Score |
|------|------|-------|----------|---------|---------------------------|---------------|
| 6410 | 2014 | Chev  | Tahoe    | 129,005 | \$5,637.52                | 14            |
| 6411 | 2014 | Dodge | Charger  | 30,581  | \$0                       | 7             |
| 6412 | 2011 | Dodge | Charger  | 71,189  | \$9,575.56                | 15            |
| 6413 | 2013 | Ford  | Intercep | 91,909  | \$2,081.54<br>(+\$8k ish) | 15            |
| 6414 | 2005 | Dodge | Durango  | 138,642 | \$8,261.58<br>(+\$7k ish) | 16            |
| 6417 | 2016 | Ford  | Taurus   | 48,590  | \$798.00                  | 8             |
| 6418 | 2018 | Ford  | Explorer | 28,646  | \$0                       | 6             |
| 6419 | 2019 | Chev  | Tahoe    | 11,151  | \$0                       | 5             |