



October 2, 2015

To: Columbia Association Board of Directors  
Advisory Committee Chairpersons  
Village Board Chairs  
Village Managers  
Members of the Press  
CA Management

From: Jeanne N. Ketley, Board Chairperson

**The Columbia Association Board of Directors Meeting will be held on Thursday, October 8, 2015 at 7:30 p.m. at the Columbia Association Building, 6310 Hillside Court, Columbia, MD 21046.**

**AGENDA**

- |  |         |
|--|---------|
| 1. Call to Order (Announce Directors/Staff in Attendance)  | 1 min.  |
| 2. Announcement of Closed/Special Meetings Held/To Be Held   | 1 min.  |
| 3. Approval of Agenda  | 1 min.  |
| 4. Disclosure of Conflicts of Interest   | 1 min.  |
| 5. Resident Speakout   |         |
| 6. Approval of Minutes <b>July 23, 2015      September 24, 2015</b>  | 4 min.  |
| 7. Chairperson's Remarks   | 3 min.  |
| 8. President's Remarks; Follow-Up Questions from the Board Members   | 10 min. |
| 9. Committee Chairs' Remarks   | 10 min. |
| (a) Board Operations Committee   |         |
| (b) External Relations Committee   |         |
| (c) Planning and Strategy Committee  |         |
| (d) Strategic Implementation Committee   |         |
| (e) CA Representatives to the Inner Arbor Trust Board of Directors   |         |
| 10. Recommendations for Board Action   |         |
| (a) Consent Agenda – None  |         |
| (b) Recommendations for Action   | 30 min. |
| 1. Approval of Howard County Easement Request – Kings Contrivance – Open Space Lot 282   |         |
| 2. Approval of Howard County Easement Request – Kings Contrivance – Open Space Lot 284   |         |
| 3. Approval of Recommendation of Groups to Invite to Stakeholders Dinners  |         |
| 11. Special Topics and Presentations - None  |         |
| 12. Committee Agendas  |         |
| (a) Planning and Strategy Committee  | 62 min. |
| 1. Discussion  |         |
| (a) PSC Hosts Board Budget Direction Work Session on Board and Staff Major Capital Projects and New Initiatives, and Village Association and Advisory Committee Requests |         |
| (b) Committee Tracking Form  |         |

- |  |        |
|--|--------|
| 13. Tracking Forms   | 5 min. |
| (a) Tracking Form for Board Requests   |        |
| (b) Tracking Form for Resident Requests  |        |
| 14. Talking Points   | 2 min. |
| 15. Adjournment – No Later than 11:00 p.m. (Projected Ending Time:<br>Approximately 9:55 p.m.) |        |

**Next Board Meeting: October 22, 2015**

**ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY  
CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.**

**CA Mission Statement**

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

**CA Vision Statement**

Making Columbia the community of choice today and for generations to come.



**DATE:** September 30, 2015

**TO:** Columbia Association Board of Directors

**FROM:** Milton W. Matthews

**SUBJECT: Minutes of the July 23, 2015 Board of Directors Meeting**

At the September 10, 2015 Board of Directors meeting, a Board Member expressed concern that lines 135-147 of the draft minutes of the July 23, 2015 Board of Directors meeting did not summarize accurately the discussion regarding the Site Development Plan for Royal Farms on Snowden River Parkway. The recording secretary was asked to review the recording of the July 23 meeting and, if warranted, revise the minutes to reflect the Board's direction to staff regarding testimony on the proposed development.

Attached is a transcript of that portion of the recording pertaining to the direction to staff regarding the upcoming testimony. Based upon the transcript, we suggest revising lines 145-147 to read:

"The Board directed staff to consult a land use attorney to help craft testimony to present to the Planning Board in opposition to direct access to and from Snowden River Parkway *and to include CA's ideas about the vision of Columbia in its reasons for objecting to the requested waiver.*"

The original draft minutes of the July 23, 2015 Board of Directors meeting are also attached. These minutes do not reflect the suggested change in italics above.

(a) Site Development Plan for Royal Farms on Snowden River Parkway (the discussion goes from 2:16:15 – 2:56:15 on the recording of the July 23 meeting)

**Boulton** (2:48:30 ) What I'm hearing is that we should focus on the waiver. And, the other thing I want to say is it's very important the Board to do what we can on this issue. I'm looking for a motion here...

**Stack** (2:49:06) We've focused on the waiver but, given the concern the Board has expressed in terms of Columbia, making sure the vision is. It may be an opportunity for the Board to actually sit down with a land use attorney in private session and talk about zoning and how you kind of argue that these types of activities... Maybe if we do want to get into much more of preserving the Columbia vision, it's time we talked to a land use lawyer to say "what do you have to do to prepare? What do you need?" Because we're kind of grasping at straws. I think maybe the Board ought to consider possibly taking up Milton's suggestion to meet with a land use lawyer. Not focused on this particular case, but more about "we want to preserve our vision. What's a way to do it that will work with county law?"

**Boulton** (2:50:42) Hey, I agree with you. I think that's good. My concern is that we're not going to be meeting for a month and it is possible that this thing is going to happen during [September].

**Dembner** (2:51:19) One suggestion would be just to give direction to the staff to write testimony related to the waiver petition and you can also put in your other reasons about the Columbia vision and other things. You can express your displeasure about the gas station. It's just that that is a hard row to hoe as far as what's on paper already. But you could certainly express that...

**McCord** (2:53:05 ) Even though we're not meeting in the month of August, could we still pursue looking for a land use attorney?

**Fanaroff** (2:53:21 ): My plan – I obviously have to discuss it with Milton and Jane – my thought would be that I would probably contact a land use attorney next week and have them look at this issue and assist us with the drafting of the testimony because they would know the most effective points to be made.

...

**Klein** (2:55:08) I'm a little concerned, frankly, and I don't mean this personally, that if you take this on, that you already have a position, and [interrupted]

**Fanaroff** (2:55:20) I don't have a position at all.

**Boulton** (2:55:26): ... I trust Shari to get somebody who can do the job for us.

**Fanaroff** (2:55:30): We understand what the Board's direction is.

...

**Boulton** (2:56:00) We need a resolution here.

**Matthews** (2:56:03): No, you can just direct the staff to start this process.

**DRAFT**  
**Minutes of the**  
**BOARD OF DIRECTORS MEETING**  
**Held: July 23, 2015**

To be approved: September 10, 2015

A meeting of the Columbia Association Board of Directors was held on Thursday, July 23, 2015, at the Columbia Association Building. Present were Chairperson Jeanne Ketley and members Dick Boulton, Brian Dunn, Janet Evans, Alan Klein, Nancy McCord, Gregg Schwind (arrived 7:33 p.m.), and Andrew Stack. Members Reg Avery and Chao Wu were absent. Also present were CA President/CEO Milton Matthews, Chief Staff Liaisons Susan Krabbe (arrived 7:35 p.m.) and Norma Heim, Governance Chief of Staff Jane Dembner, and General Counsel Sheri Fanaroff (arrived 7:33 p.m.).

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:29 p.m. by the Chair, Jeanne Ketley.

**2. Announcement of Closed/Special Meetings Held/To Be Held:** The **Architectural Resource Committee** held a closed meeting at the Columbia Association Building on July 13, 2015 to discuss covenant cases. Members present were: Jane Dembner, Craig Garrison, Debbie Bach, and Gordon MacPhee. Also present were: Ingrid Hatz, Carole MacPhee, Debbie Nix, Pat Loeber, Carl McKinney, Karen Turcan, Dale Wasmus, and Sheri Fanaroff. The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(iv) Consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 1:15 p.m. until 2:00 p.m.

The **Audit Committee** held a closed meeting at the Columbia Association Building on July 22, 2015. Members present were: Gregg Schwind, Andy Stack, Nancy McCord, Ed Berman and Jim Young. The vote to close the meeting was 5-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(i) Discussion of matters pertaining to employees and personnel, and (iv) Consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation or other legal matters, and (iv) Consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 8:07 p.m. until 9:15 p.m.

**3. Approval of Agenda:**

**Action:** Mr. Stack moved that the agenda be approved as presented. Ms. McCord seconded the motion which passed unanimously. Vote: 7-0-0.

*Mr. Schwind arrived at 7:33 p.m.*

**4. Disclosure of Conflicts of Interest:** none

**5. Resident Speakout:**

- (a) Leo Bruette, Columbia Tennis Committee, spoke about his committee's FY15 annual report.
- (b) Edward Shulder, Columbia Pedal & Paddle, spoke about the Donna Sunderkick Columbia Pedal and Paddle charity event, and praised CA's Aquatics Division.
- (c) Jeff Churilla, Wilde Lake, spoke about stormwater runoff in Running Brook and the possibility of CA building a bio-retention facility.

- (d) Joel Hurewitz, Harpers Choice, spoke about Inner Arbor Trust bylaws regarding membership of CA representatives on the IAT board.
- (e) Kevin McAliley, Wilde Lake Village Board chair, spoke about a Wilde Lake Community Action and Resources for Environmental Stewardship committee, which will have an organizational meeting on July 27.
- (f) Mr. Golinkin, Oakland Mills, spoke about raising CA's annual charge cap.

*Mr. Schwind arrived at 7:33 p.m..*

#### **6. Approval of Minutes of July 9, 2015**

**Action:** Ms. McCord moved that the minutes of July 9, 2015 be accepted. Mr. Boulton seconded the motion, which passed. Vote: 6-0-2

For: Mses. Ketley and McCord and Messrs. Boulton, Klein, Schwind and Stack

Against: None

Abstain: Mr. Dunn and Ms. Evans

#### **7. Chairperson's Remarks:** None.

**8. President's Remarks:** Mr. Matthews reminded everyone that CA is moving its headquarters and said his report should have mentioned that Board members Andrew Stack, Janet Evans and Brian Dunn attended the ARTreach event on June 20. He added that Arielle Feinberg will begin as Haven on the Lake general manager in August.

#### **9. Committee Chairs' Remarks**

(a) Board Operations Committee: none

(b) External Relations Committee: none

(c) Planning and Strategy Committee: Ms. McCord said all are invited to the Wilde Lake picnic on September 19 from 11 a.m. to 3 p.m.

(d) Strategic Implementation Committee: none

(e) Audit Committee: Mr. Schwind said the committee met last night and that discussion of the financial statements is on tonight's agenda.

(f) CA Representatives to the Inner Arbor Trust Board of Directors: Mr. Schwind said the IAT board met on July 15 and will soon file its Form 990 and audit. Groundbreaking for the Chrysalis amphitheater, which may cost \$6.4 million to build, is set for mid-September. It is expected to be completed by mid-May. Mr. Boulton was voted onto the IAT Board. The next IAT board meeting may be held on the day of the groundbreaking. Both representatives said they want the IAT to develop a regular schedule of board meetings.

#### **11. Committee Agendas**

(a) Strategic Implementation Committee (*moved up to precede Item 10*)

##### **1. Discussion**

(a) Update on the Long-Term Lake Management Plan and Funding discussion for Wilde Lake Open Space and Facility Services Director Dennis Matthey presented background on sediment deposits and shoreline erosion at Wilde Lake. Keith Tate, President of BayLand Consultants & Designers, then gave an update on 20-year sediment management plans his firm has developed for Wilde Lake, Lake Kittamaquundi and Lake Elkhorn.

**Action:** Mr. Schwind moved that the SIC recommend that the Board approve staff's recommendation to add language to previously-approved capital projects RT4 and RT5 to include engineering and permitting associated with dredging Wilde Lake and creating a sediment placement site. Ms. Evans seconded the motion, which passed.  
Vote: 2-0-0

(b) Swim Center Architectural/Engineering Capital Funding Request  
Open Space and Facility Services Director Dennis Matthey described staff's recommendation re-purpose funding for two open and approved capital projects to provide architectural, engineering and construction management services associated with repairs and renovations to the Swim Center.

**Action:** Mr. Schwind moved that the SIC recommend that the Board approve staff's recommendation to re-purpose open and approved capital projects Z11-15-2 (possible indoor Pool A & E) and Z11-16-3 (Indoor Pool Architectural and Engineering) to provide architectural, engineering and construction management services associated with repairs and renovations to the Swim Center. Ms. Evans seconded the motion, which passed. Vote: 2-0-0.

**Action:** Mr. Schwind moved that the SIC recommend that the Board approve staff's recommendation to recommendation to increase the FY16 capital budget by \$100,000 to provide architectural and engineering services associated with repairs and renovations to the Swim Center. Ms. Evans seconded the motion, which passed. Vote: 2-0-0.

**Action:** Mr. Schwind moved that the SIC recommend that the Board vote tonight on the two staff recommendations regarding the Swim Center. Ms. Evans seconded the motion, which passed. Vote: 2-0-0.

**Action:** Ms. Evans moved that the SIC recommend that the Board approve selecting a contract from two bidders re: Swim Center architectural and engineering work. Mr. Schwind seconded the motion, which passed. Vote: 2-0-0.

(c) Committee Tracking Form

## 10. Special topics and Presentations

(a) Update on the Headquarters Office Move

Ms. Krabbe gave a status report on the office move, scheduled for the weekend of August 22 and presenting slides showing various areas of the new space, still under construction. She said Board members will be able to tour the space prior to the move.

## 11. Committee Agendas

(b) External Relations Committee

1. Discussion

(a) Site Development Plan for Royal Farms on Snowden River Parkway

Ms. Dembner described how staff has acted on the Board's straw vote indicating its opposition to a gas station proposed at the intersection of Snowden River Parkway and Minstrel Way. Actions included both corresponding with and meeting with senior managers at the county's Department of Planning and Zoning, the Office of Transportation and the Department of Public Works to express the Board's concerns.

Ms. Dembner said that, based on the consultations with the county and her own understanding of the regulations, gas stations are permitted on the property and advised the board to focus on opposing the requested waiver petition for direct access to a station from Snowden River Parkway. The Board directed staff to consult a land use attorney to help craft testimony to present to the Planning Board in opposition to direct access to and from Snowden River Parkway.

(b) Update on Noise at Merriweather Post Pavilion - A letter has been sent.

(c) Update on Stakeholders Dinners (tabled)

(d) Committee Tracking Form

## **12. Recommendations for Board Action**

(a) Consent Agenda -- none

(b) Recommendations for Board Action

1. Approval of Annual Charge rate for the FY17 and Conditional FY 18 budgets

**Action:** The Board unanimously approved the recommendation made by the PSC during its July 19, 2015 meeting to keep CA's Annual Charge rate at \$.68 for the FY17 and Conditional FY 18 budgets.

2. Consider Raising the Annual Charge Cap for the FY 17 and Conditional FY 18 Budgets from 2.5% to up to 5%

Ms. Krabbe described the financial impact of raising CA's annual charge cap from the current 2.5% to incrementally higher levels, up to 5%.

**Action:** Ms. McCord moved to increase the annual charge cap to 3.5% for FY 17. Mr. Schwind seconded the motion, which passed. Vote 5-1-2.

For: Mses. Ketley and McCord and Messrs. Dunn, Schwind and Stack

Against: Ms. Evans

Abstain: Messrs. Boulton and Klein

3. Approval of the Proposed FY 17 and Conditional FY 18 Capital and Operating Budget Parameters

**Action:** The Board unanimously approved the recommendation made by the PSC during its July 19, 2015 meeting to approve the proposed operating parameters of an increase in net assets of at least \$3.8 million and proposed capital parameters of \$21 million for FY 2017 and \$17 million for FY 2018.

**Action:** Mr. Stack moved to suspend the rules in order to vote tonight on the three swim center recommendations. Ms. McCord seconded the motion, which passed unanimously.

**Action:** Mr. Stack moved that the Board approve the three recommendations staff presented tonight regarding obtaining architectural and engineering services to renovate the Swim Center. Ms. McCord seconded the motion, which passed unanimously.

## **13. Reports**

(a) FY 2015 Financial Statements and Independent Auditors' Report – Columbia Association, Inc.

(b) FY 2015 Financial Statements and Independent Auditors' Report – Incentive Savings Plan and Trust  
The statements and reports will be filed.

## **14. Tracking Forms**

(a) Tracking Form for Board Requests: no additions

(b) Tracking Form for Resident Requests: no additions.

**15. Talking Points:** Recording Secretary Valerie Montague read the Talking Points.

**16. Adjournment:** The open meeting was adjourned at 11:05 p.m.

**17. Closed meeting** of the Board followed adjournment of the open meeting.

Respectfully submitted,

Valerie Montague

Recording Secretary



**DRAFT**  
**Minutes of the**  
**BOARD OF DIRECTORS MEETING**  
**Held: September 24, 2015**

To be approved: October 8, 2015

A meeting of the Columbia Association Board of Directors was held on Thursday, September 24, 2015, at the Columbia Association Building. Present were Chairperson Jeanne Ketley and members Reg Avery (arrived at 8:45), Dick Boulton, Brian Dunn, Janet Evans, Alan Klein, Nancy McCord, Gregg Schwind (arrived at 7:50 p.m.), Andrew Stack (via phone) and Chao Wu. Also present were CA President/CEO Milton W. Matthews, Chief Staff Liaisons Susan Krabbe and Norma Heim, Governance Chief of Staff Jane Dembner, and General Counsel Sheri Fanaroff.

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:29 p.m. by the Chairperson, Jeanne Ketley.

**2. Announcement of Closed/Special Meetings Held/To Be Held:**

The **Audit Committee** held a closed meeting on September 21, 2015 at the Columbia Association Building. Members present were Gregg Schwind, Chao Wu, Reginald Avery, James Young and Edward Berman. The vote to close the meeting was 5-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(i) Discussion of matters pertaining to employees and personnel, and (iv) Consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 9:24 p.m. until 10:32 p.m.

**3. Approval of Agenda:**

Item 12(a) Strategic Implementation Committee meeting was moved to follow Item 12(b) External Relations Committee.

**Action:** Ms. McCord moved that the agenda be approved as amended. Mr. Klein seconded the motion, which passed. Vote: 8-0-0.

For: Messrs. Boulton, Dunn, Klein, Stack and Wu, and Mses. Ketley, Evans and McCord

**4. Disclosure of Conflicts of Interest:** none

**5. Resident Speakout:**

(a) Joan Lancos, Hickory Ridge, spoke about development projects in Columbia, and praised Mr. Stack for attending her village's board meeting and Mr. Matthews for attending community events.

**6. Approval of Minutes of September 10, 2015**

Ms. Ketley said that, in Line 9, "Chairwoman" should be changed to "Chairperson."

**Action:** Ms. McCord moved that the minutes be approved as amended; Mr. Wu seconded the motion, which passed. Vote: 8-0-0.

For: Messrs. Boulton, Dunn, Klein, Stack and Wu, and Mses. Ketley, Evans and McCord

Mr. Klein asked about the revision of the July 23 minutes and was told the revision is not yet ready.

**7. Chairperson's Remarks:** None.

**8. President's Report:** Mr. Matthews mentioned the death of Robert E. Simon, founder of Reston, Virginia. He also praised the school-themed President's message written by Janet Loughran, and gave kudos to Nick Mooneyhan for obtaining his Certified Golf Course Superintendent credential and for leading the successful effort to maintain Audubon Cooperative Sanctuary status for Hobbit's Glen and Fairway Hills golf courses. Mr. Matthews congratulated Barbara Kellner on receiving the Preservationist of the Year award from Preservation Howard County, and he welcomed Marlys East as Managing Director of Columbia 50th Birthday Celebration. He noted the 15<sup>th</sup> Annual BikeAbout will be held on Saturday, September 26, a Discover Downtown 5K and Fun Walk is scheduled for Sunday, September 27, and an Open House at CA's new headquarters is set for Saturday, October 24. Tours, refreshments and membership specials will be offered during the open house.

Mr. Matthews and Ms. Dembner explained a federal proposal to reduce rent subsidies for lower income people and suggested that CA write a letter to the Department of Housing and Urban Development opposing the plan, which would reduce Howard County recipients' subsidies by approximately 25%. Mr. Matthews and Ms. Ketley will sign the letter.

Regarding the CA Board of Directors Dashboard for FY16 Quarter 1:

- Mr. Klein asked for comparisons of projections for Haven on the Lake memberships over time compared to goal numbers. He also said the design of a graph on page three made a small increase in memberships look greater.

*Mr. Schwind arrived at 7:50 p.m.*

- Mr. Wu asked for figures showing facility use by hour.

- In response to a question from Ms. Evans, Ms. Heim explained why 117 free Haven on the Lake memberships were given.

- Mr. Schwind asked for data about how many people living on CA-assessed property have memberships.

- Mr. Boulton requested year-to-year comparisons of figures for social media and website visits.

## **9. Committee Chairs' Remarks**

(a) Board Operations Committee: none

(b) External Relations Committee: none

(c) Planning and Strategy Committee: none

(d) Strategic Implementation Committee: none

(e) CA Representatives to the Inner Arbor Trust Board of Directors: Mr. Boulton mentioned a letter from IAT and Mr. Schwind talked about recommendations for IAT Board oversight.

(f) Audit Committee: Mr. Schwind said CA's auditor has provided financial oversight recommendations that can be offered to IAT.

## **10. Recommendations for Board Action**

(a) Consent Agenda – None

(b) Approval of Revised Process to Elect the Board Chair and Vice chair

During discussion, members decided to change the Revised Process for Electing the Board Chair and Vice Chair.

**Action:** Mr. Boulton moved that the following changes be made to "Revised Process to Elect the Board Chair and Vice Chair":

- On Page 1, delete the first sentence in bullet 2 and delete "redacted" from bullet 4

- On Page 2, delete the first sentence in bullet 3 and delete "redacted" from bullet 5

Mr. Klein seconded the motion, which passed. Vote: 9-0-0

For: Messrs. Boulton, Dunn, Klein, Schwind, Stack and Wu, and Mses. Ketley, Evans and McCord

11. Special Topics and Presentations -- none

12. Committee Agendas

(b) External Relations Committee (*moved to precede SIC meeting*)

1. Discussion

(a) Policy on Sponsorships (2<sup>nd</sup> discussion)

During discussion, members decided to change the CA Sponsorship Policy as follows:

- On Page 1, paragraph 7, delete "Events Manager, reporting to CA's;" change "Director" to "Department;" and change "evident" to "prominent"
- On Page 2, paragraph 3, delete "At the discretion of;" change "may" to "will;" and change "In the judgement of the President/CEO" to "It is reasonably expected that."

**Action:** Mr. Klein moved that the ERC recommend that the Board accept a revised version of the CA Sponsorship Policy. Mr. Dunn seconded the motion, which passed. Vote: 3-0-0.

Mr. Avery arrived at 8:45 p.m.

(b) Discussion of Constituent Groups to be invited to Stakeholders Dinners

The External Relations Committee discussed which groups should be invited to stakeholder dinners and how many dinners should be scheduled for this fiscal year.

**Action:** Mr. Boulton moved that dinners be held with 1) Chamber of Commerce, 2) state delegation and county elected officials, 3) directors of the League of Women Voters of Howard County and Howard County Citizens Association, and 4) village board chairs and village managers. Mr. Klein seconded the motion, which passed. Vote: 2-1-0  
For: Messrs. Boulton and Klein  
Against: Mr. Dunn  
Abstain: none

**Action:** Mr. Dunn moved that the full Board vote on which groups will be invited to stakeholder dinners. Mr. Boulton seconded the motion, which passed. Vote: 3-0-0.

(c) Board Members' Attendance at Advisory Committee Meetings

Mr. Klein said Board members have signed up to meet with all of CA's Advisory Committees.

(d) Committee Tracking Form

In response to a question about the Carillon Bells item, Ms. Krabbe said more information will be forthcoming on October 8 as part of the budget process.

(a) Strategic Implementation Committee (*moved to follow ERC meeting*)

1. Discussion

(b) Howard County Easement Request – Kings Contrivance – Open Space Lot 282

Daniel D'Amore, Open Space Maintenance Division director, described the county's request for a stormwater management pond drainage and utility easement at Murray Hill Pond #1.

**Action:** Mr. Schwind moved that the SIC recommended that the Board approve an easement for Open Space Lot 282 associated with Murray Hill Pond #1 in Kings Contrivance. Ms. Evans seconded the motion, which passed unanimously. Vote: 3-0-0.

(c) Howard County Easement Request – Kings Contrivance – Open Space Lot 284

Mr. D'Amore described the county's request for a stormwater management pond drainage and utility easement associated with Murray Hill Pond #2.

**Action:** Mr. Schwind moved that the SIC recommended that the Board approve an easement for Open Space Lot 284 associated with Murray Hill Pond #2 in Kings Contrivance. Ms. Evans seconded the motion, which passed. Vote: 2-0-1.

For: Mr. Schwind and Ms. Evans  
Against: none  
Abstain: Mr. Avery

- (a) CA Board Guidance to CA Representatives on the Inner Arbor Trust Board of Directors *[moved to follow Item 12(a)1(c)]*

The Board discussed ways to increase the IAT Board's oversight of the IAT. Suggestions included having regularly-scheduled meetings, sharing best practices regarding financial oversight, and requesting more detailed quarterly financial reports. CA's IAT reps (Messrs. Boulton, Schwind and Matthews) will draft guiding principles for ways to increase the IAT Board's oversight of the IAT. If Board members have suggestions, they can send them to the IAT representatives.

- (d) Committee Tracking Form

### **13. Reports**

- (a) FY 16 1<sup>st</sup> Quarter Financial Report  
(b) FY 16 1<sup>st</sup> Quarter Financial Statements

Ms. Krabbe said the report and statement were presented in detail during the most recent Audit Committee meeting.

### **14. Tracking Forms**

- (a) Tracking Form for Board Requests: no additions  
(b) Tracking Form for Resident Requests: no additions

**15. Talking Points:** Recording Secretary Valerie Montague read the Talking Points.

**16. Adjournment:** The meeting was adjourned at 10:25 p.m.

**17. A closed meeting** of the Board of Directors followed adjournment of the open meeting.

Respectfully submitted,

Valerie Montague  
Recording Secretary



## COMMITTEE RECOMMENDATIONS TO BOARD

Date: September 29, 2015

To: Columbia Association Board of Directors

From: Reginald Avery, Chair – Strategic Implementation Committee

Subject: Howard County Easement Request - Kings Contrivance – Open Space Lot 282

### Issue:

At its September 24, 2015 meeting during the Board of Directors meeting, the Strategic Implementation Committee (SIC) reviewed and discussed the proposed easement request from Howard County for open space lot 282 in Kings Contrivance. The attached memo and other documents were the back-up material for this discussion.

### Discussion:

SIC members and other Board members reviewed and discussed the easement request.

### Recommendation of Committee:

By a vote of   3   For   0   Opposed   0   Abstain

☐

Has no recommendation.

☒

Recommends the following action be taken or motion be approved by the CA Board of Directors in regards to the issue described above.

### Justification for Recommendation:

The discussion was extensive, with SIC and Board members thoroughly discussing the back-up materials and related matters.

Motion: The recommendation must be written in the form of a motion or resolution.

The SIC moved to recommend that the Board of Directors approve the proposed easement request from Howard County related to open space lot 282 in Kings Contrivance.

Additional Action recommended by committee in lieu of motion or in addition to motion:  
None.



September 3, 2015

To: Members of the Strategic Implementation Committee

Through: Milton W. Matthews, President

From: Denis Ellis, Director of Capital Improvement Projects

cc: Columbia Association Board of Directors

Subject: Howard County Easement Request – Kings Contrivance Open Space Lot 282

Background:

Howard County has requested Columbia Association (CA) grant a stormwater management pond drainage and utility easement associated with Murry Hill Pond #1. This easement is located in the Village of Kings Contrivance, on Open Space Lot 282, off of Murry Hill Road, in the Huntington Neighborhood. The easement is required in order for Howard County to construct improvements to the pond under Howard County Project No. D-1159

Legal Considerations:

None, this request has been reviewed by CA's General Counsel.

Budget Impacts/Considerations:

There are no costs to CA associated with this project.

Environmental Impacts or Considerations: (Does the item have any environmental elements that should be considered?)

The requested easement will allow Howard County to improve the pond within the easement limits in accordance with recent Maryland Department of the Environment (MDE) regulations.

Policy Correlation: (How does the item meet the Boards Goals and Objectives?)

Granting of the easement is in alignment with Strategic Plan goal #2: Maintain and enhance Columbia's facilities, open space, connectivity and environmental stewardship.

Options:

None, improvements required by MDE regulation.

Recommendations:

Staff recommends approval of this easement.

## **RESOLUTION AUTHORIZING EASEMENT**

The Columbia Association ("CA") Board of Directors (the "Board") has considered whether to grant an easement to Howard County, Maryland relating to Stormwater Management Pond Drainage for Murray Hill Pond One, a copy of which is attached to this Resolution (the "Easement"). The Board makes the following findings with respect to the Easement:

1. The execution and performance of the Easement is taken exclusively for the promotion of the social welfare of the people of Columbia;
2. The Easement is expected to produce civic betterments or social improvements consisting of Water Quality Improvements; and
3. The Easement produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA's purpose to promote the social welfare of the people of Columbia.

Having made these findings, the Board hereby authorizes the execution of the Easement on behalf of CA.

BE IT SO RESOLVED

\_\_\_\_\_, 2015

TRANSFER TO GOVERNMENT  
Exempt from Recordation Tax and Transfer Tax under  
Annotated Code of Maryland, Tax Property Article,  
Sections 12-108 (a) and 13-207(a), respectively, and  
exempt from Recording Fees under Annotated Code of Maryland,  
Real Property Article, Section 3-603

Tax I.D. No. 16-155896

**Project No. D-1159**

**Murray Hill, Pond 1 – Open Space Lot 282**

## **DEED OF EASEMENT**

**THIS DEED OF EASEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between **COLUMBIA ASSOCIATION, INC.** (formerly The Columbia Park and Recreation Association, Inc.), (the "Grantor"), a Maryland corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee" or "County"), a body corporate and politic.

**WHEREAS**, the Grantee funded Capital Project Number D-1159 for the Principal Spillway Lining Project Construction and other public utilities and services needed to serve the citizens of Howard County, Maryland and as part of that project, the Grantee is constructing improvements to the existing storm water management facility known as Murray Hill, Pond No. 1 (collectively the "Public Improvements").

**WHEREAS**, the Grantor owns that certain real property commonly shown as Parcel 443, Lot 282 on Tax Map 42 (the "Property").

**WHEREAS**, the location of the Public Improvements requires access in, on, over, across and through certain portions of the Property (collectively the "Easement Area"), more particularly described below.

**WHEREAS**, the Grantor is willing to grant an easement (the "Easement") to the Grantee for the purpose of constructing, maintaining, repairing, removing and/or replacing the Public Improvements, including expanding or modifying the same.

**NOW, THEREFORE**, for Zero Dollars (\$0.00), and in consideration of the recitals above, which are deemed to be a material and substantive part hereof, the Grantor hereby grants and conveys exclusively to the Grantee, its successors and assigns, the Easement, in perpetuity, to lay, construct, maintain, expand, modify, repair, remove and/or replace the Public Improvements and related utilities, appurtenances, and services in the Easement Area, said Easement running with the land and said Easement Area more particularly described as follows:

**ALL OF THE EASEMENT AREA SITUATE** in the Sixth Election District of Howard County, Maryland described by metes and bounds as Open Space Lot 282, shown on the final subdivision plat dated October 2, 1979, titled "Columbia, Village of Kings Contrivance, Section 3, Area 1, Parcels 'A', 'B', 'D' and 'F', Lots 282 thru 286 and Lots 299 thru 301", Sheet 2 of 5 and recorded among the Land Records of Howard County, Maryland as Plat Number 4440 on November 8, 1979 (the "Plat").



**THE EASEMENT AREA BEING A PART** of the Property acquired by the Grantor by deed from the Howard Research and Development Corporation and 95-32 Corporation said Deed dated April 1, 1981 and recorded among the Land Records of Howard County, Maryland in Liber 1061, folio 68. The Easement Area comprises 1.054 acres, plus or minus.

**THE GRANTOR** hereby agrees that the Grantee, its successors and assigns, and its employees, agents, contractors and representatives shall have the right and privilege to enter upon the Easement Area for the purposes described herein, whenever it is necessary, in the Grantee's sole and absolute judgment, to construct, maintain expand, modify and repair the Public Improvements as needed for the public health, safety, and welfare.

**IT IS FURTHER AGREED** that no fences, buildings or structures of any kind shall be erected in, on, or over and no trees shall be planted within the Easement Area, excepting trees that may be planted in a designated tree easement. The Grantor shall not and shall not permit others to undertake any act which will impair or conflict with the operation or maintenance of the Public Improvements.

At least two weeks prior to the commencement of any construction work in the Easement Area, the County shall give notice to all owners of property immediately adjacent to the Easement Area. The notice shall include a description of the Public Improvements, the anticipated time frame, and contact information. During the design phase of the Public Improvements, the County shall contact the Grantor's representative named in this Deed of Easement and the County and the Grantor shall inspect the Easement Area to determine if any residential encroachments exist within the Easement Area that would conflict with the Public Improvements; and, the Grantor shall, if necessary, notify the residents to remove the encroachments by the start of construction of the Public Improvements.

**THE GRANTEE** will maintain the Easement Area, and following the construction and any repair of the Public Improvements, Grantee shall restore the condition of the Grantor's Property.

**GRANTOR** represents and warrants, as of the date of this Deed of Easement, that it is the sole owner and lawfully seized of a fee simple estate in the Property and the Easement Area, that Grantor, and its signatory, are duly authorized and have the power and right to grant the Easement in, on, over across and through the Grantor's Property, and that there exist no liens, security interests or other encumbrances on or with respect to the Easement Area. Grantor further covenants that it has not done or suffered to be done any act, matter or thing whatsoever to encumber the Easement Area, that Grantor warrants specially the Easement, and that Grantor shall execute such further assurances of the same as may be required. Notwithstanding the foregoing, if there is any lien holder having a lien interest in and to the Property, then all lien holders, if so required, will subordinate their lien interests to the Easement Area by

executing either a subordination agreement or a joinder attached hereto and made a part hereof.

**GRANTOR FURTHER** represents and warrants that the Grantor has all requisite authority to grant the Easement to Grantee, that the grant of the Easement cannot be challenged by Grantor's officers, board of directors, or members, and that the officer signing this Deed of Easement is duly authorized to do so. The Grantor certifies that the grant of the Easement is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Grantor.

All references herein to "Grantor" shall be deemed plural if more than one person has an interest in the Property. Any pronoun reference herein shall be deemed to apply the appropriate gender or person, as the case may be. The term Grantor shall mean its respective successors or assigns.

Subject to the Maryland Local Government Tort Claims Act and applicable law and subject to the Grantee's appropriations, the Grantee will indemnify the Grantor and save it harmless from and against any and all claims, liens, actions, damages, liabilities and/or expenses, including costs and reasonable attorney's fees (not to exceed those fees actually incurred at rates normally charged to Grantor by its attorneys for similar work), in connection with loss of life, bodily injury, personal injury and/or damage to property arising from or out of the entry on and/or use of the Grantee of the Easement or any part thereof occasioned by the sole negligent act or omission of the Grantee, its agents, officers, contractors, employees, or representatives. This indemnification is not to be deemed as a waiver of any immunity or defense that may exist in any action against the Grantee. As a condition of this indemnification, the Grantor shall notify the Grantee of all suits, claims or potential claims within fifteen (15) days of the Grantor's receiving notice of such suits, claims or potential claims.

[Signatures follow on the next page.]

**IN WITNESS WHEREOF**, the parties have caused this Deed of Easement to be executed and delivered, under seal, by its duly authorized officer or official, on the date first above written.

**WITNESS/ATTEST:**

**GRANTOR:**  
**COLUMBIA ASSOCIATION, INC.**  
a Maryland corporation

\_\_\_\_\_  
Sheri V.G. Fanaroff  
Corporate Secretary

By: \_\_\_\_\_ (SEAL)  
Milton W. Matthews  
President

**STATE OF MARYLAND, \_\_\_\_\_ COUNTY/CITY, TO WIT:**

**I HEREBY CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_ County/City, personally appeared Milton W. Matthews, who acknowledged himself to be the President of Columbia Association, Inc., a Maryland corporation, and that he, as such officer being authorized so to do, executed the within Deed of Easement for the purposes therein contained by signing the name of the Grantor as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Grantor.

**AS WITNESS** my Hand and Notarial Seal.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

[Signatures continue on the following page.]

**ACCEPTED** by the Grantee on this \_\_\_\_ day of \_\_\_\_\_, 2015.

**ATTEST:**

**HOWARD COUNTY, MARYLAND**

\_\_\_\_\_  
Lonnie R. Robbins  
Chief Administrative Officer

By: \_\_\_\_\_ (SEAL)  
Allan H. Kittleman  
County Executive  
Date: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
James M. Irvin, Director  
Department of Public Works

**APPROVED FOR SUFFICIENCY OF FUNDS:**

\_\_\_\_\_  
Stanley J. Milesky, Director  
Department of Finance

**APPROVED FOR FORM AND LEGAL SUFFICIENCY**  
this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Gary W. Kuc,  
County Solicitor

Reviewing Attorney:

\_\_\_\_\_  
Morenike Euba Oyenusi, Sr. Assistant County Solicitor

[Notary follows on the next page.]

**COUNTY EXECUTIVE:  
STATE OF MARYLAND, HOWARD COUNTY, TO WIT:**

**I HEREBY CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_ County/City, personally appeared Allan H. Kittleman, the County Executive for Howard County, Maryland, the Grantee in the within Deed of Easement, who acknowledged the same to be the act of the County and that he executed the foregoing Deed of Easement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

**AS WITNESS** my Hand and Notarial Seal.

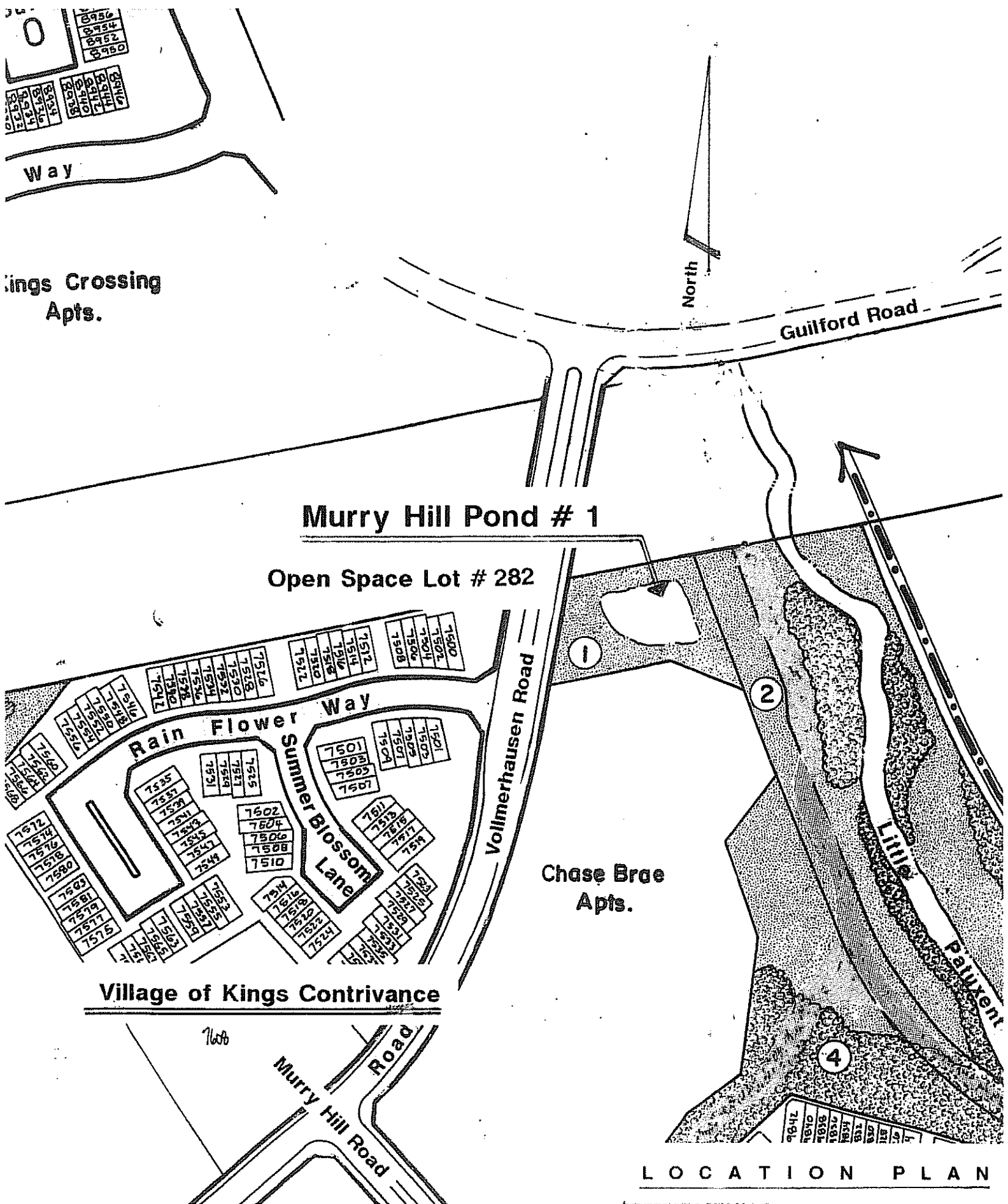
\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**THIS IS TO CERTIFY** that this instrument was prepared by Howard County, Maryland, the Grantee named in the within Deed of Easement.

\_\_\_\_\_  
Tina D. Hackett, Chief  
Real Estate Services Division

**After Recording, Return To:**  
Howard County, Maryland  
Real Estate Services Division  
3430 Court House Drive  
Ellicott City, Maryland 21043



# Howard County Request for Drainage & Utility Easement

[illegible]

### CURVE DATA

Legend

100 YEAR FLOOD  
PLAIN ELEVATION

THE HOWARD RESEARCH AND  
DEVELOPMENT CORPORATION  
55-27 18th St

PLAT-C.M.P. NO. 4440

## NOTES

1. This report is based on boundary survey data prepared by Purdum & Jeschke, Engineers, Ellicott City, Maryland.
2. A 50-foot easement, indicated thus ■.
3. This plot and surrounding shown hereon are based upon however, controls for Calumet established by M&P, Inc. in 1955 and Purdum & Jeschke in 1958, which controls were tied to the Maryland Survey of Capital Survey monuments and to U.S. Coast and Geodetic Survey monuments in the Columbia area.
4. The drainage easements shown between are "dominant and utility easements."
5. Minimum building setback restrictions from property lines and right-of-way of any road or street to be in accordance with the adopted Final Development Plan of Chickadee Park for a residential property zone. Taken over for October 5, 1977 Comprehensive Zoning Plan.

## SPECIAL NOTES

THE HOWARD RESEARCH AND  
DEVELOPMENT CORPORATION

1. The 100 year flood level shown hereon is based upon information provided by Century Engineering Inc., 55c Little Patuxent River Hydrology Model Sheets 992-41, 221-41 and 221-42.

On February 5, 1979 the County Council approved Resolution 2-79 which provides for the closing of portions of Murrey Hill Road.

### TABLE 1

Total number of lots to be recorded	2
Total area of lots to be recorded	9714 AC.
Total area of roadway to be recorded	5,000 AC.
Total area of subdivision to be recorded	9714 AC.

The judge reportedly showed on this plot are subject to the supplemental statement of a compensation charge credited by action to all of the Howard family, and to Executive Order No. 17,500.

APPROVED: FOR PUBLIC WATER AND PUBLIC SEWER  
SYSTEMS HOUSEHOLD HEATH DEPARTMENT

COUNTY HEALTH OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED: HOWARD COUNTY OFFICE OF PLANNING  
AND ZONING

DATE \_\_\_\_\_

DIRECTOR \_\_\_\_\_

APPROVED: FOR PUBLIC WATER AND PUBLIC SEWERAGE  
STORMS DRAINAGE SYSTEMS AND PUBLIC ROADS  
HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS

**DIRECTOR**

**OWNER'S CERTIFICATE**

[illegible]


### SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE FINAL PLAT SHOWN HEREON IS CORRECT; THAT IT IS A SUBDIVISION OF A PART OF THE LAND COMPREHENSIVE OF THE 35-32 CONVEYANCE BY DEEDS TO LIEB 569/35 AND LIEB 570/35, AND THAT THE MENTIONED ARE IN PLACE AS SHOWN BY A CONFORMANCE WITH THE ANNOTATED CODE OF THE STATE DEPT. OF AGRICULTURE AND HORTICULTURE.

HOWARD COUNTRY.

OR \_\_\_\_\_ AMONG THE  
LAND RECORDS OF HOWARD COUNTY, MARYLAND

---

 COLUMBIA  
VILLAGE OF KINGS CONTRIVANCE  
SECTION 3 AREA !  
EAST OF AND

**5 HOWARD COUNTY, M**

SECTION 3 AREA 1

1967 JAN 27 14 50 30

Division of Record Management

Date: Dec. 2, 1979

MSA-5561247-72-2



## COMMITTEE RECOMMENDATIONS TO BOARD

Date: September 29, 2015  
To: Columbia Association Board of Directors  
From: Reginald Avery, Chair – Strategic Implementation Committee  
Subject: Howard County Easement Request - Kings Contrivance – Open Space Lot 284

Issue:

At its September 24, 2015 meeting during the Board of Directors meeting, the Strategic Implementation Committee (SIC) reviewed and discussed the proposed easement request from Howard County for open space lot 284 in Kings Contrivance. The attached memo and other documents were the back-up material for this discussion.

Discussion:

SIC members and other Board members reviewed and discussed the easement request.

Recommendation of Committee:

By a vote of   3   For   0   Opposed   0   Abstain

☐

Has no recommendation.

☒

Recommends the following action be taken or motion be approved by the CA Board of Directors in regards to the issue described above.

Justification for Recommendation:

The discussion was extensive, with SIC and Board members thoroughly discussing the back-up materials and related matters.

Motion: The recommendation must be written in the form of a motion or resolution.

The SIC moved to recommend that the Board of Directors approve the proposed easement request from Howard County related to open space lot 284 in Kings Contrivance.

Additional Action recommended by committee in lieu of motion or in addition to motion:  
None.





September 3, 2015

To: Members of the Strategic Implementation Committee

Through: Milton W. Matthews, President

From: Denis Ellis, Director of Capital Improvement Projects

cc: Columbia Association Board of Directors

Subject: Howard County Easement Request – Kings Contrivance Open Space Lot 284

Background:

Howard County has requested Columbia Association (CA) grant a stormwater management pond drainage and utility easement associated with Murry Hill Pond #2. This easement is located in the Village of Kings Contrivance, on Open Space Lot 284, off of Murry Hill Road, in the Huntington Neighborhood. The easement is required in order for Howard County to construct improvements to the pond under Howard County Project No. D-1159

Legal Considerations:

None, this request has been reviewed by CA's General Counsel.

Budget Impacts/Considerations:

There are no costs to CA associated with this project.

Environmental Impacts or Considerations: (Does the item have any environmental elements that should be considered?)

The requested easement will allow Howard County to improve the pond within the easement limits in accordance with recent Maryland Department of the Environment (MDE) regulations.

Policy Correlation: (How does the item meet the Boards Goals and Objectives?)

Granting of the easement is in alignment with Strategic Plan goal #2: Maintain and enhance Columbia's facilities, open space, connectivity and environmental stewardship.

Options:

None, improvements required by MDE regulation.

Recommendations:

Staff recommends approval of this easement.

## **RESOLUTION AUTHORIZING EASEMENT**

The Columbia Association ("CA") Board of Directors (the "Board") has considered whether to grant an easement to Howard County, Maryland relating to Stormwater Management Pond Drainage for Murray Hill Pond Two, a copy of which is attached to this Resolution (the "Easement"). The Board makes the following findings with respect to the Easement:

1. The execution and performance of the Easement is taken exclusively for the promotion of the social welfare of the people of Columbia;
2. The Easement is expected to produce civic betterments or social improvements consisting of Water Quality Improvements; and
3. The Easement produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA's purpose to promote the social welfare of the people of Columbia.

Having made these findings, the Board hereby authorizes the execution of the Easement on behalf of CA.

**BE IT SO RESOLVED**

\_\_\_\_\_, 2015

TRANSFER TO GOVERNMENT  
Exempt from Recordation Tax and Transfer Tax under  
Annotated Code of Maryland, Tax Property Article,  
Sections 12-108 (a) and 13-207(a), respectively, and  
exempt from Recording Fees under Annotated Code of Maryland,  
Real Property Article, Section 3-603

Tax I.D. No. 16-155926

**Project No. D-1159**

**Murray Hill, Pond 2 – Open Space Lot 284**

## **DEED OF EASEMENT**

**THIS DEED OF EASEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between **COLUMBIA ASSOCIATION, INC.** (formerly The Columbia Park and Recreation Association, Inc.), (the "Grantor"), a Maryland corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee" or "County"), a body corporate and politic.

**WHEREAS**, the Grantee funded Capital Project Number D-1159 for the Principal Spillway Lining Project Construction and other public utilities and services needed to serve the citizens of Howard County, Maryland and as part of that project, the Grantee is constructing improvements to the existing storm water management facility known as Murray Hill, Pond No. 2 (collectively the "Public Improvements").

**WHEREAS**, the Grantor owns that certain real property commonly shown as Parcel 443, Lot 284 on Tax Map 42 (the "Property").

**WHEREAS**, the location of the Public Improvements requires access in, on, over, across and through certain portions of the Property (collectively the "Easement Area"), more particularly described below.

**WHEREAS**, the Grantor is willing to grant an easement (the "Easement") to the Grantee for the purpose of constructing, maintaining, repairing, removing and/or replacing the Public Improvements, including expanding or modifying the same.

**NOW, THEREFORE**, for Zero Dollars (\$0.00), and in consideration of the recitals above, which are deemed to be a material and substantive part hereof, the Grantor hereby grants and conveys exclusively to the Grantee, its successors and assigns, the Easement, in perpetuity, to lay, construct, maintain, expand, modify, repair, remove and/or replace the Public Improvements and related utilities, appurtenances, and services in the Easement Area, said Easement running with the land and said Easement Area more particularly described as follows:

**ALL OF THE EASEMENT AREA SITUATE** in the Sixth Election District of Howard County, Maryland described by metes and bounds as Existing Drainage Easement Plat No. 4230 on Open Space Lot 284 shown on the final subdivision plat dated October 2, 1979, titled "Columbia, Village of Kings Contrivance, Section 3, Area 1, Parcels 'A', 'B', 'D' and 'F', Lots 282 thru 286 and Lots 299 thru 301", Sheet 3 of 5 and recorded among the Land Records of Howard County, Maryland as Plat Number

4441 on November 8, 1979 (the "Plat").

**THE EASEMENT AREA BEING A PART** of the Property acquired by the Grantor by deed from 95-32 Corporation said Deed dated April 25, 1983 and recorded among the Land Records of Howard County, Maryland in Liber 1157, folio 499.

**THE GRANTOR** hereby agrees that the Grantee, its successors and assigns, and its employees, agents, contractors and representatives shall have the right and privilege to enter upon the Easement Area for the purposes described herein, whenever it is necessary, in the Grantee's sole and absolute judgment, to construct, maintain, expand, modify and repair the Public Improvements as needed for the public health, safety, and welfare.

**IT IS FURTHER AGREED** that no fences, buildings or structures of any kind shall be erected in, on, or over and no trees shall be planted within the Easement Area, excepting trees that may be planted in a designated tree easement and fences that may be installed for safety reasons with the prior approval of the Grantee, which approval will not be unreasonably withheld. The Grantor shall not and shall not permit others to undertake any act which will impair or conflict with the operation or maintenance of the Public Improvements.

At least two weeks prior to the commencement of any construction work in the Easement Area, the County shall give notice to all owners of property immediately adjacent to the Easement Area. The notice shall include a description of the Public Improvements, the anticipated time frame, and contact information. During the design phase of the Public Improvements, the County shall contact the Grantor's representative named in this Deed of Easement and the County and the Grantor shall inspect the Easement Area to determine if any residential encroachments exist within the Easement Area that would conflict with the Public Improvements; and, the Grantor shall, if necessary, notify the residents to remove the encroachments by the start of construction of the Public Improvements.

**THE GRANTEE** will maintain the Easement Area, and following the construction and any repair of the Public Improvements, Grantee shall restore the condition of the Grantor's Property.

**GRANTOR** represents and warrants, as of the date of this Deed of Easement, that it is the sole owner and lawfully seized of a fee simple estate in the Property and the Easement Area, that Grantor, and its signatory, are duly authorized and have the power and right to grant the Easement in, on, over across and through the Grantor's Property, and that there exists no liens, security interests or other encumbrances on or with respect to the Easement Area. Grantor further covenants that it has not done or suffered to be done any act, matter or thing whatsoever to encumber the Easement Area, that Grantor warrants specially the Easement, and that Grantor shall execute such further assurances of the same as may be required. Notwithstanding the foregoing, if there is any lien holder having a lien interest in and to the Property, then all lien holders, if so required, will subordinate their lien interests to the Easement Area by

executing either a subordination agreement or a joinder attached hereto and made a part hereof.

**GRANTOR FURTHER** represents and warrants that the Grantor has all requisite authority to grant the Easement to Grantee, that the grant of the Easement cannot be challenged by Grantor's officers, board of directors, or members, and that the officer signing this Deed of Easement is duly authorized to do so. The Grantor certifies that the grant of the Easement is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Grantor.

All references herein to "Grantor" shall be deemed plural if more than one person has an interest in the Property. Any pronoun reference herein shall be deemed to apply the appropriate gender or person, as the case may be. The term Grantor shall mean its respective successors or assigns.

Subject to the Maryland Local Government Tort Claims Act and applicable law and subject to the Grantee's appropriations, the Grantee will indemnify the Grantor and save it harmless from and against any and all claims, liens, actions, damages, liabilities and/or expenses, including costs and reasonable attorney's fees (not to exceed those fees actually incurred at rates normally charged to Grantor by its attorneys for similar work), in connection with loss of life, bodily injury, personal injury and/or damage to property arising from or out of the entry on and/or use of the Grantee of the Easement or any part thereof occasioned by the sole negligent act or omission of the Grantee, its agents, officers, contractors, employees, or representatives. This indemnification is not to be deemed as a waiver of any immunity or defense that may exist in any action against the Grantee. As a condition of this indemnification, the Grantor shall notify the Grantee of all suits, claims or potential claims within fifteen (15) days of the Grantor's receiving notice of such suits, claims or potential claims.

[Signatures follow on the next page.]

**IN WITNESS WHEREOF**, the parties have caused this Deed of Easement to be executed and delivered, under seal, by its duly authorized officer or official, on the date first above written.

**WITNESS/ATTEST:**

**GRANTOR:**  
**COLUMBIA ASSOCIATION, INC.**  
a Maryland corporation

\_\_\_\_\_  
Sheri V.G. Fanaroff  
Corporate Secretary

By: \_\_\_\_\_ (SEAL)  
Milton W. Matthews  
President

**STATE OF MARYLAND, \_\_\_\_\_ COUNTY/CITY, TO WIT:**

**I HEREBY CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_ County/City, personally appeared Milton W. Matthews, who acknowledged himself to be the President of Columbia Association, Inc., a Maryland corporation, and that he, as such officer being authorized so to do, executed the within Deed of Easement for the purposes therein contained by signing the name of the Grantor as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Grantor.

**AS WITNESS** my Hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

[Signatures continue on the following page.]

**ACCEPTED** by the Grantee on this \_\_\_\_ day of \_\_\_\_\_, 2015.

**ATTEST:**

**HOWARD COUNTY, MARYLAND**

\_\_\_\_\_  
Lonnie R. Robbins  
Chief Administrative Officer

By: \_\_\_\_\_ (SEAL)  
Allan H. Kittleman  
County Executive  
Date: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
James M. Irvin, Director  
Department of Public Works

**APPROVED FOR SUFFICIENCY OF FUNDS:**

\_\_\_\_\_  
Stanley J. Milesky, Director  
Department of Finance

**APPROVED FOR FORM AND LEGAL SUFFICIENCY**  
this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Gary W. Kuc,  
County Solicitor

Reviewing Attorney:

\_\_\_\_\_  
Morenike Euba Oyenusi, Sr. Assistant County Solicitor

[Notary follows on the next page.]

**COUNTY EXECUTIVE:  
STATE OF MARYLAND, HOWARD COUNTY, TO WIT:**

**I HEREBY CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_ County/City, personally appeared Allan H. Kittleman, the County Executive for Howard County, Maryland, the Grantee in the within Deed of Easement, who acknowledged the same to be the act of the County and that he executed the foregoing Deed of Easement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

**AS WITNESS** my Hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

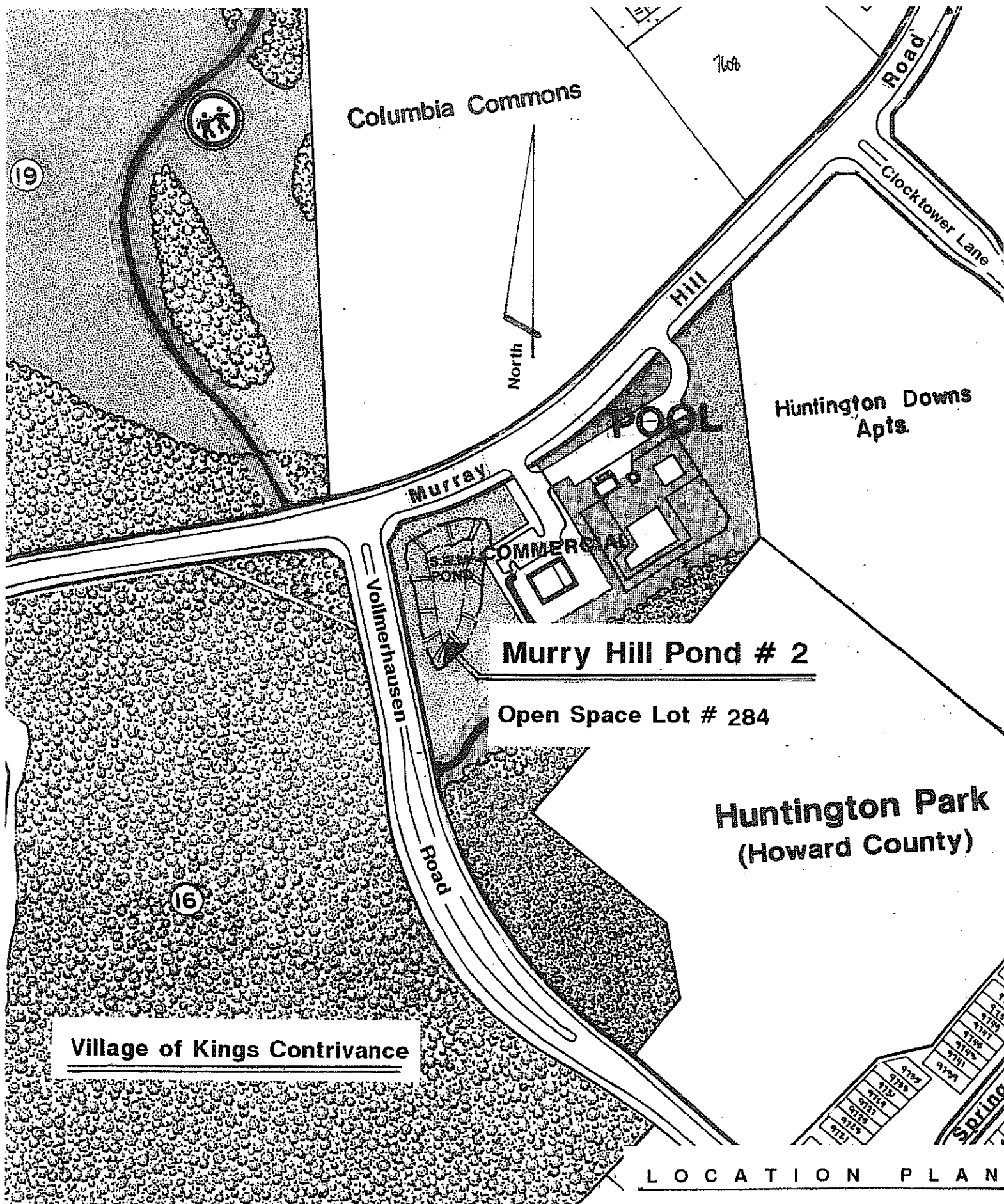
My Commission Expires: \_\_\_\_\_

**THIS IS TO CERTIFY** that this instrument was prepared by Howard County, Maryland, the grantee named in the within Deed of Easement.

\_\_\_\_\_  
Tina D. Hackett, Chief  
Real Estate Services Division

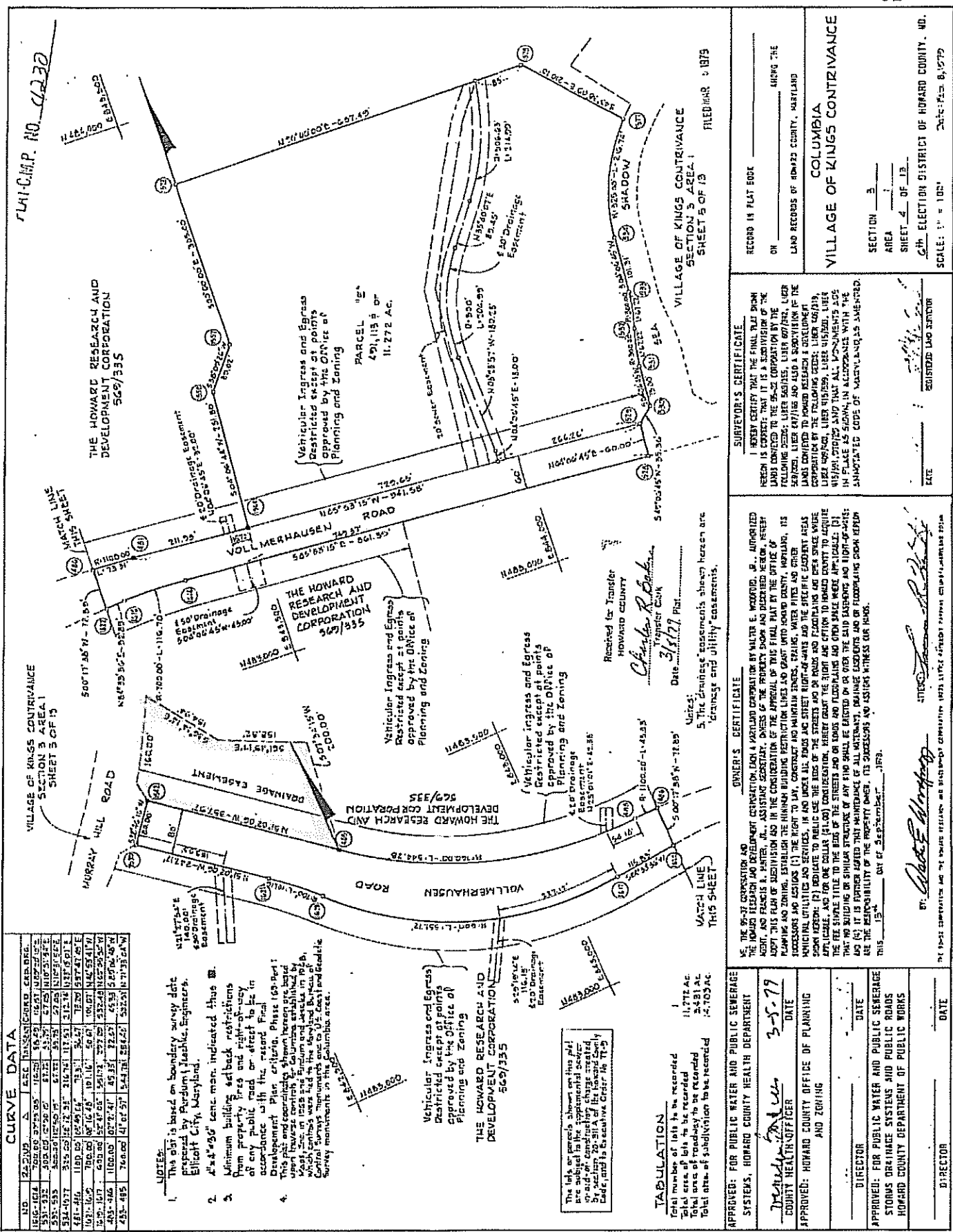
**After Recording, Return To:**  
Howard County, Maryland  
Real Estate Services Division  
3430 Court House Drive  
Ellicott City, Maryland 21043





# Howard County Request for Drainage & Utility Easement

No Scale ——— Ho. Co. Project #D-1159 ——— Date: Sept. 2015



CURVE DATA			
NO.	25-200	Δ	ARC LENGTH
100-101	700.00	116.20	116.20
101-102	700.00	116.20	116.20
102-103	700.00	116.20	116.20
103-104	700.00	116.20	116.20
104-105	700.00	116.20	116.20
105-106	700.00	116.20	116.20
106-107	700.00	116.20	116.20
107-108	700.00	116.20	116.20
108-109	700.00	116.20	116.20
109-110	700.00	116.20	116.20
110-111	700.00	116.20	116.20
111-112	700.00	116.20	116.20
112-113	700.00	116.20	116.20
113-114	700.00	116.20	116.20
114-115	700.00	116.20	116.20
115-116	700.00	116.20	116.20
116-117	700.00	116.20	116.20
117-118	700.00	116.20	116.20
118-119	700.00	116.20	116.20
119-120	700.00	116.20	116.20
120-121	700.00	116.20	116.20
121-122	700.00	116.20	116.20
122-123	700.00	116.20	116.20
123-124	700.00	116.20	116.20
124-125	700.00	116.20	116.20
125-126	700.00	116.20	116.20
126-127	700.00	116.20	116.20
127-128	700.00	116.20	116.20
128-129	700.00	116.20	116.20
129-130	700.00	116.20	116.20
130-131	700.00	116.20	116.20
131-132	700.00	116.20	116.20
132-133	700.00	116.20	116.20
133-134	700.00	116.20	116.20
134-135	700.00	116.20	116.20
135-136	700.00	116.20	116.20
136-137	700.00	116.20	116.20
137-138	700.00	116.20	116.20
138-139	700.00	116.20	116.20
139-140	700.00	116.20	116.20
140-141	700.00	116.20	116.20
141-142	700.00	116.20	116.20
142-143	700.00	116.20	116.20
143-144	700.00	116.20	116.20
144-145	700.00	116.20	116.20
145-146	700.00	116.20	116.20
146-147	700.00	116.20	116.20
147-148	700.00	116.20	116.20
148-149	700.00	116.20	116.20
149-150	700.00	116.20	116.20
150-151	700.00	116.20	116.20
151-152	700.00	116.20	116.20
152-153	700.00	116.20	116.20
153-154	700.00	116.20	116.20
154-155	700.00	116.20	116.20
155-156	700.00	116.20	116.20
156-157	700.00	116.20	116.20
157-158	700.00	116.20	116.20
158-159	700.00	116.20	116.20
159-160	700.00	116.20	116.20
160-161	700.00	116.20	116.20
161-162	700.00	116.20	116.20
162-163	700.00	116.20	116.20
163-164	700.00	116.20	116.20
164-165	700.00	116.20	116.20
165-166	700.00	116.20	116.20
166-167	700.00	116.20	116.20
167-168	700.00	116.20	116.20
168-169	700.00	116.20	116.20
169-170	700.00	116.20	116.20
170-171	700.00	116.20	116.20
171-172	700.00	116.20	116.20
172-173	700.00	116.20	116.20
173-174	700.00	116.20	116.20
174-175	700.00	116.20	116.20
175-176	700.00	116.20	116.20
176-177	700.00	116.20	116.20
177-178	700.00	116.20	116.20
178-179	700.00	116.20	116.20
179-180	700.00	116.20	116.20
180-181	700.00	116.20	116.20
181-182	700.00	116.20	116.20
182-183	700.00	116.20	116.20
183-184	700.00	116.20	116.20
184-185	700.00	116.20	116.20
185-186	700.00	116.20	116.20
186-187	700.00	116.20	116.20
187-188	700.00	116.20	116.20
188-189	700.00	116.20	116.20
189-190	700.00	116.20	116.20
190-191	700.00	116.20	116.20
191-192	700.00	116.20	116.20
192-193	700.00	116.20	116.20
193-194	700.00	116.20	116.20
194-195	700.00	116.20	116.20
195-196	700.00	116.20	116.20
196-197	700.00	116.20	116.20
197-198	700.00	116.20	116.20
198-199	700.00	116.20	116.20
199-200	700.00	116.20	116.20

- NOTES:
- This plat is based on boundary survey data prepared by Purdum's Plastics, Engineers, Ellicott City, Maryland.
  - A 4' x 4' x 6' fence line, indicated thus: [Symbol]
  - Minimum building setback restrictions from property lines and right-of-way of any public road or street to be in accordance with the second Final Development Plan, Ordinance 100-100.
  - This plat and associated documents are based upon traverse control points shown herein and are based upon the second Final Development Plan, Ordinance 100-100. The second Final Development Plan, Ordinance 100-100, is a part of the second Final Development Plan, Ordinance 100-100, and is a part of the second Final Development Plan, Ordinance 100-100.

VILLAGE OF KINGS CONTRIVANCE  
SECTION 3 AREA 1  
SHEET 5 OF 13

THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION  
569/335

VILLAGE OF KINGS CONTRIVANCE  
SECTION 3 AREA 1  
SHEET 5 OF 13

FILED MAR 6 1979

RECEIVED FOR TRANSFER  
HOWARD COUNTY  
Charles R. Baker  
Transfer Clerk  
Date 3/1/79

NOTES:  
5. The drainage easements shown herein are 'Drainage and Utility' easements.

THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION  
569/335

VILLAGE OF KINGS CONTRIVANCE  
SECTION 3 AREA 1  
SHEET 5 OF 13

FILED MAR 6 1979

APPROVED: FOR PUBLIC WATER AND PUBLIC SEWERAGE SYSTEMS, HOWARD COUNTY HEALTH DEPARTMENT

DATE 3-5-79

APPROVED: HOWARD COUNTY OFFICE OF PLANNING AND ZONING

DIRECTOR

APPROVED: FOR PUBLIC WATER AND PUBLIC SEWERAGE STORMS DRAINAGE SYSTEMS AND PUBLIC ROADS HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS

DIRECTOR

OWNER'S CERTIFICATE

WE, THE 569/335 CORPORATION AND DEVELOPMENT CORPORATION, DO HEREBY CERTIFY THAT THE FINAL PLAT SHOWN HEREIN IS CORRECT AND THAT IT IS A TRUE AND ACCURATE REPRESENTATION OF THE LANDS AND INTERESTS THEREIN AS SHOWN ON THE PLAT. WE, THE 569/335 CORPORATION AND DEVELOPMENT CORPORATION, DO HEREBY CERTIFY THAT THE FINAL PLAT SHOWN HEREIN IS CORRECT AND THAT IT IS A TRUE AND ACCURATE REPRESENTATION OF THE LANDS AND INTERESTS THEREIN AS SHOWN ON THE PLAT.

DATE 3/1/79

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE FINAL PLAT SHOWN HEREIN IS CORRECT AND THAT IT IS A TRUE AND ACCURATE REPRESENTATION OF THE LANDS AND INTERESTS THEREIN AS SHOWN ON THE PLAT. I, THE SURVEYOR, DO HEREBY CERTIFY THAT THE FINAL PLAT SHOWN HEREIN IS CORRECT AND THAT IT IS A TRUE AND ACCURATE REPRESENTATION OF THE LANDS AND INTERESTS THEREIN AS SHOWN ON THE PLAT.

DATE 3/1/79

RECORD IN PLAT BOOK

ON

LAND RECORDS OF HOWARD COUNTY, MARYLAND

VILLAGE OF KINGS CONTRIVANCE

SECTION 3

AREA 1

SHEET 5 OF 13

FILED MAR 6 1979



## COMMITTEE RECOMMENDATIONS TO BOARD

Date: October 1, 2015  
To: Columbia Association Board of Directors  
From: Dick Boulton, Chair, External Relations Committee  
Subject: Community Groups to Invite to Stakeholders Dinners

Issue:

The CA Board of Directors wishes to hold stakeholders dinners in FY 16. Discussion has centered on the number of dinners to hold and which groups to invite.

Discussion:

At the September 24, 2015 Board of Directors meeting, the External Relations Committee passed a motion to invite the following groups to stakeholders dinners in FY 16: (1) Chamber of Commerce Executive Committee; (2) Howard County State Delegation, Howard County Executive, and Howard County Council; (3) Directors of the League of Women Voters of Howard County and the Howard County Citizens Association; and (4) Village Board Chairs and Village Managers.

A motion was then made that the full Board of Directors vote on which groups to invite to stakeholders dinners. The motion passed unanimously.

The Howard County State Delegation, Howard County Executive, and Howard County Council have been invited to a stakeholders dinner to be held in November 2015.

Recommendation of Committee:

By a vote of   3   For   0   Opposed   0   Abstain

☐

Has no recommendation.

☒

Recommends the following action be taken or motion be approved by the CA Board of Directors in regards to the issue described above.

Justification for Recommendation:

Motion: The recommendation must be written in the form of a motion or resolution.

Be it resolved that the Columbia Association Board of Directors vote on the following groups which have been suggested as invitees to stakeholders dinners in FY 16: (1) Chamber of Commerce Executive Committee; (2) Howard County State Delegation, Howard County Executive, and Howard County Council; (3) Directors of the League of Women Voters of Howard County and the Howard County Citizens Association; and (4) Village Board Chairs and Village Managers.

Additional Action recommended by committee in lieu of motion or in addition to motion: None



## **PRE-BUDGET WORK SESSION**

**FY 2017 – FY 2018**

**OCTOBER 8, 2015**



**COLUMBIA ASSOCIATION BOARD OF DIRECTORS**  
**Pre-Budget Work Session for FY 2017 – FY 2018 Budget**  
**Thursday, October 8, 2015**

Columbia Association Board Room

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October 2, 2015

To: Members of the Board of Directors

From: Milton W. Matthews, President/CEO

Subject: October 8, 2015 Pre-Budget Work Session for FY's 2017 and 2018  
Major Capital Projects and New Operating Initiatives

Welcome to the budget process! This binder contains proposed Category I and II capital project requests and new operating initiatives for fiscal years (FY) 2017 and 2018. These capital requests and new operating initiatives respond to the Board's approved strategic plan and input received to date from the Board, the Village Community Associations, community-driven initiatives and staff. FY 2017 covers the period from May 1, 2016 to April 30, 2017, and FY 2018 covers the period from May 1, 2017 to April 30, 2018. An essential component of this process is the many opportunities for the Board, community and staff to propose changes to the conditional FY 2018 budget in January and February of 2017.

These proposed capital projects and new operating initiatives have not been fully analyzed or completely developed at this point in the budget process. At the October 8, 2015 work session, the Planning and Strategy Committee (PSC) will review the proposed major projects and new operating initiatives and hold straw votes. Items approved by straw vote may be sent back to staff for further research, change and development and will be included in the proposed draft budget that will be presented to you in December 2015.

The proposed capital projects and new operating initiatives are aligned with and support the Board-approved Strategic Plan, the goals of which are:

1. Deliver programs and services that meet stakeholders' expectations and enhance the quality of life in Columbia.
2. Maintain and enhance Columbia's facilities, open spaces, connectivity and environmental stewardship.
3. Develop and communicate a shared community vision for Columbia, and advance the vision through advocacy, partnerships, and alignment of CA programs and services.
4. Strengthen communication and community engagement in CA.
5. Demonstrate the practices of a high-performing and responsive organization.

These five goals will serve as CA's focus for this two-year budget cycle.

Notwithstanding the competing demands for CA's limited resources, we will continue to strive during this two-year budget process to maintain CA's financial discipline for the capital and operating budgets. We have a history of working very hard together to achieve the most important strategic budget priorities for CA and the community.

I look forward to our work session on October 8. In the meantime, please contact Susan or me if you have questions.

## Columbia Association

### FY 17 and FY 18 Draft Capital Requests (Category I)

	Category	Project name	FY 17 Amount	FY 18 Amount	Straw Vote
1	I	Building Energy Retrofits	200,000	200,000	
2	I	Columbia Swim Center Repairs & Splashdown Replacement	2,100,000	2,700,000	
3	I	Columbia-Wide Pathway Connectivity Improvements	150,000	150,000	
4	I	Columbia-Wide Water Quality Improvements	-	75,000	
5	I	Going Green Projects	200,000	200,000	
6	I	Watershed Improvement Projects	70,000	330,000	
7	I	Wilde Lake - Maintenance Dredging Land Modifications	1,000,000	-	
		<b>Category I</b>	<b>\$ 3,720,000</b>	<b>\$ 3,655,000</b>	

## Columbia Association

### FY 17 and FY 18 Draft Capital Requests (Category II)

	Category	Project name	FY 17 Amount	FY 18 Amount	Straw Vote
1	II	Aquatics - Hawthorn ADA Wading Pool, Deck Repair	-	425,000	
2	II	Aquatics - River Hill ADA Wading Pool & Shade	370,000	-	
3	II	Archives - Welcome Center Exhibit	35,000	-	
4	II	Athletic Club - Architectural/Engineering	200,000	-	
5	II	Athletic Club - Construction Funding Facility Improvements	-	2,500,000	
6	II	CA Wide - HVAC Projects/Replacements	300,000	300,000	
7	II	CA Wide - Planning and Implementation Funds (for outcomes of the facility assessment surveys)	-	750,000	
8	II	Columbia Gym - HVAC Projects	350,000	300,000	
9	II	Fairway Hills Golf - Facility Planning Funds (FY 17); Construction (FY 18)	75,000	350,000	
10	II	Hickory Ridge Park Construction	300,000	-	
11	II	Hobbit's Glen Irrigation System Front 9 Mainlines	375,000	325,000	
12	II	Horse Center - Barn Roof Replacement Phase 2	350,000	375,000	
13	II	Ice Rink - Architectural/Engineering	200,000	-	
14	II	Ice Rink - Construction Funding Facility Improvements	-	2,500,000	
15	II	IT Improvements (Phase I and II)	150,000	155,000	
16	II	Long Reach Tennis -Construction of six tennis indoor courts	8,000,000	-	
17	II	Long Reach Waiting Spring Pond	70,000	-	
18	II	Oakland Mills Pushcart Pond Dredging	300,000	-	
19	II	Open Space - Establish a Sediment Placement Site	500,000	-	
20	II	Town Center - Bell Tower Construction Funding	250,000	-	
	<b>Equipment and Vehicles</b>				
21	II	CIP - Replacement of vehicle CC54	-	130,000	
22	II	CIP - Replacement of vehicle CC61	-	65,000	



	Category	Project name	FY 17 Amount	FY 18 Amount	Straw Vote
23	II	CIP - Replacement of vehicle CC62	-	65,000	
24	II	CIP - Replacement of vehicle CB56	40,000	-	
25	II	Construction - Replacement of CS12 - 2002 Ford E350	-	50,000	
26	II	Construction - Replacement of C19	50,000	-	
27	II	Landscape Services - Replacement of MB50 - 2003 Ford F350	35,000	-	
28	II	Landscape Services - Replacement of MB54	-	35,000	
29	II	Landscape Services: New Roll-On/Roll Off Heavy Duty Truck Replacing C6 - 2002 Ford F350	60,000	-	
30	II	Neighborhood Pools - Replacement of vehicle A14 - 2001 Ford F350	35,000	-	
31	II	Neighborhood Pools - Replacement of vehicle A18 - 2004 Ford F350	50,000	-	
32	II	Open Space Management - Replacement of Kubota Power Groundmaster Units	30,000	55,000	
33	II	Open Space Management - Replacement of MB14 - 2004 Ford F350	35,000	-	
34	II	Open Space Management - Replacement of MB82 - 2005 Ford F350	-	35,000	
	Cat II	<b>Total CAT II</b>	<b>12,160,000</b>	<b>8,415,000</b>	
	Cat I	<b>Total CAT I</b>	<b>3,720,000</b>	<b>3,655,000</b>	
		<b>Total CAT I &amp; CAT II</b>	<b>15,880,000</b>	<b>12,070,000</b>	
		Parameters for All Categories I, II, and III	<b>21,000,000</b>	<b>17,000,000</b>	
		<b>CAT III</b>	<b>5,120,000</b>	<b>4,930,000</b>	



Please mark next to choice

<input checked="" type="checkbox"/>	Category I
<input type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CA Wide			FY 17

Project Name	Est. Start Date	Est. Completion
Building Energy Retrofit	5/1/2016	4/30/2017

### Project Description

This request would fund the implementation of a formal building energy audit and retrofit program. Energy audits will be performed at all facilities and serve as a basis for building improvement initiatives to decrease energy consumption and CA's carbon footprint. Energy audits will be performed informally by CA staff and as a component of the building auditing program the implementation of a formal enhanced HVAC operations and maintenance program will be prioritized.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

Improving the sustainability of CA's operations is a priority for the President, the Board of Directors, CA staff, and the broader Columbia community. Projects associated with these funds will provide numerous benefits to CA operations and the natural environment through engineering analysis and prioritization of high return on investment facility upgrades.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
10	\$200,000	BGE Smart Energy Savers Incentives

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

<input checked="" type="checkbox"/>	Category I
<input type="checkbox"/>	Category II

Please mark next to choice

<input type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
The Columbia Swim Center	Z171101	S&F	FY 17

Project Name	Est. Start Date	Est. Completion
Columbia Swim Center Repairs & Splashdown Replacement	4/1/2016	4/30/2017

### Project Description

This project will be the first year of construction needed to make repairs to the Swim Center based on the Williams facility assessment completed nine months ago and presented to the Board of Directors. During this phase, it is anticipated that the Construction Manager at Risk will be constructing the items noted in the Williams assessment as Priority I.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

This request is based on the Williams facility assessment presented to the Board of Directors in spring 2015. The Board has directed staff to move forward with plans in accordance with the facility assessment. This is phase 1 of a multiple year plan to make the upgrades to the facility built in 1964. There will be operating savings during construction that will be included in the proposed FY 17 budget.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
15	\$2,100,000	\$500,000 in planning/pre-construction funds

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Enhances Indoor experience	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

X	Category I
	Category II

Please mark next to choice

x	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CIP	PO20002	OS	FY 17

Project Name	Est. Start Date	Est. Completion
Columbia-wide Pathway Connectivity	5/1/2016	4/30/2017

Project Description
Columbia-wide pathway connectivity related improvements such as path widening, slope reduction, ADA modifications where practical and other such bicycle friendly improvements.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities. Incremental implementation of the FY-12 Columbia-wide Pathway Connectivity Study.

Please mark next to choice below

Reason for Request	x	L/S	Legal or safety reasons
		\$/Q	Produces additional revenue and upgrades quality of service
	x	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$150,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances outdoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances outdoor experience



Please mark next to choice

<input checked="" type="checkbox"/>	Category I
<input type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CA Wide			FY 17

Project Name	Est. Start Date	Est. Completion
Going Green	5/1/2016	4/30/2017

Project Description
This request for Going Green funding will continue a multi-year program to increase energy efficiency, reduce operating costs, and mitigate greenhouse gas emissions. Going Green initiatives will cover a broad range of upgrades including lighting retrofits, insulation upgrades, solar hot water systems, high efficiency water heating upgrades, and solar photovoltaic systems. Projects will be prioritized based on return on investment and short implementation schedules.
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>Improving the sustainability of CA's operations is a priority for the President, the Board of Directors, CA Staff, and the broader Columbia community. Projects associated with these funds will provide numerous benefits to CA operations and the natural environment. These projects result in significant reductions in operating costs and simultaneously improve the quality and resiliency of CA services to the community.</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
8	\$200,000	BGE Smart Energy Savers Incentives

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

<input checked="" type="checkbox"/>	Category I
<input type="checkbox"/>	Category II

Please mark next to choice

<input type="checkbox"/>	Replacement
<input checked="" type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Open Space	S010401	WSM	FY 17

Project Name	Est. Start Date	Est. Completion
Watershed Improvement Projects	5/1/2016	4/30/2017

Project Description
<p>This project request is for funding to build a watershed improvement project that has been requested by the residents. The proposed project is a bioretention facility designed to treat runoff and reduce runoff volumes below the tot lot adjacent to Reedy Brook Lane in the village of Wilde Lake.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>This project is a continuation of CA's commitment to implement its Watershed Management Plan and its Lake Sediment Management Plan. The project is located and will be designed to reduce the volume of water being discharged to our streams and reduce the amount of sediment eroding from our streams and Open Space into our ponds and lakes. Implementation of this projects will help reduce our maintenance costs by reducing the sediment that enters our lakes and ponds and has to be dredged out. This project will also reduce runoff volumes that are currently causing erosion problems for CA and our residents.</p>

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$70,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> Reduced energy use ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	<b>Increased efficiency</b> <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Wilde Lake	P020002	OSM	FY 17

Project Name	Est. Start Date	Est. Completion
Maintenance Dredging and Land Extents Modifications	5/1/2016	4/30/2017

Project Description
<p>This project will provide funding for removal of approximately 13,000 cubic yards of sediment from Wilde Lake as planned in the long term lake management plan approved by the CA Board of Directors. Some of the dredged material will be used to re-establish adjacent private property land boundaries negatively affected by erosion associated with Wilde Lake. The majority of the dredged material will be removed from the upper reaches of Wilde Lake re-establishing an in-lake forebay as originally designed. A separate category II request is being submitted for work associated with a sediment placement site in Kings Contrivance.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>Smaller intermediate dredging projects maintain aquatic habitat and lake recreational values on an ongoing basis and also reduce longer term lake management expenses.</p>

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5 years	\$1,000,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
River Hill Pool	Z110818	S&F	FY17

Project Name	Est. Start Date	Est. Completion
River Hill ADA Wading Pool and Shade Structure	4/1/2016	10/31/2016

Project Description
<p>This project is to replace the current River Hill Pool wading pool with an Americans with Disabilities Act-compliant (ADA) beach entry wading pool that includes interactive play features, a slide, and additional shade cover to protect the children and parents sitting at the wading pool.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>The River Hill Pool was identified in the RAC reports as one of the seven readily achievable outdoor pools. This request is for building funds to reconfigure the wading pool area to meet ADA guidelines by replacing the current wading pool, as well as adding a shade system to cover pool like those installed at Steven's Forest, Faulkner Ridge, Longfellow, and Dorsey Hall. This is the final part of the River Hill Pool that is needed for the facility to meet the ADA guidelines.</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$370,000	\$60,000 ADA planning funds FY16

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Enhances experience	Enhances experience	Enhances experience





Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Welcome Center Exhibit	A08 - Archives	CS	FY 17

Project Name	Est. Start Date	Est. Completion
Welcome Center Exhibit	6/1/2016	4/1/2017

Project Description
A potential partnership is being created between the Downtown Partnership, Howard Hughes, Howard County Department of Tourism and CA to develop a downtown Columbia Welcome Center. This project is for a Columbia exhibit in the space.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities. This project is necessary the Operating initiative of a Welcome Center is approved.

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
15 years	\$35,000	operating budget request - \$130,000

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Athletic Club	2021101	S&F	FY17

Project Name	Est. Start Date	Est. Completion
Architectural/Engineering	5/1/2016	4/30/2017

Project Description
<p>This project will supplement an existing FY16 architectural and engineering effort associated with needed improvements to the Columbia Athletic Club. The scope of work includes renovations to the locker rooms, modifications to the front entrance, improvements to the fitness studio as well as other facility enhancements identified during the course of planning and engineering.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic projections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>The Athletic Club is approximately 50 years old and several of the building components are showing their age and are in need of improvement. The Athletic Club serves a wide range of the Columbia community from young children to seniors, and these improvements are necessary both to maintain existing usership and to attract new members.</p>

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
		\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	O	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
8	\$200,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CA Wide			FY17

Project Name	Est. Start Date	Est. Completion
CA Wide HVAC Replacement	5/1/2016	4/30/2017

Project Description
<p>This request is to fund the design and replacement of HVAC systems throughout CA's building portfolio. New units will generally be designed and installed on a one-for-one replacement basis and will consist of smaller scale projects to proactively replace equipment that is beyond its useful life. Equipment will be specified to maximize energy efficiency and performance.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>CA's building portfolio includes more than 300 major equipment assets, most of which are HVAC systems. Due to age of CA facilities a significant portion of those HVAC systems are approaching or beyond their useful life of 15 years. In order to avoid increasing repair and maintenance costs and the potential for significant equipment failures impacting operations a dedicated funding source is required for a strategic replacement effort. Equipment will be specified to achieve significant gains in energy efficiency, space conditioning performance, and reduced operating costs. CA staff has developed a HVAC prioritization model to inform equipment replacement efforts.</p>

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
16	\$300,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other: Fun, Excellent	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

	Category I
X	Category II

Please mark next to choice

X	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Columbia Gym	Z041101	S&F	FY17

Project Name	Est. Start Date	Est. Completion
HVAC Replacement - Phase One	5/1/2016	4/30/2017

### Project Description

This request is to replace three HVAC systems at the Columbia Gym: 1) the pool dehumidification unit; 2) the men's and women's locker rooms unit; and 3) the cycle studio and women's gym unit. New units will be designed and installed on a one-for-one replacement basis. This project represents Phase One of a systematic replacement of mechanical systems at the Columbia Gym starting with the most critical systems for operation of the facility.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The Columbia Gym was constructed in 1999, and the HVAC units are original to the building which puts them at 16 years old and at the end of their useful life. In order to avoid increasing repair and maintenance costs and the potential for significant equipment failures impacting operations, a phased replacement plan is to be implemented. This project represents Phase One of the project and will address three of the highest priority systems that serve the pool, locker rooms, cycle studio and women's gym. The significant cost of this effort warrants separate funding as it would consume expected CA-wide HVAC replacement funding that is utilized for smaller scale projects.

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
		\$/Q	Produces additional revenue and upgrades quality of service
	X	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
16	\$350,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other: Fun, Excellent	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

	Category I
X	Category II

Please mark next to choice

X	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Fairway Hills Golf	Z061101	S&F	FY 17

Project Name	Est. Start Date	Est. Completion
Facility Planning Funds	5/1/2016	4/30/2017

### Project Description

This project will provide funding for architectural and engineering work associated with improvements to the Fairway Hills Golf Course Clubhouse and grounds. Planned scope of work includes improvements to the front desk check in area, lobby, restrooms and exterior hardscape. Construction funds will be included in the FY18 proposed budget with work scheduled to take place late fall 2017.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The Fairway Hills Golf Course clubhouse interior is in poor condition and in need of improvements. Fairway Hills Golf Course serves a broad spectrum of golf course participants from pre-teen through seniors.

Please mark next to choice below

Reason for Request		L/S	Legal or safety reasons
	X	\$/Q	Produces additional revenue and upgrades quality of service
		Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$75,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Hickory Ridge	P020002	OSM	FY17

Project Name	Est. Start Date	Est. Completion
Park Construction	5/1/2016	4/30/2017

Project Description
This project is part of a multi-year capital improvement program planned for the Columbia Association Open Space lot in the Hickory Ridge Village Center. The permitting process is currently underway with a planned starting date pending county approval. Work in this phase includes grading and stormwater management; park amenities including pathways and bocce courts would be part of future year capital funding. The total estimated construction cost is approximately \$900,000.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities. The project scope and request were developed with Hickory Ridge community input and requested by the Hickory Ridge Village Board.

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input checked="" type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$300,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Hobbit's Glen Golf maintenance	Z071102	S&F	FY 17

Project Name	Est. Start Date	Est. Completion
Hobbit's Glen Irrigation System - Front 9 Mainlines, Fairways & Roughs	5/1/2016	4/30/2017

### Project Description

The irrigation system replacement has been phased in over several years. Tees, greens, green surrounds, irrigation system software have been completed. Total cost to complete the project is \$700,000. The front nine can be completed in FY 17 for \$375,000. The back nine can be completed for \$325,000 in FY 18.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The Hunter irrigation system was installed in 1994. The system is now requiring significant repairs. The system does not allow for the efficient irrigating of the course and negatively impacts course conditions. The new Rainbird Irrigation system has allowed us to significantly improve the condition of the golf course and to reduce the handwatering needs of the course. The savings in labor from reduced hand-watering can be applied to other areas of the golf course further improving the customer experience.

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
	375,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience





Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Horse Center	Z081101	S&F	FY17

Project Name	Est. Start Date	Est. Completion
Barn Roof Replacement Phase 2	5/1/2016	4/30/2017

### Project Description

This project is phase two of a multi-year program to repair and replace the barn roofs at the Columbia Horse Center. The Horse Center roofing systems on the barns are in poor condition and need to be fixed to prevent leaks. Work will be phased to allow for continuing operation of the Horse Center during the roofing repair program.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The Columbia Horse Center provides recreational and lesson opportunities for a large number of Columbia children and adults. The multi-year roof replacement program is necessary to maintain ongoing operations at the Horse Center.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input checked="" type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$350,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience





Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Ice Rink	Z091101	S&F	FY17

Project Name	Est. Start Date	Est. Completion
Architectural/Engineering Planning Funds	5/1/2016	4/30/2017

Project Description
<p>This project will provide architectural and engineering funds to address work that will be identified in the facility assessment survey and for planning needed improvements to the Columbia Ice Rink. The full scope of work will be identified during the planning process but will include the front check-in desk, lobby, restrooms and team locker rooms.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>The Columbia Ice Rink provides recreational opportunities for a wide range of Columbia community members through ice skating programs including hockey, figure skating and general open skating sessions. The architectural and engineering funding is necessary to address facility assessment findings and to maintain ongoing operations.</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
8	\$200,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Information Technology		IT	FY 17

Project Name	Est. Start Date	Est. Completion
IT Improvements (Phase I)	5/1/2016	12/31/2016

Project Description
Design and implement security and wireless solutions for remaining facilities.
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>IT has struggled with the support of the current solution and with complaints that occur due to systems instability. IT completed network security and WiFi upgrades at HQ, OSM, HOTL, SSC, CG, and AC with previous capital project funds. The same solution will now be implemented at remaining sites. CA members and team members alike will benefit from readily accessible and secure wireless access at CA facilities. For CA members, this is a quality of service upgrade and will enable users to access our digital communications platforms from their own devices. For CA team members, stable and secured mobility communications will provide a better customer service experience.</p>

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
10	\$150,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Long Reach Indoor Tennis	Z111101	S&F	FY17

Project Name	Est. Start Date	Est. Completion
Construction Funding	5/1/2016	4/30/2018

### Project Description

This project will provide construction funding for a new 6 court indoor tennis facility planned for Long Reach. The new indoor tennis facility will replace the 5 indoor tennis courts currently in service under a bubble at the Owen Brown Tennis Facility. The bubble has reached the end of its useful life and must be replaced. Current building codes prevent replacement of the bubble in kind and the new tennis building will be a permanent structure with a low carbon footprint.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The existing indoor courts at the Owen Brown tennis bubble are fully utilized and serve CA's active tennis community. The tennis community includes members of all ages and skill levels. A new tennis facility must be constructed to maintain on-going tennis programming.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input checked="" type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$8,000,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CIP	P020002	OS	FY 17

Project Name	Est. Start Date	Est. Completion
Waiting Spring Pond Engineering	5/1/2016	4/30/2017

Project Description
Village of Long Reach - Engineering for Waiting Spring Pond Dredging and Restoration.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities. Site planning required prior to Waiting Spring Pond dredging and restoration.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
15	\$70,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact Enhances outdoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances outdoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CIP	P020002	OS	FY17

Project Name	Est. Start Date	Est. Completion
Pushcart Pond Dredging & Structural Repair	7/1/2016	11/15/2016

Project Description
Village of Oakland Mills - Dredging and repair of the riser structure of the Pushcart Pond.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic projections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
The Pushcart Pond is completely inundated with accumulated sediment and the riser structure is leaking and in need of repair.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
15	\$300,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact Enhances outdoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances outdoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Open Space	P020002	OSM	FY 17

Project Name	Est. Start Date	Est. Completion
Establish Sediment Placement Site	5/1/2016	4/30/2017

Project Description
<p>This project will provide funding for work associated with a sediment placement site in Kings Contrivance off of Murray Hill Road. This site was identified during the course of the Long Term Lake Management review process and is currently in use for smaller pond projects. A presentation regarding the status of the Long Term Lake Management Plan as well as site selection for sediment placement was made to the CA Board in July 2015.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>The sediment placement site allows for smaller intermediate dredging projects that maintain aquatic habitat and lake recreational values on an ongoing basis and also reduce longer term lake management expenses.</p>

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5 years	\$500,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> Reduced energy use ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	Increased efficiency <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Town Center	P020002	OSM	FY 17

Project Name	Est. Start Date	Est. Completion
Bell Tower Construction Funding	5/1/2016	4/30/2017

### Project Description

This project will provide construction funding to replace the Town Center bell tower, which was taken out of service due to structural deterioration of the framing. The project intent is to maintain the original bell tower design and form while utilizing modern building materials. Requests for architectural and engineering proposals for a new bell tower are in process, and the construction funding request is an early estimate based on general program requirements.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The bell tower is a significant and identifiable lakefront amenity that was placed on hold pending further discussions regarding planned downtown lakefront programming. Although the full lakefront planning effort is still a few years away, it seems apparent that the lake and dock will remain in their present form and that the bell tower can be replaced in kind.

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$250,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

	Category I
X	Category II

Please mark next to choice

X	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CIP	P020002	OSM	FY 17

Project Name	Est. Start Date	Est. Completion
Replacement of CB56	5/1/2016	4/30/2017

Project Description
Replacement of CB56 a 2004 Ford F350 Pick-Up Truck.
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>This unit is currently 11-years old and meets the vehicle replacement criteria in age (unit currently has in excess of 85,000 miles). This vehicle is used daily by the improvements crew to haul lumber and tools. Vehicle will need brake line replacement along with major engine components in the next few years.</p>

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
		\$/O	Produces additional revenue and upgrades quality of service
	X	O	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	40,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> <b>Reduced energy use</b> ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	<b>Increased efficiency</b> Landscape Services <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience





Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Construction	V010007	OSM	FY 17

Project Name	Est. Start Date	Est. Completion
Replacement of vehicle C19	5/1/2016	4/30/2017

Project Description
<p>Replacement of C19, a 2005 Ford F450 Utility Body Work Truck, with a new Ford E150 Transit.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p>
<p>This unit is currently 10-years old and it meets the the vehicle replacement policy in age and currently has in excess of 50,000 miles. This vehicle is currently not being used due to structural problems with the utility body causing water damage in the tool boxes, as well as rust throughout the utility body. Landscape Services is also using the vehicle to store and move equipment around Columbia. A new truck would be more fuel efficient, have more uses, and provide a safer cleaner space to store equipment.</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	50,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<p><b>Major maintenance</b></p> <p><b>Sustainability</b></p> <p>Reduced energy use</p> <p>ADA compliance</p> <p>Other:</p>	<p>Efficient facility</p> <p><b>Reduced maintenance cost</b></p> <p><b>Reduce environ. impact</b></p> <p>ADA compliance</p> <p>Enhances Indoor experience</p>	<p><b>Increased efficiency</b></p> <p>Landscape Services</p> <p>Reduce environ. impact</p> <p>ADA compliance</p> <p>Enhances Indoor experience</p>



Please mark next to choice

<input type="checkbox"/>	Category I
X	Category II

Please mark next to choice

X	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Landscape Services	P020003	OSM	FY 17

Project Name	Est. Start Date	Est. Completion
Replacement of MB50	5/1/2016	4/30/2017

Project Description
Replacement of MB50 a 2003 Ford F350 Pick-Up with Ford F150.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
This unit is currently 12 years old and meets the vehicle replacement criteria in age and mileage (unit currently has in excess of 65,000 miles). This unit is used throughout the year and the dump body is rusting and suspension is wearing out. Expensive repairs are inevitable for this truck. The vehicle will be replaced with a more fuel efficient Ford F150.

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	X	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	35,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Landscape Services Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input checked="" type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Landscape Services	P020003	OSM	FY 17

Project Name	Est. Start Date	Est. Completion
Heavy Duty Dump Truck Replacing C6	5/1/2016	4/30/2017

### Project Description

Replacement of C6, a 2002 Ford F350 Pick-up Truck.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

Due to the variety of jobs that Landscape Services department provides and a limited amount of vehicles at their disposal the department would like to purchase a new dump truck to replace the aging C6 2002 truck. C6 is currently 13 years old, a two-wheel drive unit which limits its access to certain areas and has body damage to both front and rear of unit. This truck is also one of the older units in the fleet and was painted our old Pawnee Tan; logos cannot be removed and replaced on this older unit.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	60,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> Reduced energy use ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	<b>Increased efficiency</b> <b>Landscape Services</b> Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Neighborhood Pools	Z111101	S&F	FY 17

Project Name	Est. Start Date	Est. Completion
Replacement of vehicle A14	5/1/2016	4/30/2017

Project Description
Replacement of A14, a 2001 Ford F350 2WD Pick-Up Truck.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
This unit is currently 14-years old and it meets the vehicle replacement policy in age. This unit has served its useful life and needs body damage repaired and a paint job; this is the only unit remaining not painted CA white. Unit may need excessive repairs do to the age of the vehicle. Truck to be replaced with more fuel efficient Ford F150.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	O	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	35,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> Reduced energy use ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	<b>Increased efficiency</b> Landscape Services Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

	Category I
X	Category II

Please mark next to choice

X	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Neighborhood Pools	Z111101	S&F	FY 17

Project Name	Est. Start Date	Est. Completion
Replacement of vehicle A18	5/1/2016	4/30/2017

Project Description
Replacement of A18, a 2004 Ford F350 Dual Rear Wheel Utility Body Truck.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
This unit is currently 11-years old. It meets the vehicle replacement policy in age and mileage; unit currently has over 131,000 miles on the odometer. Unit has been put out of service for repair with an estimated cost over \$6000. This truck is relied upon to carry tools and equipment to the neighborhood pools for repairs. This essential vehicle is driven daily and needs to be replaced. Unit to be replaced with new Ford E150 work van.

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
		\$/Q	Produces additional revenue and upgrades quality of service
	X	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	50,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> Reduced energy use ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	<b>Increased efficiency</b> Landscape Services Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

	Category I
X	Category II

Please mark next to choice

X	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Open Space Management	P020001	OSM	FY 17

Project Name	Est. Start Date	Est. Completion
Replacement of Kubota Power Units	5/1/2016	4/30/2017

Project Description
Cyclical Replacement of Groundmaster Units.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
This is a regular cyclical replacement of our groundmaster units with new upgrades. This will replace two groundmaster units along with any attachments needed to keep CA open space well maintained. Groundmaster units are used to mow the grass, plow the snow, blow leaves and sweep sidewalks. Units to be replaced with 72-inch zero turn mowers.

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
		\$/O	Produces additional revenue and upgrades quality of service
	X	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	30,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Landscape Services Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

	Category I
X	Category II

Please mark next to choice

X	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Open Space Management	P020001	OSM	FY 17

Project Name	Est. Start Date	Est. Completion
Replacement of MB14	5/1/2016	4/30/2017

Project Description
Replacement of MB14 a 2004 Ford F350 Pick-Up.
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>This unit is currently 11-years old and meets the vehicle replacement criteria in both age and mileage (unit currently has in excess of 97,000 miles). Unit can expect major repairs in the next couple of years due to the age of truck and related conditions, such as rust and wear. This unit is used every day and is an important unit to the fleet. The vehicle could possibly be traded in on smaller more fuel efficient type truck, Ford F150.</p>

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
		\$/Q	Produces additional revenue and upgrades quality of service
	X	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	35,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Landscape Services Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

<input checked="" type="checkbox"/>	Category I
<input type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CA Wide			FY 18

Project Name	Est. Start Date	Est. Completion
Building Energy Retrofit	5/1/2017	4/30/2018

### Project Description

This request would fund the implementation of a formal building energy audit and retrofit program. Energy audits will be performed at all facilities and serve as a basis for building improvement initiatives to decrease energy consumption and CA's carbon footprint. Energy audits will be performed informally by CA staff and as a component of the building auditing program the implementation of a formal enhanced HVAC operations and maintenance program will be prioritized.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

Improving the sustainability of CA's operations is a priority for the President, the Board of Directors, CA staff, and the broader Columbia community. Projects associated with these funds will provide numerous benefits to CA operations and the natural environment through engineering analysis and prioritization of high return on investment facility upgrades.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
10	\$200,000	BGE Smart Energy Savers Incentives

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience





Please mark next to choice

<input checked="" type="checkbox"/>	Category I
<input type="checkbox"/>	Category II

Please mark next to choice

<input type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
The Columbia Swim Center	Z171101	S&F	FY 18

Project Name	Est. Start Date	Est. Completion
Columbia Swim Center Repairs & Splashdown Replacement	5/1/2017	5/25/2018

Project Description
<p>This project will be the second year of construction needed to make repairs to the Swim Center based on the Williams facility assessment completed a year ago and presented to the Board of Directors. During this phase it is anticipated that the Construction Manager at Risk will be constructing the items noted in the Williams assessment as Priority II.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>This request is based on the Williams facility assessment presented to the Board of Directors in Spring 2015. The Board has directed staff to move forward with plans in accordance with the facility assessment. This is phase 2 of a multiple year plan to make the upgrades to the facility built in 1964. There will be operating savings during construction that will be included in the proposed FY 18 budget.</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
15	\$2,700,000	\$500,000 in planning/pre-construction funds

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Enhances Indoor experience	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

X	Category I
	Category II

Please mark next to choice

x	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CIP	P020002	OS	FY 18

Project Name	Est. Start Date	Est. Completion
Columbia-wide Pathway Connectivity	5/1/2017	4/30/2018

Project Description
Columbia-wide pathway connectivity related improvements such as path widening, slope reduction, ADA modifications where practical and other such bicycle friendly improvements.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities. Incremental implementation of the FY-12 Columbia-wide Pathway Connectivity Study.

Please mark next to choice below

Reason for Request	x	L/S	Legal or safety reasons
		\$/Q	Produces additional revenue and upgrades quality of service
	x	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$150,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances outdoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances outdoor experience



Please mark next to choice

X	Category I
	Category II

Please mark next to choice

x	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CIP	P020002	OS	FY 18

Project Name	Est. Start Date	Est. Completion
Columbia-wide Water Quality	5/1/2017	4/30/2018

Project Description
Columbia-wide water quality improvements such as minor stream stabilization, pond upgrades, bio-retention pond improvements, storm-drain outfall improvements, etc.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
Compliance with Howard County Pond Inspection Reports

Please mark next to choice below

Reason for Request	x	L/S	Legal or safety reasons
		\$/Q	Produces additional revenue and upgrades quality of service
	x	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
	\$75,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability	Efficient facility Reduced maintenance cost Reduce environ. impact	Increased efficiency Reduced maintenance cost Reduce environ. impact
Other:	Enhances outdoor experience	Enhances outdoor experience



Please mark next to choice

<input checked="" type="checkbox"/>	Category I
<input type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CA Wide			FY 18

Project Name	Est. Start Date	Est. Completion
Going Green	5/1/2017	4/30/2018

Project Description
<p>This request for Going Green funding will continue a multi-year program to increase energy efficiency, reduce operating costs, and mitigate greenhouse gas emissions. Going Green initiatives will cover a broad range of upgrades including lighting retrofits, insulation upgrades, solar hot water systems, high efficiency water heating upgrades, and solar photovoltaic systems. Projects will be prioritized based on return on investment and short implementation schedules.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>Improving the sustainability of CA's operations is a priority for the President, the Board of Directors, CA staff, and the broader Columbia community. Projects associated with these funds will provide numerous benefits to CA operations and the natural environment. These projects result in significant reductions in operating costs and simultaneously improve the quality and resiliency of CA services to the community.</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	O	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
8	\$200,000	BGE Smart Energy Savers Incentives

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

<input checked="" type="checkbox"/>	Category I
<input type="checkbox"/>	Category II

Please mark next to choice

<input type="checkbox"/>	Replacement
<input checked="" type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Open Space	S010401	WSM	FY 18

Project Name	Est. Start Date	Est. Completion
Watershed Improvement Projects	5/1/2017	4/30/2018

Project Description
<p>This project request is for funding to build watershed improvement projects referenced in the CA's watershed management plan, the County's watershed management plan for the Wilde Lake watershed, or watershed management projects that have been requested by the Villages or residents. The proposed projects for FY 2018 are listed with approximate costs under proposed project combinations. The proposed projects are new bioretention projects to treat stormwater runoff from CA facilities and in Open Space areas and the stabilization of the eroded water control device (weir), below High Tor Hill.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>These projects are a continuation of CA's commitment to implement its Watershed Management Plan and its Lake Sediment Management Plan. The projects are located and will be designed to reduce the volume of water being discharged to our streams and reduce the amount of sediment eroding from our streams and Open Space into our ponds and lakes. Implementation of these projects will help reduce our maintenance costs by reducing the sediment that enters our lakes and ponds and has to be dredged out. Some of these projects will reduce the icing and sediment deposition on our paths that requires removal. Some of these projects will reduce runoff volumes that are currently causing erosion problems for CA and our residents.</p>

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$330,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> Reduced energy use ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	<b>Increased efficiency</b> <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience



## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Year
Open Space	S010401	WSM	FY 18

Project Name	Est. Start Date	Est. Completion
Watershed Improvement Projects		

Possible Project Combinations			
Project	Priority Year	Est. Cost	Addit. Fund. Source
Bioretention facility adjacent to Deering Woods HOA Village of Harpers Choice		\$50,000	
Bioretention facility adjacent to Green Leaf HOA Village of Owen Brown		\$60,000	
Bioretention facility totreat runoff from Open Space parcel below the Bryant Woods Pool Village		\$70,000	
permitting and initail contrsuction funds for the stabilization of the third weir above Jackson Pond.		\$150,000	

Estimated Costs for Proposed Project	
Land	
Improvement	330,000.00
Equipment	
Disposal/Demo.	
Gross Total	330,000.00
Trade-in/Sale	
Net Total	\$ 330,000.00

Potential On-Going Maintenance Costs

Estimated Financial Effect in the First Year of Service for Project				
Revenue			Basis for Estimate	Backup Attached
New Expenses			Bid(s)	
Net Operating	-		CA Est.	<b>PREVIOUS PROJECTS</b>
1/2yr - Deprec -yr1	8,250.00		External Est	
Interest	1,237.50		Financial	
Total Net Exp.	(9,487.50)		Pro Forma	
Old Exp. Saved			Drawings	
Net Effect (Inc - Exp)	\$ (9,487.50)		Please mark next to choices above	

How will the success of this project be measured?		
Construction of the Park		
Return on Investment (Net Effect/Est Net Cost)		-2.88%

### Request Tracking

Committee	Date	Straw Vote			Notes:
First Reading:		Y	N	A	
Second Reading					
Board	Date	Final Vote			Notes:
First Reading:		Y	N	A	
Second Reading					
CONTACT NAME	Dennis Matthey	DATE SUBMITTED	9/22/2015		



Please mark next to choice

<input type="checkbox"/>	Category I
X	Category II

Please mark next to choice

<input type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
X	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Hawthorn Pool	Z110809	S&F	FY 18

Project Name	Est. Start Date	Est. Completion
Hawthorn ADA Wading Pool, Deck Repair, and ADA spa area.	4/1/2017	4/30/2018

### Project Description

This project is to replace the current Hawthorn wading pool, with an Americans with Disabilities-compliant (ADA) beach entry wading pool that includes interactive play features, a slide, and additional shade cover to protect the children and parents sitting at the wading pool. It also includes additional funds for deck repair and drainage work as well as an ADA spa lift and a new shade structure over the spa.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The Hawthorn Pool was identified by the Aquatics Master Plan for bathhouse upgrades, which involves bringing the entire facility to meet the current ADA codes. This request is for building funds to reconfigure the wading pool area to meet ADA guidelines by replacing the current wading pool, as well as adding a shade system to cover pool similar to the ones installed at Steven's Forest, Faulkner Ridge, Longfellow, and Dorsey Hall. This is the final part of the Hawthorn Master/ADA plan that is needed to have the facility meet the ADA guidelines.

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
		\$/O	Produces additional revenue and upgrades quality of service
	X	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$425,000	\$60,000 planning funds FY15, 200,000 bathhouse upgrades FY16

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Enhances experience	Enhances experience	Enhances experience





Please mark next to choice

<input type="checkbox"/>	Category I
X	Category II

Please mark next to choice

X	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
X	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Athletic Club	Z021101	S&F	FY 18

Project Name	Est. Start Date	Est. Completion
Construction Funding for Facility Improvements	5/1/2017	4/30/2018

### Project Description

This project will provide funding to address facility repairs that will be identified in the facility assessment survey and construction requirements associated with needed facility upgrades. The scope of work associated with needed facility upgrades includes renovations to the locker rooms, modifications to the front entrance, improvements to fitness studios and general workout areas as well as other facility enhancements identified during the planning and engineering process.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The Athletic Club is approximately 50 years old and several of the building components are showing their age and are in need of improvement. The Athletic Club serves a wide range of the Columbia community from young children to seniors and these improvements are necessary both to maintain existing usership and to attract new members.

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	X	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$2,500,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience





Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CA Wide			FY18

Project Name	Est. Start Date	Est. Completion
CA Wide HVAC Replacement	5/1/2017	4/30/2018

Project Description
<p>This request is to fund the design and replacement of HVAC systems throughout CA's building portfolio. New units will generally be designed and installed on a one-for-one replacement basis and will consist of smaller scale projects to proactively replace equipment that is beyond its useful life. Equipment will be specified to maximize energy efficiency and performance.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>CA's building portfolio includes more than 300 major equipment assets, most of which are HVAC systems. Due to age of CA facilities a significant portion of those HVAC systems are approaching or beyond their useful life of 15 years. In order to avoid increasing repair and maintenance costs and the potential for significant equipment failures impacting operations a dedicated funding source is required for a strategic replacement effort. Equipment will be specified to achieve significant gains in energy efficiency, space conditioning performance, and reduced operating costs. CA staff has developed a HVAC prioritization model to inform equipment replacement efforts.</p>

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
16	\$300,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other: Fun, Excellent	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CA-Wide		CA-Wide	FY 18

Project Name	Est. Start Date	Est. Completion
Architectural/Engineering/Planning and Construction Funds	5/1/2017	4/30/2018

Project Description
<p>This project will provide architectural, engineering and possibly construction funds to address work that will be identified in the facility assessment surveys and for planning needed improvements to one of the facilities investigated through the Facility Assessment process. The full scope of work will be identified during the planning process and based on the findings of the Facility Assessment.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic projections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>The CA facilities including the village and neighborhood centers provide opportunities for a wide range of programs including recreational, fitness and health activities, religious services, art, theatre, music and business meetings. Architectural, engineering and construction funding is necessary to address facility assessment findings and to maintain ongoing operations</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	O	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
8	\$750,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> Sustainability <b>Reduced energy use</b> <b>ADA compliance</b> Other:	<b>Efficient facility</b> <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> <b>ADA compliance</b> <b>Enhances Indoor experience</b>	<b>Increased efficiency</b> <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> <b>ADA compliance</b> <b>Enhances Indoor experience</b>



Please mark next to choice

	Category I
X	Category II

Please mark next to choice

X	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Columbia Gym	Z041101	S&F	FY 18

Project Name	Est. Start Date	Est. Completion
HVAC Replacement - Phase Two	5/1/2017	4/30/2018

### Project Description

This request is to replace four HVAC systems at the Columbia Gym: 1) the two units serving the adult arena; 2) one unit serving Package Plan Plus; and 3) one unit serving the main fitness floor. New units will be designed and installed on a one-for-one replacement basis. This project represents Phase Two of a systematic replacement of mechanical systems at the Columbia Gym.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The Columbia Gym was constructed in 1999, and the HVAC units are original to the building which puts them at 16 years old and at the end of their useful life. In order to avoid increasing repair and maintenance costs and the potential for significant equipment failures impacting operations a phased replacement plan is to be implemented. This project represents Phase Two of the effort and will address four units that serve the adult arena, Package Plan Plus, and the main fitness floor. The significant cost of this effort warrants separate funding as it would consume expected CA-wide HVAC replacement funding that is utilized for smaller scale projects.

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
		\$/Q	Produces additional revenue and upgrades quality of service
	X	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
16	\$300,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other: Fun, Excellent	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

	Category I
X	Category II

Please mark next to choice

X	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Fairway Hills Golf	Z061101	S&F	FY 18

Project Name	Est. Start Date	Est. Completion
Facility Improvements	5/1/2017	4/30/2018

Project Description
This project will provide construction funds for building and exterior improvements including but not limited to the front desk check-in area, lobby, restrooms and exterior hardscape. The full scope of work will be developed during the planning process funded in FY 17.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
The Fairway Hills Golf Course clubhouse interior is in poor condition and in need of improvements. Fairway Hill Golf Course serves a broad spectrum of golf course participants ranging from pre-teens to seniors.

Please mark next to choice below

Reason for Request		L/S	Legal or safety reasons
	X	\$/Q	Produces additional revenue and upgrades quality of service
		Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$350,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance	Efficient facility	Increased efficiency
Sustainability	Reduced maintenance cost	Reduced maintenance cost
Reduced energy use	Reduce environ. impact	Reduce environ. impact
ADA compliance	ADA compliance	ADA compliance
Other:	Enhances Indoor experience	Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Hobbit's Glen Golf maintenance	Z071102	S&F	FY 18

Project Name	Est. Start Date	Est. Completion
Hobbit's Glen Irrigation System - Back 9 Mainlines, Fairways & Roughs	5/1/2017	12/1/2017

### Project Description

The irrigation system replacement has been phased in over several years. tees, greens, green surrounds, irrigation system software have been completed. Total cost to complete the project is \$700,000. The front nine can be completed in FY17 for \$375,000. The back nine can be completed for \$325,00 in FY 18.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The Hunter irrigation system was installed in 1994. The system is now requiring significant repairs. The system does not allow for the efficient irrigating of the course and negatively impacts course conditions. The new Rainbird Irrigation system has allowed us to significantly improve the condition of the golf course and to reduce the handwatering needs of the course. The savings in labor from reduced handwatering can be applied to other areas of the golf course further improving the customer experience.

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
	325,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Horse Center	Z081101	S&F	FY 18

Project Name	Est. Start Date	Est. Completion
Barn Roof Replacement Phase 3	5/1/2017	4/30/2018

### Project Description

This project is part of a multi-year program to repair and replace the barn roofs at the Columbia Horse Center as necessary. The Horse Center roofing systems on the barns are in poor condition and are not watertight. Work will be phased to allow for continuing operation of the Horse Center during the roofing replacement program.

**Justification** - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.

The Columbia Horse Center provides recreational and lesson opportunities for a large number of Columbia children and adults. The multi-year roof replacement program is necessary to maintain ongoing operations at the Horse Center.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input checked="" type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$375,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

	Category I
X	Category II

Please mark next to choice

X	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Ice Rink	Z091101	S&F	FY 18

Project Name	Est. Start Date	Est. Completion
Construction Funding Facility Improvements	5/1/2017	4/30/2018

Project Description
This project will provide funding to address facility repairs that will be identified in the facility assessment survey and construction requirements associated with needed facility upgrades. The scope of work associated with needed facility upgrades includes renovations to the locker rooms, modifications to the front entrance, improvements to the restrooms and upgrades to the team locker rooms as well as other facility enhancements identified during the planning and engineering process.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
The Ice Rink is approximately 45 years old and several of the building components are showing their age and are in need of replacement. The construction funding is necessary to address facility assessment findings and to maintain ongoing operations.

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
		\$/Q	Produces additional revenue and upgrades quality of service
	X	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
20	\$2,500,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience





Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input checked="" type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Information Technology		IT	FY 18

Project Name	Est. Start Date	Est. Completion
IT Improvements (Phase II)	5/1/2017	12/31/2018

Project Description
Design and implement security and wireless solutions for remaining facilities.
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>IT has struggled with the support of the current solution and with complaints that occur due to systems instability. IT completed network security and WiFi upgrades at HQ, OSM, HOTL, SSC, CG, and AC with capital project funding from previous years. The same solution will now be implemented at remaining sites. CA members and team members alike will benefit from readily accessible and secure wireless access at CA facilities. For CA members, this is a quality of service upgrade and will enable users to access our digital communications platforms from their own devices. For CA team members, stable and secured mobility communications will provide a better customer service experience.</p>

Please mark next to choice below

Reason for Request	<input type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
10	\$155,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience





Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CIP	P020003	OSM	FY 18

Project Name	Est. Start Date	Est. Completion
Replacement of vehicle CC54	5/1/2017	4/30/2018

Project Description
Replacement of vehicle CC54, a 2002 Freightliner FL80 dump truck.
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>This unit is currently 13-years old and meets the vehicle replacement criteria in age and mileage. Unit currently has in excess of 110,000 miles. Due to the age of the vehicle, expensive repairs are expected. Vehicle is experiencing rust and corrosion on body; the inside cabin is dirty and the upholstery is torn.</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	130,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> <b>Reduced energy use</b> ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	<b>Increased efficiency</b> Landscape Services <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CIP	P020002	OSM	FY 18

Project Name	Est. Start Date	Est. Completion
Replacement of vehicle CC61	5/1/2017	4/30/2018

Project Description
Replacement of CC61 a 2003 Chevrolet Silverado 3500 4WD 1-Ton dump Truck.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
This unit is currently 12-years old and meets the vehicle replacement criteria in age. The vehicle currently has in excess of 60,000 miles on the odometer. CC61 does not have a lot of miles on it, however its main job function is to move rocks and dirt which has shortened its useful life. Unit is experiencing rust and corrosion on dump bed and the dash and upholstery are torn. We are experiencing major issues with the check engine lights on all of our 3500 Chevys. Unit will be replaced with similar type vehicle.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	65,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Landscape Services Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
CIP	P020002	OSM	FY 18

Project Name	Est. Start Date	Est. Completion
Replacement of vehicle CC62	5/1/2017	4/30/2018

Project Description
Replacement of CC62 a 2004 Chevrolet Silverado 3500 4WD 1-Ton dump Truck.
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p> <p>This unit is currently 11-years old and meets the vehicle replacement criteria in age (currently has in excess of 60,000 miles on the odometer). Vehicle does not have a lot of miles on it, however its main job function is to move rocks and dirt which has reduced its estimated economic useful life. Unit is experiencing rust and corrosion on dump bed and dash, and the upholstery is torn. At this age main engine components start giving out. We are also having major issues with the check engine lights on all of our 3500 Chevy's. Unit to be replaced with similar type vehicle.</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	65,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> <b>Reduced energy use</b> ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	<b>Increased efficiency</b> Landscape Services <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Construction	V010007	OSM	FY 18

Project Name	Est. Start Date	Est. Completion
Replacement of vehicle CS12	5/1/2017	4/30/2018

Project Description
<p>Replacement of CS12, a 2002 Ford E350 Utility Body Work Truck.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p>
<p>This unit is currently 13-years old and it falls under the vehicle replacement policy in age (currently registers in excess of 85,000 miles). This vehicle is currently being used every day and is beginning to show wear and tear. The tool and utility body is rusting and deteriorating and its inevitable that this unit will incur expensive repairs in the near future. Unit should be replaced with updated and greener utility body truck.</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	50,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> <b>Reduced energy use</b> ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	<b>Increased efficiency</b> Landscape Services <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Landscape Services	P020003	OSM	FY 18

Project Name	Est. Start Date	Est. Completion
Replacement of MB54	5/1/2017	4/30/2018

Project Description
<p>Replacement of MB54, a 2005 Ford Ranger Pick-Up with Ford F150.</p>
<p><b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.</p>
<p>This unit is currently 10-years old and meets the vehicle replacement criteria in age (unit currently has in excess of 54,000 miles). This unit is used throughout the year and the it will be 12-years old at the time of replacement. We can expect costly repairs such as brake lines and transmission concerns in the near future. We suggest replacing the vehicle with greener more fuel efficient Ford F150.</p>

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/O	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	35,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
<b>Major maintenance</b> <b>Sustainability</b> <b>Reduced energy use</b> ADA compliance Other:	Efficient facility <b>Reduced maintenance cost</b> <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience	<b>Increased efficiency</b> Landscape Services <b>Reduce environ. impact</b> ADA compliance Enhances Indoor experience



Please mark next to choice

	Category I
X	Category II

Please mark next to choice

X	Replacement
	New
	Operating costs associated
	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Open Space Management	P020001	OSM	FY 18

Project Name	Est. Start Date	Est. Completion
Replacement of Kubota Power Units	5/1/2017	4/30/2018

Project Description
Cyclical replacement of Groundmaster Units.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
This is a regular cyclical replacement of our groundmaster units. This will replace two groundmaster units along with any attachments needed to keep CA open space well maintained. Groundmaster units are used to mow the grass, plow the snow, blow leaves, and sweep sidewalks.

Please mark next to choice below

Reason for Request	X	L/S	Legal or safety reasons
		\$/Q	Produces additional revenue and upgrades quality of service
	X	Q	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	55,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Landscape Services Reduce environ. impact ADA compliance Enhances Indoor experience



Please mark next to choice

<input type="checkbox"/>	Category I
<input checked="" type="checkbox"/>	Category II

Please mark next to choice

<input checked="" type="checkbox"/>	Replacement
<input type="checkbox"/>	New
<input type="checkbox"/>	Operating costs associated
<input type="checkbox"/>	In Economic Model

## Category I & II Capital Request Form

Budget Center/Facility Name	Accounting Unit (7 digit code)	Division	Priority Fiscal Year
Open Space Management	P020001	OSM	FY 18

Project Name	Est. Start Date	Est. Completion
Replacement of MB82	5/1/2017	4/30/2018

Project Description
Replacement of MB82, a 2005 Ford F350 Pick-Up Truck with Ford F150.
<b>Justification</b> - Include description of how this project is an appropriate investment of CA's resources, based on demographic protections, planned investments, CA's financial and resource capacities and capabilities, future users and potential users of CA facilities.
This unit is currently 10 years old and meets the vehicle replacement criteria in age (unit currently has in excess of 79,000 miles). This vehicle is used throughout the year and it will be 12 years old at the time of replacement. We can expect to start seeing costly repairs based on the age and the vehicle is also experiencing rust and corrosion on truck bed. This vehicle will be replaced with another F150.

Please mark next to choice below

Reason for Request	<input checked="" type="checkbox"/>	L/S	Legal or safety reasons
	<input type="checkbox"/>	\$/Q	Produces additional revenue and upgrades quality of service
	<input checked="" type="checkbox"/>	O	Quality of service upgrade but no additional revenue anticipated

Est. Project Life in Years	Est. Cost	Funding Sources in Addition to Capital Funding
5	35,000	

Strategic Issues Addressed Bold Applicable Choice(s)	Community Value Added Bold Applicable Choice(s)	Organizational Value Added Bold Applicable Choice(s)
Major maintenance Sustainability Reduced energy use ADA compliance Other:	Efficient facility Reduced maintenance cost Reduce environ. impact ADA compliance Enhances Indoor experience	Increased efficiency Landscape Services Reduce environ. impact ADA compliance Enhances Indoor experience

FY 17 and FY 18 DRAFT OPERATING BUDGET

	<b>OPERATING INITIATIVES</b>	<b>FY 17</b>	<b>FY 18</b>
1	Aquatics - Haven on the Lake Lead Lifeguard; convert from part-time to full-time (on-going)	15,000	15,500
2	Community Services - 50th Birthday Celebration Funds for marketing, advertising, posters and assist with funding	35,000	35,000
3	Community Services - 50th Birthday Managing Director	65,000	25,000
4	Community Services - Part-time Older Adult Program Coordinator	45,000	47,000
5	Community Services, Archives - Welcome Center part-time position (on-going)	130,000	134,500
6	General Counsel - Part-time Covenants Administrator	38,500	42,000
7	Golf Maintenance (Fairway Hills) - convert two part-time positions to full-time positions (on-going).	30,000	31,000
8	Golf Maintenance (Hobbit's Glen) - convert two part-time positions to full-time positions (on-going).	30,000	31,000
9	Human Resources - Living Wage Program for full-time positions (on-going)	30,000	31,000
10	Human Resources - Team Member Incentive Award Program (on-going)	75,000	75,000
11	IT - Corporate Performance Management (CPM) - Budget Program	100,000	6,500
12	Office of Planning - Property Standards Evaluation Program	-	-
13	Open Space and Facility Services - Bikeshare Pilot Program	65,000	15,000
	<b>Total</b>	<b>\$658,500</b>	<b>\$488,500</b>



## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Aquatics/Haven on the Lake

**PROJECT FISCAL YEAR:** FY 17 (on-going)

**PROJECT NAME:** Haven Lead Lifeguard

**PROJECT AMOUNT:** \$15000 – benefits package

**PROJECT DESCRIPTION:**

This is for a full-time position at Haven on the Lake. The Haven Lead Guard will be guarding at Haven on the Lake and is expected to assist in managing the lifeguards, lifeguard training, cleaning, organization, and providing an exceptional member experience for Haven on the Lake daily operations.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	N/A
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	There will be no incremental salary for the position as the hour/wage will come from existing positions at Haven. The additional cost would only be the CA Benefits Package.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	N/A
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	The experience in the Healing Environment at the Haven is significantly different than our other pools. We have inconsistencies with the delivery of the experience due to the limited exposure and training the guards have with regards to it. Having a Lead Lifeguard at Haven on the Lake will help bring consistency to the Healing Environment by providing a senior guard to maintain a presence and to continually train and monitor the performance of the other guards on staff.

Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	N/A
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2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

N/A

Request submitted by	
Date	

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Community Services

**PROJECT FISCAL YEAR:** FY 17

**PROJECT NAME:** 50th Birthday Celebration - marketing of CA's events

**PROJECT AMOUNT:** \$35,000

**PROJECT DESCRIPTION:**

The funds will be used to purchase advertising, posters, banners, and assist with funding CA's 50th Birthday events and activities.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	This funding will supplement CA activities and programs and marketing efforts, and brand the facilities and events with the with 50th Birthday logo
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	The 50th Birthday Celebration will fundraise to generate funds for major programs.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	CA will brand existing programs, services and facilities for the six months during the celebration (March - August 2017).
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and	N/A

to the same extent that current users are expected to engage?)	
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	CA delivery of service may be expanded during the 50th Birthday Celebration.

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

N/A

Request submitted by	Michelle Miller
Date	9/8/2015

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Community Services

**PROJECT FISCAL YEAR:** FY 17

**PROJECT NAME:** 50th Birthday Managing Director

**PROJECT AMOUNT:** \$65,000

**PROJECT DESCRIPTION:**

Salary and Wages, payroll taxes and benefits (minus medical) for full-time, temporary position of Managing Director to coordinate the 50th Birthday Celebration on behalf of the Columbia 50th Birthday Celebration, Inc.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	FY16: position was funded through Community-wide grants (\$40,000) FY17: requesting \$60,000 salary + \$5,000 benefits FY18: requesting \$22,000 salary + \$3,000 benefits
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	50th Birthday Celebration, Inc. is a separate 501(c)3 organization and is fundraising to support the programmatic aspects of the celebration.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	Temporary position through October 2017
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and	The 50th Birthday Celebration will bring new and current users to Columbia and will create more awareness of CA.

to the same extent that current users are expected to engage?)	
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	The 50th Birthday will expand the delivery of services to the Columbia community.

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

N/A

Request submitted by	Michelle Miller
Date	9/8/15

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Community Services

**PROJECT FISCAL YEAR:** FY 17

**PROJECT NAME:** Older Adult Program Coordinator, part time

**PROJECT AMOUNT:** \$45,000 (salary and wages, taxes, benefits)

**PROJECT DESCRIPTION:**

The Older Adult Coordinator will be responsible for enhancing CA's coordination of existing services and development of new program and activities for adults 55 years and older. This position will oversee the coordination of the implementation of the Comprehensive Plan for Serving Older Adults and be a liaison with Howard County's Office on Aging and other organizations that serve seniors.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	Older Adult coordinator will be well informed about issues related to programming and facilities for older adults and play a role in training and education of CA team members who interact with the public.
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	Part- time person will be knowledgeable about CA programs and services and recruit new users to programs.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	Knowledge of CA programs and services for older adults
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	The Older Adult Coordinator will be a liaison to the Howard County Office and Aging, the Village in Howard, Neighbor Ride and other organizations to coordinate programs form CA, not duplicate, services.

Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	Anticipate more older adults using CA facilities and services.
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2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

N/A

Request submitted by	Michelle Miller
Date	9/8/15



## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Archives

**PROJECT FISCAL YEAR:** FY 17 (on-going)

**PROJECT NAME:** Columbia Welcome Center

**PROJECT AMOUNT:** **\$130,000** (salary and wages for part-time employee, payroll taxes and benefits, rent, operating supplies, insurance, utilities)

**PROJECT DESCRIPTION:**

Archives exhibit and part-time staff for the new Columbia Welcome Center

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	<p>Columbia Association is considering a partnership with Howard County Tourism and the Downtown Columbia Partnership to open a Columbia Welcome Center. In addition to general coordination with Columbia Archives and other Columbia Association facilities this initiative would be a major vehicle to promote the activities of the 50<sup>th</sup> Birthday of Columbia bringing more local and national interest.</p> <p>Rent expense: \$55,000 (CA's portion)  Operating expense: common area maintenance expense per the lease \$13,000 (CA's portion)  Insurance: \$3,000  Utilities: \$5,000  Salary and Wages, payroll tax for part-time employee: \$50,000  Operating Supplies: \$4,000</p> <p>Capital for leasehold improvements and furniture: \$40,000 (CA's portion of what the space may need plus our own furniture)</p> <p>Estimated Capital for initial exhibit: \$75,000</p>
CA's financial capacity (external funding sources,	Possible additional revenue could be realized by providing tours and other outreach programs to visitors,

additional revenue generated, other expenses reduced, etc.)	and prospective businesses and residents.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	Part-time employee is necessary to plan and staff the center.
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	A comprehensive center will serve current and future Columbia residents, visitors, prospective residents, businesses and prospective visitors. It will raise the visibility of all that Columbia offers and serve to promote Columbia and the Columbia Association in a way that is not currently available. It will be an important vehicle to promote and teach the history and values of Columbia to continue to keep Columbia the desirable place to live, work and play and to be a model for diversity, caring and understanding.
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	As above.

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

NA

Request submitted by	Barbara Kellner
Date	September 9, 2015

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Office of General Counsel

**PROJECT FISCAL YEAR:** FY17 and ongoing

**PROJECT NAME:** Part-Time Covenants Administrator

**PROJECT AMOUNT:** FY17, \$38,500; FY18, \$42,000 (assuming a 3.5% salary increase and retirement plan contribution in FY 18)

**PROJECT DESCRIPTION:**

Creation of part-time Legal Department Covenants Administrator position.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Consideration of demographic projections (How will changing demographics impact this initiative, or be served by it?)	As the Columbia population and homes age, there is an increasing need for enforcement of architectural covenants and there will be a rising amount of litigation. As Howard Hughes Corporation moves toward final development of its Columbia properties, there may be a need for CA to commence commercial covenant enforcement in place of HRD.
Coordination with other planned investments (either capital or operating)	N/A
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	The hiring of a Covenants Administrator will allow the Legal Assistant to take on more paralegal work, which in turn will allow the General Counsel to take on additional higher-level legal work, which may result in some savings in outside counsel fees (currently \$300-\$700 per hour).
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	There are vacant offices and cubicles on the 2nd floor of the new headquarters space, one of which could be occupied by the Covenants Administrator.

Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	N/A
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	N/A

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

N/A



**TO:** MILTON W. MATTHEWS  
**CC:** SUSAN KRABBE  
**FROM:** SHERI V.G. FANAROFF  
**RE:** NEW LEGAL DEPARTMENT POSITION OF COVENANTS  
ADMINISTRATOR  
**DATE:** AUGUST 19, 2015

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I am submitting this proposal to create a new full time position within the Legal Department. (This would be the first newly-created position added to the Legal Department in the last 20 years. Indeed, the Legal Department lost one-half a position approximately 5 years ago when I agreed that Jainaba Phall, who was then serving as administrative assistant for both the HR Manager and me, would become the full-time HR assistant.)

I have given a lot of thought to the most cost effective way to better manage the Legal Department's workload and provide the best possible service to my "customers" (the President, CA senior staff, team leaders, team members, the board, the villages and the village covenant advisors, and all the outside constituencies with whom I interact, including the county, businesses and residents). In order to accomplish that goal, I propose to create the new position of Covenants Administrator, for which I have attached the draft job description. For the reasons set forth below, I believe this is the most efficient way of handling the large workload and variety of work for which the Legal Department is responsible and is certainly more cost-effective than hiring an additional attorney.

I am proposing a salary grade of 5 for the new position. This salary grade is based on research done by Michael Collins at my request. Based on Michael's advice that an appropriate salary would be \$50,000 to \$55,000, I would anticipate offering a salary of \$51,000. The benefit costs for the full-time position would be approximately \$12,450 (which includes medical, disability and life insurance, 401(k), and workers compensation and unemployment taxes).

As detailed in the job description, the Covenants Administrator would manage the entire covenant enforcement function. Until now, this has been the responsibility of my Legal Assistant, Karen Turcan. Because of her covenant responsibilities, Karen has not been able to undertake many of the paralegal responsibilities that I would otherwise assign to her, and therefore I spend time on lower-level legal work than would not be necessary if Karen were free to do that work. Conversely, because of the work that Karen does to assist me, it has sometimes been a struggle to get the covenant work done in a timely fashion. If we hire a Covenants Administrator, the covenants work could be done more expeditiously, and he/she would be able

to take on additional work such as offering training to village covenant advisors and architectural committees. The fact that CA has a team member who is devoted solely to covenant matters also may help to improve CA-village relations. In fact, one of the Village Managers has indicated that the villages would support an increase in the CA budget to add Legal Department staffing to handle covenant cases. Moreover, it is likely that the number of covenant enforcement cases will increase as both residents and their homes age. In addition, we decided some time ago to try and put in place a software system that would enable us to better track and report on covenant cases. While we worked with IT to purchase the software, we have not had the time to get that system up and running. The Covenants Administrator would be able to input all the data on all the covenant cases, experiment with the system to determine the necessary data fields and the best ways to generate reports that we are right now unable to produce, and would then maintain the system. Having a Covenants Administrator in place also would be invaluable in the event that CA ultimately begins to take on commercial covenant enforcement. As background information, I have attached the draft of the presentation that I made to the CA Board of Directors in November 2014 explaining all the complexities of Columbia covenants, further supporting the need for a Covenants Administrator.

With a Covenants Administrator in place, Karen in turn would be able to begin taking on additional legal work. I have long wanted to train Karen to handle basic legal contract review and I would now be able to do that, freeing up some of my time to work on more complex legal matters. She also would be able to take on more work in drafting responses to board and resident inquiries, carrying out legal research and assisting with legislative matters. While I would still be reviewing Karen's work, this would be a far more effective use of my time than doing all of the preliminary work. There are also projects that I have wanted to undertake for which there simply has been no time. For example, for many years I have wanted to try and work with the villages to standardize the long-term leases that each village uses to rent out space in CA's facilities. (At present, those leases vary from village to village.) The proposed redistribution of work might now allow that effort to move forward.

In turn, if Karen is able to take on some of the more basic legal work, I would have more time to do the higher level, more complex legal work. It is my hope that this would enable us to effect some savings in outside counsel fees to at least partially offset the increased expense for the Covenants Administrator position. Our outside counsel currently charge approximately \$300 to \$700 per hour, so each additional hour of work that I am able to do in place of outside counsel is a savings to CA.

Another source of funding may be the Community Grants Revitalization Fund in the amount of \$100,000 approved by the CA board in prior budgets to serve the villages' needs. In FY15-16, only one village requested money (in the amount of \$10,000, the per village limit) from that Fund for a community organizer position. Since the Covenants Administrator position will be focused on serving the covenant enforcement needs of the villages, the position could be at least partially funded by that Community Fund if its continuation is approved by the board for FY17-18.

Given CA's move to a new headquarters, there will not be an issue with respect to available work space for the new Covenants Administrator since there are vacant offices and cubicles in the new space.

**OPERATING BUDGET NEW INITIATIVES  
PRE-BUDGET PROPOSAL**

**DEPARTMENT:** Fairway Hills Golf Maintenance

**PROJECT FISCAL YEAR:** FY 17 (on-going)

**PROJECT NAME:** Two Full-Time Positions Request

**PROJECT AMOUNT:** **\$30,000** (incremental difference between current part-time and proposed full-time positions)

**PROJECT DESCRIPTION:**

We are requesting two full-time positions for Fairway Hills Golf Maintenance. Fairway Hills requires 20,000 hours to maintain the property to the current standards. Full-time team members are needed for tasks that require significant training, knowledge, experience, responsibility and certifications. 10,000 hours are needed for such tasks. Two more full-time positions will provide the appropriate resources to continue to improve and maintain the golf course.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	The role of the Golf Maintenance Department will be expanding in the offseason to assume some responsibilities from Open Space. Snow removal from the front entrances, pressure washing of the concrete surfaces at other Sport & Fitness facilities and maintenance of the Sports Park are examples.
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	The cost is for 5 additional hours per week per team member plus CA benefits. The expanded duties assumed from Open Space will provide financial support to offset the increase in salaries and medical benefits since the monies currently being paid to contractors or Open Space will now be paid to Golf Maintenance. Some other part-time positions will be restructured and limited to April 1 to November 1 to reallocate funds to additionally

	reduce the budget impact. The expanded duties will also either improve customer service or be of cost savings to each individual facility.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	Resources will be maximized due to improved efficiency.
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	Improved aesthetics and safety for our members
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	Will not affect the delivery of services in a negative way

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

New operating initiative will have no impact on CA's greenhouse gas emissions.

Request submitted by	Nicholas Mooneyhan
Date 9/3/15	



## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Hobbit's Glen Golf Maintenance

**PROJECT FISCAL YEAR:** FY 17 (on-going)

**PROJECT NAME:** Two Full-Time Positions

**PROJECT AMOUNT:** **\$30,000** (incremental difference between current part-time and proposed full-time positions)

### PROJECT DESCRIPTION:

We are requesting two full-time positions for Hobbit's Glen Golf Maintenance. Hobbit's Glen requires 30,000 hours to maintain the property to the current standards. Full-time team members are needed for tasks that require significant training, knowledge, experience, responsibility and certifications. 21,000 hours are needed for such tasks. Two more full-time positions will provide the appropriate resources to continue to improve and maintain the golf course.

### RATIONALE:

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	The role of the Golf Maintenance Department will be expanding in the offseason to assume some responsibilities from Open Space. Snow removal from the front entrances, pressure washing of the concrete surfaces at other Sport & Fitness facilities and maintenance of the Sports Park are examples.
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	The cost is for 5 additional hours per week per team member plus CA benefits. The expanded duties assumed from Open Space will provide financial support to offset the increase in salaries and medical benefits since the monies currently being paid to contractors or Open Space will now be paid to Golf Maintenance. Some other part-time positions will be restructured and limited to April 1 to November 1 to reallocate funds to additionally reduce the budget impact. The expanded duties will also either improve customer service or be of cost savings to each individual facility.

CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	Resources will be maximized due to improved efficiency.
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	Improved aesthetics and safety for our members
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	Will not affect the delivery of services in a negative way

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

New operating initiative will have no impact on CA's greenhouse gas emissions.

Request submitted by	Nicholas Mooneyhan
Date 9/3/15	

## **OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL**

**DEPARTMENT:** Human Resources

**PROJECT FISCAL YEAR:** FY 17 (On-Going)

**PROJECT NAME:** Living Wage Program for Full-Time Positions

**PROJECT AMOUNT:** \$30,000

**PROJECT DESCRIPTION:**

The CA Board directed staff to provide to them, during the FY17/18 budget process, the financial impact of implementing the benefits study consultants' recommendation that CA consider adopting a living wage program (at the single adult level) using the statistics for Howard County. Currently that rate is \$12.36 per hour. Staff was also directed to evaluate whether or not some type of living wage concept should apply to part-time and/or seasonal workers. These recommendations came from the benefits study completed in FY15.

CA staff looked at several organizations in the Howard County area, including Howard County government and Howard Community College. Neither Howard Community College nor Howard County government has a living wage program for employees. In the Howard County area, we found only one company that has applied the living wage compensation practice. This organization is a business research firm that works mainly with non-profits and governmental entities required by law to have their contractors pay a living wage to their full- and part-time employees.

CA's current compensation philosophy is market-based, which helps to assure that CA can attract and retain top talent. This is validated by the benefits study finding that "Columbia Association is currently at 91% of the market 50th percentile, and therefore is within competitive range of the market median." Implementing a living wage program requires CA to pay a higher than the market rate for impacted positions, and places the organization in a leadership position regarding living wage programs in the area.

The estimated first-year cost of implementing a living wage program for full-time team members is approximately \$30,000. The estimated first-year cost of implementing a living wage program for all CA team members, including temporary or seasonal workers, is approximately \$980,000. A living wage program for part-time, temporary and seasonal workers would fail to take into consideration other sources of income that occur frequently with CA's seasonal and part-time positions, such as the employee may have another job, they may be retired on a pension, they are often a dependent and financially supported by parents, etc.

It is recommended that CA implement a living wage program for all full-time positions, given this information and the fact that all team members including part-time and temporary

(seasonal) workers are paid at or above the legally required wage, which has recently increased twice and is scheduled to increase annually through July 2018.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	N/A
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	None
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	None
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	N/A
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	N/A

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

N/A

Request submitted by	Susan Krabbe
Date	9/29/2015

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Human Resources

**PROJECT FISCAL YEAR:** FY 17 (On-Going)

**PROJECT NAME:** Incentive Award Program

**PROJECT AMOUNT:** \$75,000

### PROJECT DESCRIPTION:

The CA Board directed staff to provide to them, during the FY17/18 budget process, a new incentive program that would include a greater number of team members. CA currently has a team member of the quarter and team member of the year program. Up until FY 15, CA also offered an annual incentive reward for certain team members based on their achievement of specific and approved “stretch” goals. For FY 15, the budget for this program was just under \$300,000 and it included 95 team members.

CA’s Human Resources (HR) staff looked at the current best practices in employee incentive programs and what types of incentive programs are offered by employers in this labor market. They also met with CA department directors to determine their expectations and needs from a team member incentive program.

In the Howard County area, there were various types of incentive plans ranging from profit sharing, employee stock purchasing programs, tenure awards, spot recognition awards, points incentive programs and others. Howard County Government offers a robust employee of the year awards program and Howard Community College also offers an employee of the year program. Reston Association offers an “on the spot” points award program administered by a third-party vendor as well as an employee of the year program.

As indicated on page 62 of the Benefits Study Executive Summary, “the most common type of short-term incentive plan at non-profit and government organizations is an annual incentive plan. Annual incentive plans generally are available to employees at the exempt or salaried level.”

In making a recommendation for a new incentive program, it is important first to determine the purpose of the program; what does the organization wants the program to achieve; and how will the program benefit the organization? We believe that CA’s compensation philosophy answers those questions:

*The Columbia Association (CA) offers our employees a competitive compensation package that reflects our organizational values, culture and mission. We value highly committed, talented employees who seek a high-performing, team-oriented, mission-driven work environment. Therefore, our compensation structure is based on a total rewards model, pairing competitive benefits and salaries with meaningful and significant work content, a supportive environment, and work/life flexibility. The compensation and rewards systems support the **recruitment, motivation and retention** of excellent employees, so that the organization can achieve its mission and objectives.*

It is recommended that CA implement an annual incentive (“above and beyond”) award program for all team members working at least 30 hours per week. That would enable approximately 300 team members to be eligible for an incentive award. The following program criteria are proposed:

- Department directors would nominate team members for an award based on criteria developed by HR, whereby the team member went above and beyond their job duties in pre-determined ways, such as implementing cost savings without compromising service, generating additional revenue, responding in an outstanding way to an unanticipated organizational or community need, etc.
- Team members would be eligible for only one award per fiscal year.
- Individual awards would not exceed \$1,000.
- Nominations would be approved by a cross-departmental team chaired by the Chief Human Resource Officer.
- The fund of \$75,000 would be allocated to departments proportionally, based on the number of eligible team members in the department.
- No additional awards could be made once a department has exhausted its annual allocation for the program. .
- The program would be evaluated annually based on the outcomes generating the awards (the amount of cost savings or revenue generated, the reduction in CA’s carbon footprint, etc.).

#### **RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA’s resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	N/A
CA’s financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	Payments under the program would only be made if there were favorable results to the organization as a result of the behavior being rewarded.
CA’s resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	No increase required
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	The intent of rewarding only truly outstanding action is that current and future users of CA facilities would have an improved experience.

Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	This outcome is possible, but would depend on the types of actions for which awards were made.
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2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

This outcome is possible, but would depend on the types of actions for which awards were made.

Request submitted by	Susan Krabbe
Date	10/1/2015

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** IT

**PROJECT FISCAL YEAR:** FY 17

**PROJECT NAME:** Corporate Performance Management (CPM)

**PROJECT AMOUNT:** \$100,000 (license/integration services – one time)  
\$6,500 (annual support – from 2<sup>nd</sup> year)

**PROJECT DESCRIPTION:**

Replace legacy budget tool/application with enterprise-grade solution for budgeting, planning, forecasting and reporting.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	Upgrade to Infor X and hosting solution in FY 16.
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	CPM solutions automate time consuming processes, improves accuracy and responses to change with minimal IT support.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	Reduces dependency on IT to maintain an obsolete "home grown" budget solution.
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	Drive staff efficiencies by automating processes and tasks.



Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	Drive staff efficiencies by automating processes and tasks.
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2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

Not applicable

Request submitted by	Chuck Thompson/CIO
Date	Sep 16, 2015

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Office of Planning & Community Affairs

**PROJECT FISCAL YEAR:** FY 17 and FY 18

**PROJECT NAME:** Property Standards Evaluation Program

**PROJECT AMOUNT:** -

### PROJECT DESCRIPTION:

Several years ago, CA, together with the Villages, funded a property standards evaluator program for Columbia. The goal was to inspect each property in a village to ensure the properties were compliant with the covenants. With the approach for covenant enforcement being a complaint driven process, it was felt that a property standards program which would look at each property was needed. With Columbia approaching its 50th birthday and the housing stock aging, upkeep of property is becoming more important. The community was supportive of the property standards program in the past. The program could be phase in over a number of years as it was several years ago. Clearly CA would need to work with the Villages as was done in the past. The Villages, working jointly with CA, could design the program. CA has a role in the covenants and keeping property values stable is important to CA; and this program would help.

### RATIONALE:

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	Must coordinate with the villages as they would need to implement the program.
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	The cost will depend on how the program is structured. Keeping property values stable is important to CA's income via the Annual Charge.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	No CA staff would be required
Future users of CA facilities (For example, will future	Not applicable

users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	Not applicable

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

None

Request submitted by	Andy Stack
Date	9 August 2015

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Open Space & Facility Services

**PROJECT FISCAL YEAR:** 2017

**PROJECT NAME:** Bike Share Program

**PROJECT AMOUNT:** \$65,000 in FY 17

### PROJECT DESCRIPTION:

Bike share is a mobility option that allows users to access a fleet of public bicycles throughout a community. Bike share systems have successfully been implemented in communities throughout the United States. CA and Howard County collaborated on a Bike Share Feasibility Study and successfully gained study funding from the State of Maryland. The 2014, consultant-performed feasibility study found that “in consideration of geographic, population, employment, existing bicycling infrastructure, local plans and ordinances, as well as public feedback, the overall analysis of feasibility is that a recreation- and health-oriented bike share system is currently FEASIBLE. To this end, a recreational- and health-oriented bike share system can be implemented in Howard County in the near-term.” The study included the option of the development of a pilot bike share focused on the area found to have the highest demand which is Downtown Columbia and some adjacent areas. The county has requested CA fund one bike share station and related operating costs for that station for three years. This request is for the station including the bikes (\$50,000) and one year of operating funds (\$15,000). A separate request has been submitted for the FY 18 operating funds. The station has a life expectancy of 10 years.

### RATIONALE:

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	This is in coordination with our investments in our pathway system and with our previous investment in the bike share feasibility study. The county pilot bike share project would include approximately 7 additional stations. The county is seeking other community partners to fund some of the other stations.
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	County and others community organizations are anticipated to fund the costs of the pilot project in excess of the one station requested here.
CA's resource capacity and	No CA staff would be required.

capabilities (staffing, required expertise, space limitations, etc.)	
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	Not applicable
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	This could help residents without access to cars increase their mobility and access to CA facilities, programs, and services.

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

A bikeshare has the potential to increase community health and reduce greenhouse gas emissions and overall quality of life.

Request submitted by	Jane Dembner
Date	10 August 2015

Email

Sep 2 (8 days ago)

**Nichols, Philip**

to me, John, Christopher

Good Afternoon Jane,

Howard County is exploring the potential to establish a BikeShare Program in Downtown Columbia, Oakland Mills, Harpers Choice, and Wilde Lake, as outlined in the appendix of the Howard County Bikeshare Feasibility Study, and we are working with members in our community to hopefully join us as partners in this endeavor.

We would greatly appreciate it if the Columbia Association could potentially join us and contribute to the development of this program in the form of one bike station (\$50,000) in FY 17 and three years of operating costs for that station (\$45,000), totaling \$95,000, if we do proceed with this project.

We appreciate your consideration of this matter.

Very Respectfully,

Phil

Philip Nichols  
Executive Assistant to the  
Chief Administrative Officer  
Howard County Government  
Office: [\(410\) 313-2051](tel:4103132051)

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Community Services

**PROJECT FISCAL YEAR:** FY 18

**PROJECT NAME:** 50th Birthday Celebration

**PROJECT AMOUNT:** \$35,000

**PROJECT DESCRIPTION:**

The funds will be used to purchase advertising, posters, banners, and assist with funding CA's 50th Birthday events and activities.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	This funding will supplement CA activities and programs, marketing efforts, and brand the facilities and events with the with 50th Birthday logo.
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	The 50th Birthday Celebration will fundraise to generate funds for major programs.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	CA will brand existing programs, services and facilities for the 6 months during the Celebration (March - August 2017).
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that	N/A

current users are expected to engage?)	
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	CA delivery of service may be expanded during the 50th Birthday Celebration.

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

N/A

Request submitted by	Michelle Miller
Date	9/8/2015



## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Community Services

**PROJECT FISCAL YEAR:** FY 18

**PROJECT NAME:** 50th Birthday Managing Director

**PROJECT AMOUNT:** \$25,000

**PROJECT DESCRIPTION:**

Salary and Wages, payroll taxes and benefits (minus medical) for part-time, temporary position of Managing Director to coordinate the 50th Birthday Celebration on behalf of the Columbia 50th Birthday Celebration, Inc. Temporary position through October 2017.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	FY16: position was funded through Community-grants (\$40,000) FY17: requesting \$60,000 salary + \$5,000 benefits FY18: requesting \$22,000 + \$3,000 benefits
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	50th Birthday Celebration, Inc. is a separate 501c3 organization and is fundraising to support the programmatic aspects of the celebration.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	Temporary position through October 2017
Future users of CA facilities (For example, will future users engage in this new	The 50th Birthday Celebration will bring new and current users to Columbia and will create more awareness of CA.

initiative in the same way and to the same extent that current users are expected to engage?)	
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	The 50th Birthday will expand the delivery of services to the Columbia community.

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

N/A

Request submitted by	Michelle Miller
Date	9//8/15

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** IT

**PROJECT FISCAL YEAR:** FY 18

**PROJECT NAME:** Corporate Performance Management (CPM)

**PROJECT AMOUNT:** \$100,000 (license/integration services – one time)  
\$6,500 (annual support – from 2<sup>nd</sup> year)

**PROJECT DESCRIPTION:**

Replace legacy budget tool/application with enterprise-grade solution for budgeting, planning, forecasting and reporting.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	Upgrade to Infor X and hosting solution in FY 16.
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	CPM solutions automate time consuming processes, improves accuracy and responses to change with minimal IT support.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	Reduces dependency on IT to maintain an obsolete "home grown" budget solution.
Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	Drive staff efficiencies by automating processes and tasks.

Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	Drive staff efficiencies by automating processes and tasks.
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2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

Not applicable

Request submitted by	Chuck Thompson/CIO
Date	Sep 16, 2015

## OPERATING BUDGET NEW INITIATIVES PRE-BUDGET PROPOSAL

**DEPARTMENT:** Open Space & Facility Services

**PROJECT FISCAL YEAR:** 2018

**PROJECT NAME:** Bike Share Program

**PROJECT AMOUNT:** \$15,000 in FY 18

### PROJECT DESCRIPTION:

Bike share is a mobility option that allows users to access a fleet of public bicycles throughout a community. Bike share systems have successfully been implemented in communities throughout the United States. CA and Howard County collaborated on a Bike Share Feasibility Study and successfully gained study funding from the State of Maryland. The 2014, consultant-performed feasibility study found that “in consideration of geographic, population, employment, existing bicycling infrastructure, local plans and ordinances, as well as public feedback, the overall analysis of feasibility is that a recreation- and health-oriented bike share system is currently FEASIBLE. To this end, a recreational- and health-oriented bike share system can be implemented in Howard County in the near-term.” The study included the option of the development of a pilot bike share focused on the area found to have the highest demand which is Downtown Columbia and some adjacent areas. The county has requested CA fund one bike share station and related operating costs for that station for three years. This request is for the year two of operating funds (15,000). A separate request has been submitted for the FY 17 operating funds.

### RATIONALE:

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	This is in coordination with our investments in our pathway system and with our previous operating dollar investment in the bikeshare feasibility study. The county pilot bikeshare project would include approximately seven additional stations. The county is seeking other community partners to fund some of the other stations.
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	The county and others community organizations are anticipated to fund the costs of the pilot project in excess of the one station requested here.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	No CA staff would be required

Future users of CA facilities (For example, will future users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	Not applicable
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	This could help residents without access to cars increase their mobility and access to CA facilities, programs, and services.

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

A bike share has the potential to increase community health and reduce greenhouse gas emissions and overall quality of life.

Request submitted by	Jane Dembner
Date	10 August 2015



October 2, 2015

To: Members of the Columbia Association Board of Directors  
Milton W. Matthews

From: Susan Krabbe

Re: Board of Directors Input with Staff responses for the FY 2017-FY 2018 Budget

The Board of Directors was asked to submit any new operating initiatives and/or new capital projects for the FY 2017-FY 2018 budgets. The Board members input is in **bold**, regular type, and staff response is in *italics*.

**Andy Stack**

**1. Several years ago, CA, together with the Villages, funded a property standards evaluator program for Columbia. The goal was to inspect each property in a village to ensure the properties were compliant with the covenants. With the approach for covenant enforcement being a complaint driven process, it was felt that a property standards program which would look at each property was needed. With Columbia approaching its 50<sup>th</sup> birthday and the housing stock aging, upkeep of property is becoming more important. The community was supportive of the property standards program in the past. The program could be phased in over a number of years as it was several years ago. Clearly CA would need to work with the Villages as was done in the past. The Villages, working jointly with CA, could design the program. CA has a role in the covenants and keeping property values stable is important to CA; and this program would help.**

*The idea of all the villages undertaking the property standards evaluation by Columbia's 50<sup>th</sup> birthday in 2017 is an intriguing and ambitious one. In the recent past, each village has decided for themselves whether they wanted to take the initiative and ask CA to fund a village-wide evaluation. In the last handful of years, three villages have done so. The funding provided by CA to each of two of the most recent villages was \$20,000 each. However, in at least one case, that money was not sufficient and not all the properties the village wanted to evaluate were completed even after they contributed some additional monies from their existing operating budget. That was for River Hill, which has fewer residences than any other village except Town Center. For larger villages, the cost might be higher. We believe that an optimal way to understand the need for this project would be to ask each of the villages if they wish to pursue this program. Funding would have to be identified for this and, at perhaps \$25,000 per village, the cost estimate would be somewhere around \$175,000 for the seven villages that have not done the evaluation in recent years to \$250,000 if all the villages moved forward with the evaluation program as proposed. Should the villages decide that they would like to undertake the property evaluation project, one potential funding avenue would be the existing Village Contingency Fund, which currently has a balance of \$396,000. Two requests have been approved in the amount of \$50,000 this year but up until those requests, there has been no use of contingency funds since FY 13.*

**OPERATING BUDGET NEW INITIATIVES  
PRE-BUDGET PROPOSAL**

**DEPARTMENT:** Office of Planning & Community Affairs

**PROJECT FISCAL YEAR:** FY 17 and FY 18

**PROJECT NAME:** Property Standards Evaluation Program

**PROJECT AMOUNT:** -

**PROJECT DESCRIPTION:**

Several years ago, CA, together with the Villages, funded a property standards evaluator program for Columbia. The goal was to inspect each property in a village to ensure the properties were compliant with the covenants. With the approach for covenant enforcement being a complaint driven process, it was felt that a property standards program which would look at each property was needed. With Columbia approaching its 50th birthday and the housing stock aging, upkeep of property is becoming more important. The community was supportive of the property standards program in the past. The program could be phase in over a number of years as it was several years ago. Clearly CA would need to work with the Villages as was done in the past. The Villages, working jointly with CA, could design the program. CA has a role in the covenants and keeping property values stable is important to CA; and this program would help.

**RATIONALE:**

1. Describe how this proposed new operating initiative is an appropriate investment of CA's resources, based on each of the considerations in the following table.

Coordination with other planned investments (either capital or operating)	Must coordinate with the villages as they would need to implement the program.
CA's financial capacity (external funding sources, additional revenue generated, other expenses reduced, etc.)	The cost will depend on how the program is structured. Keeping property values stable is important to CA's income via the Annual Charge.
CA's resource capacity and capabilities (staffing, required expertise, space limitations, etc.)	No CA staff would be required
Future users of CA facilities (For example, will future	Not applicable



users engage in this new initiative in the same way and to the same extent that current users are expected to engage?)	
Potential users of CA facilities (For example, will this expand CA's delivery of services to those not currently served in the Columbia community?)	Not applicable

2. Describe the environmental sustainability implications of this new operating initiative, including the components that will reduce CA's greenhouse gas emissions.

None

Request submitted by	Andy Stack
Date	9 August 2015



October 2, 2015

To: Members of the Columbia Association Board of Directors  
Milton W. Matthews

From: Susan Krabbe

Re: Village Board Input with Staff responses for the FY 2017-FY 2018 Budget

On July 1, 2015 letters were sent to the Village Associations from CA staff soliciting budget requests for the FY 2017-FY 2018 budgets. Below are requests from the Village Associations. The question is in **bold**, regular type, and staff response is in *italics*.

#### **DORSEY'S SEARCH**

**1. Creation of a Covenant Administrator position: We support a position be created as Covenant Administrator in FY17. This position would be designed to better serve the villages' covenant enforcement needs and to handle covenant matters more expeditiously.**

*Staff is proposing the addition of a new covenant administrator position at the part-time level for up to 28 hours per week, which will improve enforcement and the expeditious handling of the covenant matters.*

**2. Security System Upgrade: A security analysis was done a few years ago and there were recommendations for Linden Hall. We would like the monitors upgraded, additional cameras installed, security cameras added at Meeting Room and pool area be tied together so that they can be monitored at Linden Hall. This can be done with the wireless technology available. The continued break-ins at the CA's pools justify this request.**

*The security analysis review did not include neighborhood centers or outdoor pools. Security improvements are considered on a case by case basis relative to risk and capital expenditures. At this time funding limitations make these suggested improvements cost-prohibitive.*

**3. Linden Hall Interior Lighting Upgrade: Replacement of the large pendant lights in Linden Hall. The current lights are outdated, take time to warm up and change color frequently when warmed up. They increase the AJC load in the summer and are very distracting when the color output changes. A total of 10 lights should be replaced with something modern and more energy efficient such as LED.**

*A variety of LED-related lighting initiatives have been completed during the last few years. Early efforts have been directed toward parking lot and activity rooms where lighting cycle times have long durations. This project will be placed in the Category III process in the upcoming budget cycle.*

## HARPER'S CHOICE

**4. HCCA supports the creation of a new, full-time Covenants Administrator position in the CA Legal Department in order to provide for a more efficient and expeditious covenant program throughout Columbia.**

*Staff is proposing the addition of a new covenant administrator position at the part-time level for up to 28 hours per week, which will improve enforcement and the expeditious handling of the covenant matters.*

**5. HCCA supports the creation of a new, full-time position in the CA Open Space Department to provide for more efficient and expeditious review and processing of license agreements.**

*A CA staff work team will be looking at the processing of license agreements with the goal of streamlining the steps involved for village events that take place each year. In addition Open Space is in the process of moving the dog park registration program to the Customer and Member Service Center, which will free up some staff time that can then be directed toward license agreement processing.*

**6. There is a granite top bar in the lobby of Kahler Hall, which doubles as a desk for our Community Outreach Coordinator. This dual use has not worked well for staff or for renters. Over a year ago, we made a request of CA to build a small, open office in an unused corner of the lobby to resolve the above issue. CA sent construction staff to Kahler Hall to discuss the project and to take measurements, determine material needs in order to get a cost estimate. After that meeting, nothing more was heard about the project. At this time, we would like to renew our request to have a small, open office built out in the Kahler Hall lobby and return the bar to its original purpose.**

*CA team members met with the village association manager in September 2015 at which time the village manager noted that sufficient funding was available through current village association funding and the project is in process, assuming funding will be secured through the village association.*

## HICKORY RIDGE

**7. Village Center Park construction funds: Progress on developing a park at the Hickory Ridge Village Center has been slow, but the planning and permitting process is underway, after Hickory Ridge residents overwhelmingly expressed their preference for a park over an indoor tennis facility. CA staff estimates that we will have about \$235,000 left in previously approved construction funds after the permitting phase is complete. CA's retained contractor has revisited the cost estimate for Phase 1 of the project, and believes it will cost \$727,000 to construct Phase 1. The combined cost of Phases 2 and 3 should be less than originally budgeted, totaling about \$165,000. The original cost estimate provided by CA staff projected that Phase 1 construction (grading and pathways) would be about \$300,000 and Phase 2 (bocce courts) construction costs would be about \$325,000. Because this cost revision will require more funding than originally anticipated, we request that CA allocate another \$500,000 toward this project for FY2017 to ensure adequate funds for completing Phase 1, and \$165,000 for FY2018 to fund Phases 2 and 3 of the project. The Village Board appreciates Columbia Association's continued support of this project.**

*The county-required parking agreement with Kimco is pending and has lengthened the permitting process. Staff is proposing \$300,000 in the FY17 capital budget to supplement existing funding based on overall funding limitations balanced with the desire to continue this project.*

**8. CA Legal Department Staff Position: Covenant enforcement cases that are accepted by the Architectural Resource Committee continue to languish for months or years with little or no action**

taken. Follow-through on covenant enforcement cases is essential to maintaining Columbia's high property values. The Hickory Ridge Village Board supports the request by CA's General Counsel for a new full-time Covenants Administrator position in the CA Legal Department.

*Staff is proposing the addition of a new covenant administrator position at the part-time level for up to 28 hours per week, which will improve enforcement and the expeditious handling of the covenant matters.*

### KINGS CONTRIVANCE

9. The Macgill's Common pool is a center for our residents to gather during the summer months and is very important as part of our mission statement, "The association represents the community of Kings Contrivance by advocating for residents, enforcing covenants, and building a sense of community". We would like to encourage usage of the Macgill's Common pool. The addition of facilities at this pool is important to making it a vibrant place for our community. We are located on the south side of Columbia close to Fort Meade and we could be an attractive nearby pool for those non-Columbia residents. We encourage the expansion of our pool at Macgill's Common with additional facilities and with that project, the expansion of our neighborhood center, The Meeting Room to enable it to become a more viable space for our community to use. The current size is so small at 720sq ft that its use is very limited. An expansion would provide a space for other services to residents and increase our ability to generate income. The current lease for this space is ending for a preschool that was there since 1982, but the space is now too small and not up to code for any daycare facility for infants because of its lack of sprinkler system. To make this space a more usable one, it needs to be larger. The expansion being completed at Dorsey's Search is something we admire. The combination of expanding the pool at the same time as expanding the Meeting Room are something we would like to see in our village. Improvements to these facilities would make them more appealing to Columbia residents as well as promoting non-residents who live nearby at Fort Meade to enjoy CA facilities.

*CA is in the process of working toward a long-term lease agreement with the Kings Contrivance Village Association for use of the Meeting Room as a video studio to reinforce CA's digital media programming. Expansion options for the Meeting Room are severely constrained by available parking. Also for the near term the building will be fully utilized and leased for CA-associated programming.*

10. Enforcing the covenants is a major role for the villages. Our Covenant Advisor spends many hours working with residents to keep our village looking well maintained. When a home becomes an issue it is very important that issues are addressed in a timely manner. The village proceeds with diligence to give the resident time to correct the issues with fairness. When a home continues to not be maintained our only resource is to proceed with action by Columbia Association. When a home finally gets to referral to the ARC (Architectural Resource Committee) it is vitally important that things progress in a timely manner. It has been our experience that cases referred to CA are often handled slowly, much to the frustration of the villages and the residents who initiate the complaint regarding their neighbors about a home in disrepair. It is our understanding that CA's Legal Department is requesting the creation of a Covenant Administrator position to assist with the speed of response to ARC cases. Our Village Board passed a motion to support the concept of improving the efficiency of the covenant process.

*Staff is proposing the addition of a new covenant administrator position at the part-time level for up to 28 hours per week, which will improve enforcement and the expeditious handling of the covenant matters.*

## LONG REACH

**11. Create a new full-time Covenants Administrator position in the CA Legal Department: The Covenant Administrator's sole job responsibility would be to manage the covenant enforcement function.**

*Staff is proposing the addition of a new covenant administrator position at the part-time level for up to 28 hours per week, which will improve enforcement and the expeditious handling of the covenant matters.*

**12. Continuation of the \$100,000 community initiatives fund: This fund was very useful to the Long Reach Community Association. The funds enabled Long Reach to do a direct mailing to all of its households notifying residents of the Town Hall meetings concerning the village center. Because of this mailing attendance was at capacity for all of the meetings.**

*There are currently two funds that serve as reserves or contingencies for unexpected village expenditures. One is the Revitalization Fund, which was first implemented in FY 15 and funded at \$100,000 per year in the FY 15 and FY 16 budgets. These dollars directly affect CA's bottom line (decrease in net assets) and require that we generate additional revenue or cut expenses to meet our budget parameters. However, only two grants have been requested and awarded from this fund – one in FY 2015 for \$10,000 and one so far this year for approximately \$3,100. Grants are allowed up to \$10,000 per village per year and are not to be used for salaries or on-going projects but rather special studies, programs or outreach efforts.*

*The other fund is the Village Contingency Fund that has been established for unexpected expenditures. Until two recent requests in the first quarter of FY 16, this fund had not been used since FY 13. This fund continues to grow and the current balance is high – as of today, it is \$396,000 (of which \$50,000 has been allocated for village requested legal and salary studies but not yet dispersed).*

*Staff finds that the separate Revitalization Fund for the villages may not be necessary given the large reserves in the Contingency Fund. For FY 17, we would recommend discontinuation of the Revitalization Fund and revisions to the disbursement guidelines for the Contingency Fund to address funding requests to allow for revitalization-related grants. That way, those villages that have insufficient funds for a study or special project related to revitalization could have access to desired funding.*

**13. Landscaping and Hardscaping around Stonehouse and the Art Center: Howard County has now purchased the Long Reach Village Center. As the revitalization of the village center goes forward, we want the CA space in the village center to influence and keep pace with the rest of the renovations being planned. The County has started to make the center cleaner, safer and more attractive. CA has also done short-term remedial work around the Art Center and Stonehouse to address some of the deteriorating appearance. We would like the area owned by Columbia Association to reflect our pride in our buildings and serve as an example of what the village center should be. Planning takes time and we request that funds be allocated now to the CA Capital Budget so that the CA portion of the village center will keep pace with the rest of center's redevelopment. The Stonehouse and Art Center buildings along with the surrounding area need to be reinvigorated and redone. There is extensive work that needs to be done on the facades of the buildings and reconfiguring the landscaping and hardscaping.**

*On both the upper level and lower levels of the Stonehouse and Art Center Building landscape renovations are warranted. These may be appropriately addressed with operating funds. Due to the location of the property line on the upper level and the small area of the Long Reach Center courtyard owned by CA, upper level changes to the hardscape should not go forward until they can be closely coordinated with the outcome of the County process to redevelop the village center.*

**14. For the last 12 years, Long Reach has been requesting that CA acquire the 5+/- acre open space property (that is adjacent to the Long Reach Garden Plots by the Long Reach High School) from Howard Hughes Corporation. Now is the time to act as the Howard Hughes Corporation is actively exiting Columbia. Over the past year or so the Hughes Corporation has been turning over many smaller parcels to CA for their open space inventory. This is a significant piece of property in the most heavily populated village that should be preserved for future use by the residents. The transfer of the land would not cost CA but could prove expensive for the community if not acted upon. We cannot afford to lose this opportunity of acquiring this piece of property.**

*Staff agrees that this parcel would be an appropriate addition to the open space system and will continue to seek the turn-over of this lot from the Howard Hughes Corporation to CA.*

**15. The Plaza Room needs to be renovated: The room is original to Stonehouse which opened in 1974 and has never been renovated and is showing its age. We would like to have the walls, ceiling, lighting, floors and storage areas upgraded to meet current standards. Long Reach is one of two other villages that have not had their main room updated. Fresh paint can only accomplish so much.**

*Facility assessment surveys are currently underway at several CA facilities including Stone House. CA is planning to address the findings in that study in the coming budget cycle utilizing the Community Service Category III capital allocation. First priority will be given to building systems such as HVAC, life safety and roofing with remaining available funding directed toward much need Stonehouse aesthetic improvements.*

**16. Convert the Locust Park pool into a year-round swim facility. Not only would this offer an innovative use of one of the 23 outdoor pools, it would be an asset to the residents of Columbia offering more opportunities for lessons and swimmers. In addition, the Locust Park pool site is conveniently located near Route 175 making it easily accessed by Columbia residents. Long Reach is unique in that the village is divided by Route 175 and Snowden River Parkway into three (3) distinct sections. Because the village has four pools converting the Locust Park pool into a year round facility would not create a hardship on the north side of Route 175 because the Phelps Luck pool could service the area between Route 175 and Snowden River Parkway while the Kendall Ridge pool would service the area east of Snowden River Parkway. The Jeffers Hill pool would continue to service the area south of Route 175. Removing an outdoor pool from the inventory can be done in Long Reach without sacrificing easily accessible outdoor pool facilities for the residents. This is a unique situation that cannot be found in any other village.**

*This year, the CA Board directed staff to expand CA's capital funding to enable rehabilitation of the Columbia Swim Center to extend its useful life. At the same time, representatives of CA and Howard County Government are meeting to explore potential avenues and opportunities for partnering on a new indoor aquatics facility. Given the great capital cost to enclose an existing pool and corresponding significant operating cost, and the need to focus first on the extending the useful life of our swim center while we also explore potential partnerships with the county, we are not recommending funding to convert any existing outdoor pools to indoor facilities in this budget cycle.*

**17. Sprinkler Systems in Locust Park and Jeffers Hill Neighborhood Centers. The fire safety systems in these neighborhood centers do not meet the current licensing standards for daycare facilities. Jeffers Hill is allowed to operate under the grandfathered regulations. We are currently not able to get certification for Locust Park. If the current daycare providers would leave, the buildings would not be able to be used for this purpose.**

*CA team members are currently working with the fire marshals' office regarding licensing standards for neighborhood centers. CA has engaged a licensed fire systems engineer to work through standards associated with day care operations. At this time the fire marshal is reviewing CA's application for continued operation of the day care and CA team members will work through this issue with all parties until resolved.*

## OAKLAND MILLS

### Feasibility Study for State of the Art Sports Complex in Oakland Mills

The Oakland Mills Board of Directors recently completed the Oakland Mills Village Center Plan which is on file with Howard County Department of Planning and Zoning. The board continues to work closely with residents, Howard County Government and developers to revitalize our aging community and spur economic development in Oakland Mills.

18. For the FY17/FY18 budget we ask Columbia Association to budget \$100,000 to conduct a feasibility study for a major sports facility in Oakland Mills to include at a minimum a state of the art indoor ice hockey arena, a 50 meter pool, indoor track and other features. The study should include project estimates, engineering studies and tentative design. Our community vision for a major sports complex would be a partnership between CA and Howard County – in addition to reinventing Oakland Mills, a new state of the art Sports Complex would create jobs for Oakland Mills and Columbia residents and be a regional attraction for sports games and competitions. Currently the residents of Howard County are leaving the county for ice time and spending more money outside the county than within.

*Based on our discussions with Howard County Government, we understand that Howard County has identified \$50,000 in available funding in its FY 16 (current year) budget. CA has identified \$25,000 of available funding in CA's FY 16 (current year) budget. Together, Howard County and CA have agreed that this \$75,000 would be sufficient for a feasibility/market study of options for the redevelopment of the Oakland Mills Village Center. This would allow the study to move ahead in a timely manner. Based on our discussions with Howard County, the study would be led by Howard County and conducted in coordination with CA.*

### **The Other Barn**

19. Soffit up/down lighting: As part of the renovation in 2008 soffit lighting was installed around the perimeter of the room. Both the up light and down light fixtures are placed in a small enclosed areas and the soffit gets overheated. Each year several lights malfunctioned and transformers needed to be replaced. The transformers are now outdated and replacements are extremely costly. We have converted all of our light bulbs and many fixtures to energy efficient bulbs and the bulbs will work most efficiently in new fixtures. This request was made in for FY16 but not granted. We have since spent a lot of time and money to try to obtain transformers for the old fixtures. We request funding for this project in FY17.

*Facility assessment surveys are currently underway at several CA facilities including The Other Barn. CA is planning to address the findings in that study in the coming budget cycle utilizing the Community Service Category III capital allocation. First priority will be given to building systems such as HVAC, ADA Lifts (or elevators) and roofing with remaining available funding directed toward much need Other Barn aesthetic improvements.*

20. Handicap Elevator: The elevator is ten years old and has had problems over the year and has had numerous repairs and replacement parts. Request that CA have a thorough inspection done to determine if the elevator continues to be safe and reliable for use. From time to time and without warning the elevator cease to operate. Imagine being confined in this small space and being unable to get out – this is not a scenario we like to have happen.

*Facility assessment surveys are currently underway at several CA facilities including The Other Barn. CA is planning to address the findings in that study in the coming budget cycle utilizing the Community Services Category III capital allocation. First priority will be given to building systems such as HVAC, ADA Lifts (or elevators) and roofing. The lift at The Other Barn will be prioritized in the facility assessment survey results and replaced as funds allow in the context of the overall facility survey priorities.*

**21. Commercial Ice Machine Replacement:** The commercial ice machine in the kitchen has reached its life expectancy and as per the management contract, we request that funds for a new machine be incorporated in the Category III funds for FY17-FY18.

*CA team members will review the operation and age of the existing ice machine and either re-commission or replace as appropriate.*

**22. Additional Exterior Security Camera:** We would like to request the addition of one more exterior camera mounted on the rear of The Other Barn. There have been several reported security concerns at the rear of the facility that would warrant the use of a security camera. This appears to be a “hot spot” for criminal activity and will hopefully give complete and much needed surveillance to the CA parking lot located at the rear of the building. This request was denied in FY16 and requested once again in FY17.

*A single additional camera does not meet the capital funding minimum threshold requirements and will be sourced through the community association operating budget in the upcoming fiscal year.*

**23. Storage Shed:** As with any facility, storage space is increasingly limited. Due to the renovations in FY15 to our restrooms to make them ADA accessible, we have lost two large closets. We have very limited storage in our facility and would like an exterior storage shed. Funding for the shed is appreciated, and we ask that you work with our village staff regarding the style and placement of the shed.

*Facility assessment surveys are currently underway at several of the older CA facilities. CA is planning to address the findings in the facility assessment surveys in the coming budget cycle utilizing the Community Service Category III capital allocation. First priority for the category III funding will be given to building systems such as HVAC and roofing projects.*

**24. Additional Closet Space:** There is ample room in the Men’s Room of the Other Barn to build a sliding door closet on the long wall in the restroom. We lost two large closets when the restrooms were remodeled and though it was discussed at the conclusion of renovation as a possible solution to closet space they were never built.

*Facility assessment surveys are currently underway at several CA facilities including The Other Barn. CA is planning to address the findings in that study in the coming budget cycle utilizing the Community Service Category III capital allocation. First priority will be given to building systems such as HVAC and roofing with remaining available funding directed toward much need Other Barn aesthetic improvements.*

**25. Watershed Initiatives:** (This is the same request as FY 16 – no work has been done and thus necessary to request again.) Funding is requested for stream erosion mediation in the form of replacing an existing channel which has collapsed and is causing extreme erosion problems. It was recommended by John McCoy that the board request this as a capital project. The location of the stream erosion is behind New Leaf Court located off of Camelback Drive in Oakland Mills. The current concrete channel needs to be replaced. For a point of reference, the channel is which is located in a stream bank has eroded to the danger point that it is now within 25 feet of the foundation of a home located on New Leaf Court.

*The New Leaf project is a previously funded capital project and no new funds are needed to stabilize the stream bank below the resident’s home on New Leaf Court. Designing a project that will stay within the funds allocated and be permitted by the regulatory agencies has proven difficult, but the project is underway with an imbricated stone wall being designed to stabilize the bank.*



## Open Space Requests:

### Recommendation #1

26. The first recommendation focuses on how to objectively allocate portions of the CA budget to particular line items. We feel that CA often assigns too much of the overall budget to line items that have an impact on a low percentage of Columbia residents. For Capital Expenditures we are sure you look at Return on Investment (ROI). But what about some measure of impact on Columbia residents. Perhaps each line item should be evaluated by the percentage of Columbia residents affected. Call it a Resident Benefit Index (RBI), Resident Impact Index (RII), or something similar.

For example, most of the Open Space Management Division budget affects all Columbia residents either directly or indirectly because the benefits of Open Space are available to everyone. Perhaps that RBI is 100%. On the other hand, the impact on residents for such items as the Hobbits Glen Clubhouse Renovation or Haven on the Lake impact perhaps less than 5% of the total Columbia population. Those indices would be ~5%. Budget line items that have an impact on large percentages of Columbia Residents should have the highest funding priority to the extent that those essential services should be fully funded. Only after those high percentage budget items are funded should the low percentage budget items be funded. We recommend the Board consider developing this idea and make it a formal part of the budgeting process.

*Thank you for your suggestions. Our observations are that while this is not formalized, it is how CA's resources have been allocated over time. For example, open space management is projected to continue to consume nearly one third of the FY 16 budgeted annual charge revenue, the largest single user of those resources, by far. The village community associations use about 16 percent of the annual charge revenue. Staff does not believe that a more bureaucratic approach is necessary, as this objective is clearly achieved.*

### Recommendation #2

27. The CA Open Space Management Division (OSMD) provides many good services to residents. The high importance of open space benefits to the people of Columbia is evident in the many surveys that CA has commissioned. Most recently, in the 2012 Columbia Marketing & Communications Survey, residents ranked Open Space as one of the top 3 funding priorities. Also, in the 2015 Membership Pricing and Revenue Enhancement report, of the various CA services listed, residents gave the highest value to the Open Space benefit of bike paths/trails. After conducting such surveys, it stands to reason that CA should respect the results and fulfill residents' funding priorities. Yet for FY14 only 18.3% of the CA expenses are assigned to the OSMD while ~50.6% of its revenue comes from the residential and commercial annual charge. Perhaps because of limited resources allocated to Open Space maintenance, the beauty of Open Space seems to be declining. There is considerably more invasive vegetation, apparent less frequent mowing, less acreage being mowed, deteriorating tot lots, etc.

It's been 50 years since an open space management plan was developed. It is time to take a fresh look at the current status and develop a comprehensive plan for the future. That plan should recommend an invasive Species Vegetation Plan in accordance with State Regulations, evaluate various land use designations, identify improvements needed for forested and mowed areas, address way to combat the increased deer population, address safety concerns of the path system (lighting, line of sight, etc.), evaluate the role and modernization of tot lots, make recommendations for new plantings, etc.

This is not a trivial task @. It is beyond the scope of existing staff. It should be undertaken by a nationally recognized urban landscaping architectural planning firm that will work with the CA to develop a viable, long term Columbia-wide plan for probably its most valuable asset – Open Space – which incidentally has an RBI of 100%.

**@ This Comprehensive Plan is a concept first described to me by Jervis Dorton who was a landscape architect at The Rouse Company for 30 years, a former OM VB Member and who is now on the OM PSAC.**

*CA and Howard County are partnered with the University of Maryland to participate in its Partnership Learning in Sustainability (PALS) program. The PALS program will operate for the academic year 2015-2016 and will bring practical, research-based assistance and expertise to projects to improve Columbia. One of the projects to be completed is the Management of Forest Edges in Columbia. Students and their professor will apply research and understanding of best practices to address issues and opportunities facing CA's extensive open space system including invasive species as well as other edge conditions and issues. In addition, CA is currently working with the Maryland State Department of Natural Resources (DNR) as DNR prepares a Forest Stewardship Plan for Columbia's open space forests. Together, these efforts will provide valuable information for CA to enhance its management of Columbia open space system and plan for the future.*

*CA also recently completed a long-term lake management plan and a similar maintenance program is currently in development for many of the small ponds in Columbia. In addition, this year CA initiated a multi-year facility assessment survey to better understand capital expenses associated with an aging infrastructure. CA is committed to managing all of the various community assets in the open space and building inventory.*

**28. Deer Management:** Yearly the deer population in yards, our tot lots, and open space grows as does the yearly number of people diagnosed with Lyme disease. This must be addressed by CA in an aggressive manner. Wildlife follows their food supply and our Open Space, specifically open space left in its un-mowed, natural state provides a more than adequate diet for the deer population. Currently in Oakland Mills alone 71% of open space is left un-mowed. Our question is, "why are we inviting deer to bring Lyme disease to Columbia residents?" We recommend that CA adopt a balanced approach to Open Space Management and mow at least 40% and have at least 40% un-mowed. That would mean another 11% mowed or 28 more acres mowed. An acre of mowed lawn provides less deer food than an acre of un-mowed. Less food~less deer.

*Open Space staff understands the impact of deer on the natural environment and manicured landscapes of residential properties. Staff has reached out to the Howard County Deer Manager to see if there are areas and methods to help control the deer population outside of the current scope of the Howard County Deer Management Program.*

**29. Columbia Association Senior Advisory Committee:** The SAC requests that CA continue to work on the implementing the Older Adult Plan. Specifically, the priority recommendations in the plan listed below: 1. New Position for an older adult subject matter expert. This position can serve as a liaison between CA and the public and can enhance CA's coordination and delivery of services for older adults; 2. Expand transportation options through advocacy to Howard County; 3. Financial support and technical assistance to the Village in Howard; 4. Begin new group hikes and walks; 5. Enhance partnering with the Office on Aging; 6. Park furnishings to serve older adults.

*CA is committed to implementing the recommendations of the Older Adult Plan and the SAC receives regular updates on the status of the plan. CA has begun to implement the priority recommendations. CA staff is recommending a part-time person as the subject matter expert and to assist CA's efforts in coordinating the delivery of services for Older Adults.*

**30. Community Association Grant Fund:** Request the continuation of the Community Association Grant Fund and that \$100,000 be placed in the Community Association Grand fund for FY17 for villages to access for special projects.

*There are currently two funds that serve as reserves or contingencies for unexpected village expenditures. One is the Revitalization Fund, which was first implemented in FY 15 and funded at*

\$100,000 per year in the FY 15 and FY 16 budgets. These dollars directly affect CA's bottom line (decrease in net assets) and require that we generate additional revenue or cut expenses to meet our budget parameters. However, only two grants have been requested and awarded from this fund – one in FY 2015 for \$10,000 and one so far this year for approximately \$3,100. Grants are allowed up to \$10,000 per village per year and are not to be used for salaries or on-going projects but rather special studies, programs or outreach efforts.

The other fund is the Village Contingency Fund that has been established for unexpected expenditures. Until two recent requests in the first quarter of FY 16, this fund had not been used since FY 13. This fund continues to grow and the current balance is high – as of today, it is \$396,000 (of which \$50,000 has been allocated for village requested legal and salary studies but not yet dispersed).

Staff finds that the Revitalization Fund for the villages may not be necessary given the large reserves in the Contingency Fund. For FY 17, we would recommend discontinuation of the Revitalization Fund and revisions to the disbursement guidelines for the Contingency Fund to address funding requests to allow for revitalization-related grants. That way, those villages that have insufficient funds for a study or special project related to revitalization could have access to desired funding.

**31. Review of document entitled: Administering the New Town of Columbia “A Cooperative Endeavor” Exhibit G to the Management Contract. Request a review of the above named document. There is a five year review requirement in the Cooperative Endeavor document. The last time the document was accepted and filed by the CA Board of Directors was March 22, 2007.**

While the Cooperative Endeavor is not part of the Management Contract, we agree that the document entitled “A Cooperative Endeavor” should be reviewed. CA has established a cooperative work team, comprised of CA staff representatives and village manager representatives to update and prepare a draft revised Management Agreement which expires on April 30, 2016. The work team anticipates having a draft for review by all the villages in March 2016. The work team will also discuss and make recommendations on the Cooperative Endeavor document.

**32. Review of the CA Assessment Share for all ten villages: The assessment share is to be reviewed every 5 years. Last review was for FY 12 and it is not tie for the review as we enter the new two year budget cycle beginning with FY 17.**

CA has established a cooperative work team, comprised of CA staff representatives and village manager representatives to update and prepare a draft revised Management Agreement, which expires on April 30, 2016. The work team anticipates having a draft for review by all the villages in March 2016. The work team will also make recommendations about the process and timeline for the update of the CA Assessment Share formula. The current assessment share formula was approved in July 2012 for a five year period and is in place through the end FY 17 (Spring 2017).

**33. Covenant Administration: We support the request from Ms. Fanaroff for a full-time Covenants Administrator position for the Legal Department. This position will be designed to better serve the villages' covenant enforcement needs and handle covenant matters more expeditiously. Each village has experienced a time delay in getting information as to where cases stand and having cases processed in a timely manner from CA.**

Staff is proposing the addition of a new covenant administrator position at the part-time level for up to 28 hours per week, which will improve enforcement and the expeditious handling of the covenant matters.

**34. CA Pools: We continue to support the continuation of the Columbia Swims program and the reduced daily fee at selected outdoor pools.**

The plan is to continue to provide these programs.

**35. Youth and Teen Center/Partnership with HCPD, Oakland Mills Community Policing:** Community policing and engaging our youth in a positive manner with local law enforcement is one of the Police Chief's top priorities for his new community policing initiatives. We are fortunate in Oakland Mills to be home to the Youth and Teen Center. We recommend that CA partner with HCPD to provide programs and positive initiatives to engage our local at-risk youth. Funding will most likely be necessary but vitally important.

*The Teen Center has begun to implement a partnership with the police with visits from designated officers attending the Teen Center on a regular basis. Two officers will be spearheading a chess club in the fall of 2015. Funding for programming is already incorporated in the Teen Center budget.*

### **OWEN BROWN**

#### **Capital Projects**

**36. Indoor pool built in Owen Brown per the aquatics study recommendations.**

*Funding for work associated with new indoor swimming initiatives has been placed on hold pending discussions with Howard County regarding a shared new indoor pool venue funded and maintained jointly between CA and Howard County. While those discussions are in process, CA staff has proposed spending nearly \$5 million in the FY17 and FY18 capital budgets to address Swim Center building shortcomings brought forward through the Swim Center facility assessment survey. The Swim Center represents 11 of the 23 indoor swimming lanes and must be maintained and updated before making a major financial commitment to additional indoor swimming.*

**37. Redesign of the Owen Brown Community Center sign to include an electronic bulletin board feature, similar to that found in front of Stevens Forest Elementary School.**

*Staff recommends that this project not be undertaken as externally-facing electronic signage with changeable messaging has generally not been the practice for Columbia Association facilities. CA is looking at how to improve signage at all of CA's facilities, including those that are managed by the village community associations.*

**38. Install the Inter-County Broadband Network (ICBN) at every community center.**

*The addresses of the facilities have been provided to Howard County IT for pricing. This request will require a significant up-front investment for the required infrastructure (surveying, digging, running conduit, installing fiber cables, etc.) for each facility and an on-going monthly payment to Howard County for service.*

**39. Provide Wi-Fi access to all pools, and upgrades to the awnings and furniture at the Dasher Green and Hopewell pools and possible art murals to the walls of the pool buildings to help improve their look.**

*The Wi-Fi access to all pools has been addressed in a capital project request for FY 2017 – FY 2018.*

*Complete pool furniture and fixture upgrades are cycled through all 23 outdoor pools at a rate of 3-4 per year. Dasher Green and Hopewell were upgraded within the last 3-5 years and will be due for updates within the next 2-3 years. Replacement of broken items is conducted on an as-needed basis each year.*

*Staff feels that a mural, while potentially attractive would be difficult and expensive to maintain given the level of vandalism that occurs at our outdoor pools. Staff will review the current condition of the paint at each pool to determine if a repaint or color change is in order.*

**40. Put in new landscape plantings around the hillside of Lake Elkhorn near the run-off pond, and a sign saying Lake Elkhorn imbedded in the same hillside.**

*The view to Lake Elkhorn from Broken Land Parkway is one of the signature views in Columbia. The landscaping could be improved to enhance the view and the experience of walking through the area. Landscape improvements should be designed to enhance the quality of the area for habitat and for water quality protection and should be designed to require limited maintenance. Staff can work with the Village Board so that their interests are fully considered. This project could likely be addressed with operating funds.*

**41. We would like CA to work with the county to complete the pathway on the eastside of Broken Land Parkway between Lake Elkhorn and Cradlerock Way.**

*CA has no open space on the east side of Broken Land Parkway between Cradlerock Way and Lake Elkhorn. A sidewalk does exist (in the road right of way) from Stevens Forest Road to Cradlerock Way so it would be reasonable to request Howard County to extend the sidewalk to Lake Elkhorn. CA team members will reach out to the appropriate Howard County agencies to make this request.*

### **Operations**

**42. Increase funding in aquatics to effectively recruit and retain additional certified lifeguards and potentially increase wages, and/or other employee incentives.**

*The Human Resources Division currently provides recruitment support to the Aquatics Department to assist in the recruitment of lifeguards and other aquatics staff. The minimum wage adjustments and related increases that began last year and will continue for the next two years will provide a significant increase in the average lifeguard wage. In addition, CA currently employs an incentive program that provides financial incentives for aquatics team members based on hours worked, completion of in-service trainings and to returning summer staff.*

**43. Increase the budget of Open Space to provide for a shorter mowing, trimming and edging cycle to those areas that are not maintained weekly and to provide for additional staff to assist in the license agreement process.**

*Staff is evaluating the budget impact of increasing the mowing cycles in the open space. The current practice is to mow most turf areas every two weeks. However the turf grows at a substantially faster rate during the spring season, and additional cycles would help with the aesthetic at that time. Staff is looking for savings in the operating budget to offset the increased cost associated with a more aggressive mowing cycle.*

**44. Increase funding in the legal department to create a full-time Covenant Administrator position to work exclusively with ARC and the villages to help speed up the timeframe on litigation matters.**

*Staff is proposing the addition of a new covenant administrator position at the part-time level for up to 28 hours per week, which will improve enforcement and the expeditious handling of the covenant matters.*

### **RIVER HILL**

**45. Community Enhancements: The Association's Village Center Community Plan (2013) included within the Village Center boundary the CA open space and water retention ponds behind the Columbia Gym within the Village Center boundary. The area was identified as having the**

potential to become a community gathering place. The following possible improvements were suggested: highlighting the already existing September 11, 2001 memorial, improving pedestrian connectivity, constructing a gazebo, adding picnic tables, creating a fishing pier, adding benches, and improving pond maintenance. This area has already become a focal point for work being done by the Association's Watershed Committee in collaboration with CA's Watershed Manager and the Open Space Management Team. In May, their efforts were featured in the River Hill RideAbout sponsored by the CA Archives in conjunction with the Association. Therefore, the time is right to begin working on a plan for the future of this area to create a gathering place consistent with the vision set forward in our Community Plan. We ask that CA initiate the development of a plan as part of the FY17/18 budgets. We are eager to get started and look forward to working with you.

*Staff would recommend pursuing a two-part approach: 1) FY 16 operating projects to address items such as highlighting the 9/11 memorial, picnic tables, benches and pond maintenance; and, 2) pursuing cost estimates for planning and construction for pedestrian connectivity and gazebo.*

**46. Environmental & Sustainability Initiatives: Pet Waste Stations in River Hill –** The Association is very pleased that two “take a bag, leave a bag” pet waste stations have been installed in the open space in the village. The Board of Directors requests that additional stations be installed in strategic locations where a high volume of pedestrian and dog walking activity can be identified. The Association's Watershed Committee and staff will work with the CA Open Space Management Team to implement this expansion.

*Staff would be happy to work with the village office to address areas that need additional dog waste stations and with any required funding sourced from the Open Space operating budget.*

**47. Watershed Improvements in River Hill –** The Middle Patuxent River and the Environmental Area (MPEA) are part of the village's backyard. There currently are no CA funds available for residential projects in our community as exist for other villages. The Board requests that funds be included in the budget to implement rain gardens, erosion control, and other water quality and quantity related improvements in the River Hill open space and on private property to benefit the Middle Patuxent River watershed.

*There is money currently in the FY 15 capital budget for a project in River Hill. The original location was at the end of Linden Linthicum where there was a path flooding issue. That issue was resolved when the path was repaired and grade adjustments were made. Staff will coordinate with the River Hill Watershed Advisory Committee and the Village Board in developing a new project site.*

*The Rain Garden Cost Share Program is grant and resident funded. The only funding CA has secured to date has been for activities in the Little Patuxent watershed. The Rain Garden Cost Share Program will be expanded into the Middle Patuxent when appropriate grant funds are secured.*

**48. Pollinator Buffers and Native Plants –** The Association's Watershed Committee works closely with John McCoy and the MPEA Invasive Plant Manager to educate our residents on the importance of removing invasive plants and using native species. Jointly, they have been removing invasive plant species from the open space behind the Columbia Gym and planting native plants. We encourage expanding this cooperative effort across Columbia. Additionally, as CA open space improvements are made, we ask that emphasis be given to encouraging the use of native plants and pollinator friendly plantings.

*Howard Community College and the Middle Patuxent Environmental Area jointly conduct Weed Warrior training. A number of Weed Warriors throughout Columbia have been trained, and volunteers have been involved in invasive plant removals and native plant plantings in River Hill, Wilde Lake, Hickory Ridge and Owen Brown.*

*Native plants are the preferred planting material for Open Space Improvement projects.*

*Open Space staff will continue to work with the Watershed Manager and community in expanding this volunteer program as opportunities arise.*

**49. Community Garden Plots** – Gardening is on the rise nationwide as people have a desire to know where their food is coming from. In River Hill, we have experienced an increase in the number and size of backyard gardens. Additionally, it is not uncommon for these gardens to be non-compliant with our Covenants due to their size, location, and materials used. Although garden plots are available locally through the Columbia Gardeners, this non-profit organization cannot accommodate the current demand. Additionally, the locations are not readily accessible to River Hill residents, particularly those lacking in weekday transportation. Therefore we ask that, as appropriate, CA partner with Columbia Gardeners and Howard County Recreation and Parks to evaluate the potential for creating additional “public” garden plots in Columbia. A location on the west side of Columbia, that is easily accessible to our residents, is preferred.

*Staff submitted a report to the Board of Directors in the fall of 2014 addressing siting opportunities for a CA community garden. The Columbia Gardeners, a non-profit organization, operates three thriving community gardens on Howard County property. Two of these gardens are on the east side of Route 29 and the third is on Martin Rd in the Hickory Ridge area. Staff checked CA open space for additional community garden sites that met these criteria: frontage on a public road (for drive and water line access), minimum three acres in size, nearly level or moderately sloping, non-forested and property that could be screened from nearby residences. No suitable sites met these criteria on the west side of Columbia.*

#### **Facility Improvements:**

**50. Fireplace Improvements** – Claret Hall has an internally vented gas fireplace. This fireplace has historically been problematic to use, does not meet current code, and became unusable during the 2015 winter months as it would not stay lighted. CA staff has proposed replacing the unit with an externally vented unit that is similar to those installed at Kahler Hall and The Other Barn. In these locations the fireplaces vent into planted areas. While this is an ideal solution, our situation is different. The vent would exit directly onto the patio area, at approximately 3.5 ft. above the patio surface, and in a location between two doors and near a third. The vent comes with a caution warning that it becomes hot when the fireplace is in use. Thus, an installation like those in Harper's Choice and Oakland Mills poses a safety concern at Claret Hall. The patio area is used year round by smokers and rental guests, including children. Association staff has suggested the installation of a 2-sided fireplace as an alternative. CA staff is currently exploring this option and assessing the feasibility. Regardless of the ultimate solution, it is our expectation that the final product will be safe and aesthetically pleasing and not detract from the use of the patio. We ask that adequate funding be allotted should it become necessary for the project to continue into FY17.

*CA team members will continue to work with village association staff on a new fireplace solution. As noted, Code requirements have recently changed and a ventless fireplace is no longer an option, which has lengthened the replacement process.*

**51. Lighting Improvements** – Although Claret Hall and The River Hill Meeting Room are among the newest CA buildings, they are now 15- and 21- years old respectively. Therefore, the lighting fixtures are not as energy efficient as they could be. As light fixtures have failed, the Association has replaced them and the use of current LED technology is spotty at best. We ask that both facilities be retrofitted throughout with the latest lighting technology. This will not only improve energy efficiency, we anticipate it will standardize the supply of bulbs the Association keeps on hand, and reduce both CA and community association staff time devoted to bulb and light fixture repairs and replacements.

*Facility assessment surveys are currently underway at several of the older CA facilities. CA is planning to address the findings in the facility assessment surveys in the coming budget cycle utilizing the*

*Community Service Category III capital allocation. First priority for the category III funding will be given to building systems such as HVAC and roofing with remaining available funding directed toward aesthetic improvements such as lighting.*

**52. Fire and Security System Improvements –** Several years ago, CA conducted a security analysis of the village-managed facilities. The Association has never received the results of this study. However, the safety and security of Association staff, volunteers, residents, and clients are of utmost importance. Our staff has been advised that some of the equipment currently installed as a part of Claret Hall's fire and security system is reaching the end of its useful life and should be replaced. To date, the Association has taken care of the cost of replacing equipment as it has failed. However, this is occurring on a more regular basis. Therefore, we ask that CA conduct a comprehensive evaluation and upgrade the system. The River Hill Meeting Room currently has an aging residential fire and security system. This facility is not staffed and is used for a variety of meeting, class, and social rentals. We request an evaluation and upgrade of the current system to one that meets commercial standards. The upgrade needs to include the addition of a video component that can be easily viewed by Association staff. As a part of upgrading the system, it will be helpful to move the monitoring responsibilities to the contractor used for Claret Hall.

*A work ticket has been placed in this fiscal year (FY 16) to verify all existing systems are in place and operational. The full facility assessment surveys noted previously will also include life safety systems, and funding priorities for the coming year will be focused on much older community association buildings with less sophisticated life safety systems.*

#### **Columbia-Wide Requests:**

**53. Assessment Share –** In 2012, the External Relations Committee recommended that the village associations' assessment shares be revisited at least every 5 years. The Columbia Villages are jointly undertaking a compensation study this fall. We look forward to starting this process. We recommend that funds be allocated to have an independent, third party, analyze the current formula and work with CA and the villages to update the model. The Board also requests that an increase in the percentage each village association may retain under the Cash Reserves formula be part of the discussion.

*CA and the villages are currently working to update the Management Agreement, which is set to expire on April 30, 2016. The work team anticipates having a draft for review by all the villages in March 2016. That cooperative work team, comprised of CA staff representatives and village manager representatives, will also make recommendations about the process and timeline for the update of the CA Assessment Share formula. The current assessment share formula was approved in July 2012 for a five year period and is in place through the end FY 17 (Spring 2017).*

**54. Covenant Enforcement Support –** Once the village associations have exhausted our means of enforcing the Covenants, we rely on CA's Architectural Resource Committee and CA staff to assist by making notations on the assessment files, restricting access to CA facilities, and moving forward with legal action if needed. However, once a case is accepted by the ARC the process typically moves very slowly, often coming to a standstill. This is discouraging to village staff and the residents in the community who are concerned about the condition of the properties in their neighborhoods. Although River Hill does not have many cases that have been accepted by the ARC, we have experienced the powerful impact that the initial warning letter from the CA/ARC has, once it is sent. We recognize that CA's legal team wears many hats and there are many high priority, company-wide issues. However as Columbia ages it is important to continue to enforce the Covenants and to do so in a reasonable and timely manner. Therefore, we ask that you evaluate current staffing levels and consider expanding positions or sub-contracting for additional support to focus on the administration of covenant enforcement matters.

*Staff is proposing the addition of a new covenant administrator position at the part-time level for up to 28 hours per week, which will improve enforcement and the expeditious handling of the covenant*



*matters.*

**55. Open Space Management Administrative Support – As our society has become more litigious and as the Columbia Association has evolved, many informal relationships and processes have become much more complicated. The need for license agreements between CA and the villages for a variety of events is an example of increased CA open space staff time devoted to administrative tasks and another area where delays occur. Therefore, we ask that you evaluate current staffing levels and consider expanding positions or sub-contracting for additional support to focus on open space related administrative matters.**

*A CA staff work team will be looking at the steps involved in processing license agreements with the goal of streamlining the manner in which village events that are held each year are handled.*

### **TOWN CENTER**

**56. Columbia Association staff has come to Oakland many times over the years to repair damaged tiles on the Veranda steps. Our understanding is that those tiles are no longer available. We learned from Dennis Matthey that the present Veranda tiles lack proper foundation. Upon his suggestion, we request the removal of the tiles on the steps and replacement with a more durable material with appropriate foundation.**

*CA team members will work with village association staff to secure a suitable system that fits within budget constraints.*

**57. As Columbia Association staff recommended in the FY 2015-2016 budget process, the wool carpeting in the Ridgeley Room, and Sterrett Room needs to be replaced because of the unsightly stains and damage that these carpets have sustained through the years. Dennis Matthey suggested and we agree that the carpet in these rooms be replaced with a wood flooring similar to the Gaither Room. Wood flooring would reduce restrictions for use of the facility and provide increased revenue.**

*CA team members will work with village association staff to secure a suitable replacement system for the wool carpeting.*

**58. Water and moisture regularly seep under the tiles in the Kitchen and Back Hallway, causing them to buckle. They are a tripping hazard, and the uneven surface of the tiles traps dirt and makes them impossible to clean. Therefore, we request that the tiles be replaced by a smooth, cleanable material in the Kitchen and Back Hallway, including the handicap-accessible restroom.**

*CA team members will work with village association staff to secure a suitable replacement system for the back hallway and kitchen flooring systems.*

**59. Despite repeated good faith efforts to clean the tile floor in the second floor Ladies Room, the grout continues to be severely discolored and is beginning to crumble. The floor never looks clean, and the appearance makes a very poor impression on our customers and their guests, all of whom are potential customers. We respectfully request that the tile flooring in the Ladies Room be replaced and a plan be put in place to update the stalls and vanities to contemporary standards.**

*CA recommends replacing the grout prior to wholesale replacement of the tile. A work order will be placed to clean the tile in early winter 2016. If grout replacement is not successful, CA will work with the village staff for wholesale replacement of the tile system.*

**60. We request the installation of an elevator to the second floor of the Historic Oakland Manor facility. With over 21% of Town Center's population over the age of 65, an entire floor of the facility is not accessible to the many senior residents and event guests as well as physically disabled residents in our community. We believe that the Columbia Association should be at the forefront of responsiveness to issues of accessibility and aging in our community.**

*CA is moving forward with ADA improvements throughout Columbia based on available funding and the number of residents participating in building programs. The expected cost of an elevator would consume all of the ADA allocation for the coming year. Although an elevator would improve access, the cost far exceeds the expected capital expense for several less costly projects that serve a greater number of residents. This project is on the CA ADA list but is not considered readily achievable given other more pressing ADA needs.*

**61. Town Center has received many requests from commercial vendors to rent Historic Oakland's kitchen for baking and cooking. Since the kitchen is presently approved for warming purposes only, a new food establishment license would need to be issued by the Howard County Health Department. One requirement for this new license would be the installation of a new grease removal exhaust hood. We request the purchase and installation of a new grease removal exhaust hood. Additional revenue from such rentals would enhance our community programs.**

*Based on CA's experience with the commercial kitchens at Hobbit's Glen in both the turn house and the clubhouse building, the cost and necessary building modifications would likely consume a major portion of the Community Service Category III allocation. A full facility assessment survey is currently underway at several CA facilities. CA is planning to address the findings in that study in the coming budget cycle utilizing the Community Service Category III capital allocation. First priority for Community Services capital funding will be given to existing building systems such as HVAC, life safety equipment and roofing.*

**62. Through discussions with Phil Martens and Shapiro & Duncan, we have learned that Oakland's air conditioning units and thermostats are outdated and inefficient. We request an energy audit and replacement of all units and thermostats to increase efficiency and decrease costly repairs.**

*CA facilities staff will conduct an energy assessment at Oakland Manor and determine upgrade alternatives in conjunction with village staff. The historic nature of the facility greatly complicates significant HVAC replacement efforts and such a project will need to be considered as part of a larger renovation of the facility in the future. CA facilities staff will also coordinate with our HVAC contractors to evaluate the functionality of existing thermostats and determine if replacement is warranted.*

#### **WILDE LAKE**

**63. New HVAC system for Slayton House: Breakdowns and requests for repair have become more and more frequent over the past two to three years. In several instances, problems with the heating or cooling systems have disrupted rentals and community events. HVAC technicians have advised Slayton House staff that the HVAC units are outdated and difficult to repair and have recommended replacement. There is concern that parts are no longer readily available. In addition, replacement units would be more efficient and cost effective.**

*Facility assessment surveys are currently underway at several of the older CA facilities. CA is planning to address the findings in the facility assessment surveys in the coming budget cycle utilizing the Community Service Category III capital allocation. First priority for the category III funding will be given to building systems such as HVAC and roofing with remaining available funding directed toward aesthetic improvements such as lighting. Replacement of the Slayton House HVAC system will be reviewed in context with the results of the facility assessment surveys and service life of equipment.*

**64. Updated lighting for Slayton House reception area and Wilde Lake room:** The light fixture at the front desk is outdated and inefficient. The track lighting in the Wilde Lake room is extremely dated, ineffective and inefficient. Efficient, modern light fixtures which complement the building would make the facility more attractive to potential renters and allow for additional energy savings.

*Facility assessment surveys are currently underway at several of the older CA facilities. CA is planning to address the findings in the facility assessment surveys in the coming budget cycle utilizing the Community Service Category III capital allocation. First priority for the category III funding will be given to building systems such as HVAC and roofing with remaining available funding directed toward aesthetic improvements such as lighting. Replacement of the Slayton House reception and Wilde Lake Room lighting will be reviewed in context with the results of the facility assessment surveys and building system requirements versus new amenity initiatives.*

**65. Replace carpet in Slayton House front office, back hallway and back office:** The lobby carpet was replaced approximately five years ago. Other areas of the building were not replaced at the time and are now badly worn and stained.

*CA team members will work with the village association staff to secure new flooring for the areas as noted.*

**66. Bio-retention facilities in Running Brook (Reedy Brook tot lot) and Bryant Woods (Bryant Woods Park):** CA Watershed Manager, John McCoy has been working with residents to correct erosion problems in these areas. The proposed bio-retention facilities would help curb stormwater runoff draining through open space property. Residents downstream of these locations are experiencing high volumes of water runoff through their properties during large storm events. In several cases, stormwater has created gullies in yards, preventing any vegetation from growing. Slowing down the flow of water across these locations will diminish the amount of stormwater, pollutants and sediment ending up in our storm drains and eventually into our streams and lakes.

*The bio-retention facility in Running Brook is in the proposed FY17 Capital Budget and the Bryant Woods bio-retention request is in the proposed FY18 Capital budget.*

**67. Provide restroom facilities at Wilde Lake Park:** Currently, the restrooms in the Wilde Lake boathouse are only accessible during the summer while Nature Camp is in session and during the Annual Wilde Lake Old-Fashioned Family Picnic. Community members use the park year round and their ability to enjoy the park for long periods of time is limited by the lack of restroom facilities.

*Staff can evaluate a project to install a concrete pad and appropriate fencing for a spot-o-pot enclosure for the spring and fall seasons when the boathouse bathrooms are not available.*

**68. Updated signage around Wilde Lake Park:** Signage around Wilde Lake is not visible and is difficult to read. Specifically, signage indicating no fishing zones and no feeding the wildlife around the lake should be enlarged and placed prominently along the no fishing areas and around the lake respectively. Signage facing the lake is also necessary to inform boaters of no fishing areas. Better signage would help the public learn of the fishing and wildlife feeding rules and guidelines around the lake and give residents more clout when approaching people fishing in off limit areas or feeding wildlife around the lake. These signs need to be posted more frequently and in locations where people are known to fish and feed the wildlife.

*Wilde Lake fishing and boating signage are in process and will be addressed in the current fiscal year.*

**69. New staff position in CA Legal Department dedicated to handling ARC cases: WLVB supports Sheri Fanaroff's proposal to create a new full-time staff position in the CA Legal Department. The Covenants Administrator's sole job responsibility would be to manage the covenant enforcement function. This position will better serve the Villages' covenant enforcement needs and to handle covenant matters more expeditiously.**

*Staff is proposing the addition of a new covenant administrator position at the part-time level for up to 28 hours per week, which will improve enforcement and the expeditious handling of the covenant matters.*

**70. Swim Center and Splashdown Upgrades: Replace Splashdown with new water slides and/or unique family friendly amenities which would attract youth and families from Columbia and the surrounding area ("Family Aquatic Center"). As recommended in the CA Aquatics Master Plan, commission a study to define and identify suitable amenities. Modernize and upgrade the Swim Center as necessary to maintain the facility as a major indoor swim attraction for Columbia residents, including the Columbia Clippers and lap & recreational swimmers.**

*CA staff has proposed spending nearly\$5 million in the FY17 and FY18 capital budgets to address Swim Center building shortcomings brought forward through the Swim Center facility assessment survey. The Swim Center represents 11 of the 23 indoor swimming lanes and staff agrees that funds should be set aside to address building shortcomings and facility upgrades.*



October, 2015

To: Members of the Columbia Association Board of Directors  
Milton W. Matthews

From: Susan Krabbe

Re: Advisory Committees Input with Staff responses for the FY 2017-FY 2018 Budget

On July 1, 2015 letters were sent to all Advisory Committees from CA staff soliciting budget requests for the FY 2017-FY 2018 budgets. Below are requests from the Advisory Committees. The question is in **bold**, regular type, and staff response is in *italics*.

### **Senior Advisory Committee**

The Senior Advisory Committee appreciates CA commitment and support of services and programs for older adults.

The SAC requests that CA continue to work on the implementing the Older Adult Plan. Specifically, work on implementing the priority recommendations in the plan listed below.

- 1. New Position for an older adult subject matter expert. This position can serve as a liaison between CA and the public and can enhance CA's coordination and delivery of services for older adults and develop a relationship with UMBC's Erikson School which could serve as a resource/educational partner (Recommendation 8, G).**

*A part-time Older Adult Coordinator position is being requested by staff in the FY17/18 Budget. This position will assist CA in training front-line staff, coordinate CA's delivery of services for older adults, as well as be a liaison with the public.*

- 2. Bolster Advocacy for Expanded Transportation Options (Recommendation 1, A).**

*CA has partnered with Howard County on several plans including the Bike Share Feasibility Study, pathway connection feasibility analysis, and the Bicycle Master Plan Advisory Committee. Howard County government has secured funding for the first portion of the pathway connecting Downtown Columbia to Steven's Forest Road west of Broken Land Parkway. We will continue to advocate for expanded transportation options.*

3. **Financial support and technical assistance to the Village in Howard (Recommendation 2, G).**

*CA has provided the Village in Howard start-up funding in FY 15 and FY 16. Grant funding for future years is dependent on the number of applications received, the total budget available for grants, and the merits of each application.*

4. **Begin new group hikes and walks (Recommendation 4, D).**

*The new hikes and walks have begun to be implemented in the fall of 2015 and it is anticipated that they will continue in FY17/18.*

5. **Include Programs for Older Adults at Haven on the Lake (Recommendation 9, C).**

*Haven on the Lake has added a variety of classes and programs that are attractive to older adults. We anticipate that continuing into the future.*

6. **Coordinate with Howard County's Office on Aging as it develops its Master Plan for Older Adult Facilities and Services (Recommendation 7, B).**

*CA representatives served on the Advisory Committee and Working Groups as the Office on Aging developed its Master Plan. CA will continue to be a part of the implementation efforts of the Plan.*

7. **We appreciate the grant funding to the Village in Howard and request that CA continue to work with The Village in Howard and provide additional start-up funds in FY17/18.**

*CA will continue to provide programmatic assistance to the Village in Howard. Grant funding was provided in FY15 and FY 16. Grant funding for future years is dependent on the number of applications received, the total budget available for grants, and the merits of each application.*

8. **Request continued grants to Neighbor Ride, Howard County's Office on Aging Home Repair and Modification program and continued sponsorship of the Office on Aging's 50+ Expo.**

*Grant funding for future years is dependent on the number of applications received, the total budget available for grants, and the merits of each application.  
CA will continue to be present at the 50 + Expo and is a sponsor of the event.*

#### **CA WATERSHED ADVISORY COMMITTEE**

9. **A review and update to the December 2014 recommendations of CA's Watershed Protection Policy, and request to publish the performance measures of the effectiveness of Columbia's watershed protection program; including the conditions of the lakes and**

*This can be accomplished with existing resources. Staff will work with the Watershed Advisory Committee on an update of the Watershed Protection Policy.*

*The monitoring report for 2014 has been published on the webpage under lake management.*

**10. Show the recent and completed projects, maintenance efforts and correlation of the 18 completed projects, out of the 118 of Versar's 2009 Watershed Management Plan.**

*CA has completed seventeen Watershed Improvement Projects. Fourteen are from the original eighteen concept plans in the Watershed Management plan. Four of the original concept plans were cancelled. Two were cancelled because access to construct the projects was denied by a private land owner. Two were cancelled as either unfeasible due to utility constraints or excessive cost when compared to alternatives. Two of the remaining three completed projects were early action projects at CA facilities. The last completed project was selected from the 118 site evaluations in the plan due to its proximity to one of the original concept plans. See table below.*

Site Name	Concept Plan Id	BMP Type	Lat	Long	Comments
Athletic Club	Not an original concept plan	Bioretention	39.2221536249	-76.8864318047	Complete
Bugledrum Way	Merged LE-RRI-506 and LE-RRI-507	Stream Restoration	39.194538742	-76.8356924245	Complete
Celebration Church	LE-RRI-501	Bioretention	39.2059088734	-76.817329956	Complete
Cloud Leap Ct.	LE-RRI-012	Bioretention	39.2093363872	-76.8168267814	Complete
Dobbin Road	LE-RRI-020	Stream Restoration	39.1856748699	-76.8280076033	Project in progress
Dockside Lane	Not an original concept plan	Bioretention	39.1843254534	-76.8452664099	Complete
Homespun DR. at the YMCA	LE-RRI-504	Bioretention	39.1904027371	-76.833941059	Complete
Lambskin Lane	LE-RRI-013	Bioretention			Complete
Mendenhall	LE-RRI-003	Open Channel Swale	39.1871105373	-76.8276895137	Complete
Queen Maria Court	LE-RRI-015	Stream Restoration	39.2191199289	-76.8179726335	Complete
Smooth Path	LE-RRI-025	Bioretention			Complete
Spinning Seed Road	LE-RRI-019 merged with LE-RRI-018 (not an original concept plan)	Stream Restoration	39.1834058661	-76.827508258	Complete
Windbell	LE-RRI-024	Bioretention	39.1802077388	-76.8620065	Complete

Wilde lake barn	Not an original concept plan	Bioretention	39.2245493	-76.8369542535	Project in progress
Harpers Glen	Not an original concept plan	Stream Restoration	39.2195872	-76.883969	Project in progress
Hopewell	Modification of LE-RRI-001	Bioretention	39.1792467	-76.8332439	Complete
Dannon Garth	Modification of LE-RRI-011	Wetland fringe	39.2076237	-76.8278386	Complete
Deer Pasture	LE-RRI-002	Bioretention	39.1830394	-76.8293674	Complete
Dobbin behind Playwise Kids	LE-RRI-502	Bioretention			Project cancelled access denied
Dobbin behind Playwise Kids	LE-RRI-503	Bioretention			Project cancelled access denied
Homespun DR.	LE-RRI-505a	Bioretention			Project cancelled utility conflict
Homespun Dr.	LE-RRI-505b	Underground storage			Project cancelled excessive cost when compared to surface storage

- 11. We recommend, as a first step towards updating the plan, that the CA Board of Directors guide future watershed investments through an allocation of staff time or the hire of a consultant to construct a geographically tagged inventory of all of Columbia's completed and planned watershed management features by CA, the County Stormwater Division, the County Board of Education, the County Department of Parks and Recreation and by private land owners since 2009. We need to work together and compliment the costs, allocations and resources to do this with an overall vision. A complete big picture of what has and needs to be implemented inside and outside of Columbia.**

*This requires no additional resources. A complete geographically tagged inventory of existing stormwater management facilities on CA property is currently being completed as part of the Pond Inventory and Assessment project. Staff will ask Howard County Government for an inventory of all other stormwater facilities in Columbia, but feel that this is the County government's responsibility to compile.*

- 12. An update to our Watershed website with pages dedicated to Columbia Watershed Sustainability. A key responsibility of the Watershed Protection Program is to provide residential education and outreach. The WAC views our website as a major resource for our electronically literate residents to become educated and informed about watershed issues, actions CA is taking to protect our watersheds (including the goals, costs and outcomes) and actions residents can take on the properties to "slow the flow" of stormwater into the streams, lakes, rivers and eventually to the Bay.**

*This can be accomplished with existing resources. Staff will work with IT and Communications to address this.*



### **INTERNATIONAL EXCHANGE AND MULTICULTURAL PROGRAMS**

- 13. Continue and expand support of this program. The committee supports an increase in the International Exchange and Multicultural Programs budget for FY 17 and FY 18 to expand local multicultural program funding, to provide a part-time assistant for the Program Manager and to provide support to bring representatives from our Sister Cities to Columbia for the 50<sup>th</sup> Anniversary Celebration which will come in 2017.**

*The International Exchange and Multicultural Programs draft budget will be adjusted based on the projected programming for the year. We plan to allocate existing administrative support for the summer, more local programming, and events surrounding Columbia's 50<sup>th</sup> Birthday.*

**Senior Advisory Committee  
Fiscal Year's 2017/2018 Budget testimony**

Dear CA Board Members,

The Senior Advisory Committee appreciates CA commitment and support of services and programs for older adults.

The SAC requests that CA continue to work on the implementing the Older Adult Plan. Specifically, work on implementing the priority recommendations in the plan listed below.

1. New Position for an older adult subject matter expert. This position can serve as a liaison between CA and the public and can enhance CA's coordination and delivery of services for older adults and develop a relationship with UMBC's Erikson School which could serve as a resource/educational partner (Recommendation 8, G).
2. Bolster Advocacy for Expanded Transportation Options (Recommendation 1, A).
3. Financial support and technical assistance to the Village in Howard (Recommendation 2, G).
4. Begin new group hikes and walks (Recommendation 4, D).
5. Include Programs for Older Adults at Haven on the Lake (Recommendation 9, C).
6. Coordinate with Howard County's Office on Aging as it develops its Master Plan For Older Adult Facilities and Services (Recommendation 7, B).

We appreciate the grant funding to the Village in Howard and request that CA continue to work with The Village in Howard and provide additional start-up funds in FY17/18.

Request continued grants to Neighbor Ride, Howard County's Office on Aging Home Repair and Modification program and continued sponsorship of the Office on Aging's 50+ Expo.

Thank you for your continued support.

Respectfully submitted,

Roger Chang,  
Chair, Senior Advisory Committee

To: The CA Board of Directors 2016-17 Budget Testimony

Re: CA Watershed Advisory Committee  
(WAC) 9.3.15

From: Rhoda Toback, WAC Vice Chair

The Watershed Advisory Committee has a strong commitment to stormwater issues, runoff, abatement solutions and education.

Earlier today, Brian England WAC Chair submitted our testimony. My role this evening is to reiterate the request for (1) A review and update to the December 2014 recommendations of CA's Watershed Protection Policy, and request to publish the performance measures of the effectiveness of Columbia's watershed protection program; including the conditions of the lakes and rivers flowing through Columbia. (2). To show the recent and completed projects, maintenance efforts and correlation of the 18 completed projects, out of the 118 of Versar's 2009 Watershed Management Plan. (3). We recommend, as a first step towards updating the plan, that the CA Board of Directors guide future watershed investments through an allocation of staff time or the hire of a consultant to construct a geographically tagged inventory of all of Columbia's completed and planned watershed management features by CA, the County Stormwater Division, the County Board of Education, the County Department of Parks and Recreation and by private land owners since 2009. (4). We need to work together and compliment the costs, allocations and resources to do this with an overall vision. *A complete big picture, a mapping, of what has and needs to be implemented inside and outside of Columbia.*

And once again, now for the fourth year running, an update to our Watershed website with pages dedicated to Columbia Watershed Sustainability. A key responsibility of the Watershed Protection Program is to provide residential education and outreach. The WAC views our web site as a major resource for our electronically literate residents to become educated and informed about: watershed issues, actions CA is taking to protect our watersheds (including the goals, costs and outcomes) and actions residents can take on their properties to "slow the flow" of stormwater into the streams, lakes, rivers and eventually to The Bay.

Thank you for your time and consideration.

Rhoda Toback

**Testimony to Columbia Association Board of Directors**  
Regarding CA's International Exchange and Multicultural Programs  
Representing CA's International & Multicultural Advisory Committee  
September 3rd, 2015 - By Patricia Fisher

Good evening. My name is Patricia Fisher. I'm originally from Bogotá, Colombia. With my husband and two daughters I've lived in the village of Kings Contrivance for 32 years. I am a long-time member of CA's International Exchange & Multicultural Advisory Committee and Chair of the Multicultural Programs Subcommittee and the Tres Cantos, Spain, Sister Cities Committee.

I am here tonight to ask for your continued support of CA's International Exchange and Multicultural Programs. CA-sponsored Culture Fests, World Language Cafes, the International Book Club and Sister Cities Youth & Adult Exchanges, are programs that reflect and promote Columbia's truest values of greater understanding, appreciation and respect for the diverse cultures, customs and traditions present in our community.

CA's multicultural programs are community events open to all and help to increase awareness of global issues and of our place in the world community. Not only do these programs expose U.S.-born residents to other cultures, they are the most tangible and effective way that CA can let new and long-time residents, many born in other nations, know // that the Columbia Association includes them, too.

CA has only one staff person devoted to international & multicultural programming. It is through that one person, assisted by School System Interns and the gift of time from many volunteers, that CA is able to offer throughout the year such a rich variety of multicultural programs and sister cities exchanges.

The World Languages Cafe, held monthly in partnership with Wegmans, offers the opportunity to 80 to 100 community members each month to practice a language they are learning or interact with people who speak a language they know. Over 60 International Book Club members have selected and discussed 62 books from all over the world, in partnership with Howard County Library System. The World Food Passport program encourages families and food lovers to explore the many cultures represented in Columbia and Howard County through their cuisines. CA's Culture Fests featuring different regions of the world are a spectacular collaboration between CA and the Howard County Library System. Over the past 3 years, there have been Culture Fests on Asia, South Asia, the Caribbean, North Africa & the Middle East and South America. Coming up on October 4<sup>th</sup> at the Miller Library there will be a *Western Europe Culture Fest*. And coming next on November 8<sup>th</sup>, *Ghana Fest II* will be held right here at Slayton House.

Decades ago, Columbia developed Sister City relationships with two planned communities in Europe: Cergy-Pontoise, France in 1977 and Tres Cantos, Spain in 1990. CA has sent hundreds of high school students who are studying French and Spanish to those communities and we have received hundreds of students from those nations into our homes, for two-week cultural immersion experiences. Over the years, volunteers have also helped organize and host adult level business, art and cuisine exchanges with our European Sister Cities.

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Columbia now has a third Sister City, in Tema, Ghana, and plans are underway to bring high school students here in the spring of 2016; to host librarians from Tema in the fall who wish to learn about our public and school libraries; and to develop a relationship between a nursing college in Tema and HCC's nursing program. Also in the works is a proposal from the Haiti Sister City Planning Committee to develop a new Sister City for Columbia in Haiti. All of the Sister Cities exchange expenses have historically been covered by participant fees and by scholarships from the Alex Waters Fund of the Community Foundation of Howard County. We know that the "citizen diplomacy" that has been fostered by CA's International and Multicultural Programs over the years has contributed to making Columbia the diverse and enlightened place that it is today.

It's important to note that out of CA's budget of \$6 million, the portion allotted for all of these programs is **less than 1/5 of 1% of the budget**. Yet these programs are a vital tool for CA to promote the development of a community that fosters cultural, racial and individual diversity. They help to build trust among community members of different ethnic backgrounds, races and religions. And...not only are they inclusive and help break down barriers and stereotypes, but they make it easy for U.S.-born residents to learn about other cultures in ways that are both educational and fun.

We want to make sure that these programs continue to grow and remain vibrant. On behalf of the International Exchange & Multicultural Committee, I ask that you continue and expand your support of these programs. CA staff are requesting an increase in the International Exchange & Multicultural Programs budget for FY17 & 18 to expand local multicultural program funding, to provide a part-time assistant for the Program Manager, and to provide support to bring representatives from our Sister Cities to Columbia for the 50<sup>th</sup> Anniversary Celebration, which will come in 2017. We hope you will look favorably upon this request.

Thank you.



October 2, 2015

To: Members of the Columbia Association Board of Directors  
Milton W. Matthews

From: Susan Krabbe

Re: Resident Input with Staff responses for the FY 2017-FY 2018 Budget

At the September 3, 2015, pre-budget input session, a number of residents provided input related to the FY 2017-FY 2018 budgets. Below are their requests; the question is in **bold**, regular type, and staff response is in *italics*.

**Harriet L. Lancaster**

**1. Ms. Lancaster testified in support of the Multicultural and International programs, specifically the new Sisters Cities relationship with the planned community of Tema, Ghana, in West Africa. Specifically, the request was for \$20,000 to \$25,000 in the FY 17 and FY 18 budgets for costs incurred by Tema exchange group participants for expenses incurred in Columbia when participating in an exchange. An additional request was made to reprogram the FY 16 budget for the travel costs of the several CA representatives that need to go to Tema in February 2016 in response to the formal invitation of the Mayor of Tema.**

*Exploration has begun with the Community Foundation of Howard County for creating a fund to receive donations to partially offset the expenses Sister City exchange participants incur when visiting Columbia. CA does not plan to participate at this time.*

*Staff would recommend sending an official delegation and paying for two people from CA. This would not be an additional expense in FY 2016 as existing budgeted funds would be used for this purpose.*

**James Lancaster**

**2. Mr. Lancaster testified in support of the Multicultural and International programs, specifically the new Sisters Cities relationship with the planned community of Tema, Ghana, in West Africa. Specifically, the request was for continued funding for travel, Ghana Fest and possibly support funds for delegates from Tema for transportation here and some related costs to supplement home stays. In addition, a request for a half-time staff assistant to work with the one full-time multicultural and international staff person at the Columbia Association.**

*Please see answer to # 1 above. Multicultural program expenses have been programmed into the draft operating budget and existing administrative support will be allocated to the program.*

**Kristin Lilly**

- 3. Ms. Lilly spoke in support of the World Language Café and the World Food Passport Program, part of the programs offered by CA's International Exchange and Multi-cultural Programs.**

*Thank you for your continued support of the programs. A draft budget will reflect continuation of the local multicultural programs.*

**Abby Snow**

- 4. Ms. Snow spoke in support of the Sister Cities high school students exchange programs, specifically the exchange with Tres Cantos, Spain, part of the programs offered by CA's International Exchange and Multi-cultural Programs.**

*Thank you for your support of the international exchange program. A draft budget will reflect continuation of the youth exchange with Tres- Cantos.*

**Mariann Snow**

- 5. Ms. Snow spoke in support of the Sister Cities high school students exchange programs, specifically the exchange with Tres Cantos, Spain, part of the programs offered by CA's International Exchange and Multi-cultural Programs.**

*Thank you for your support of the international exchange program. A draft budget will reflect continuation of the youth exchange with Tres-Cantos.*

**John DiTomaso**

- 6. Mr. DiTomaso requests a curbside leaf collection program subsidized in part by CA.**

*Leaf collection has been considered previously by CA but due to high capital and operating cost was not initiated. In Montgomery County this is a county supplied service and would work best in Columbia if provided by Howard County as well. CA team members will contact the Howard County Department of Public Works regarding whether or not any plans are in place to initiate a leaf collection program.*

- 7. On behalf of his wife, Mr. DiTomaso shared her dissatisfaction with not having treadmills available for basic members in the three fitness facilities and having to purchase an upgraded membership for access to treadmills.**

*Staff is currently reviewing membership structure and pricing recommendations presented by a sport and fitness industry consultant with the intent of proposing and implementing changes to our current membership and amenity offerings.*

**Columbia Association FY17 and 18 Budget Testimony Session, Slayton House, Wilde Lake Villager Center, September 3, 2015, 7:30 P.M.**

**Testimony for September 3rd hearing on the funding requirements of the Sister Cities Relationship between Tema, Ghana and Columbia, Md. By Harriet Lancaster, 6000 Voyage Way, Unit 404 Clarksville, Md. 21029 (Village of River Hill)**

I am here with my husband, Jim, in support of the Multicultural and International programs and specifically the new Sister Cities relationship with the planned community of Tema, Ghana, in West Africa. We have lived in Columbia for a total of twenty four years, first from 1968 to 1980. When two of our adult children came back to raise their children here we moved here again in 2003, living for the past twelve years in River Hill. I served for five years as the first County Citizen Services Administrator. In fact I organized the program, bringing in to Howard County a number of grants and programs including what is now the Office of Aging.

From 1994 to 1999, I lived in the capitol of Ghana, Accra. I was the U.S. Peace Corps Director and I loved my experiences in Ghana. In 2001 my husband and I formed a small nonprofit called ALAD, African Literacy Art and Development Association, Inc. We have built several libraries/computer/literacy centers since we left Ghana. Through my work with the US Department of State as well as the Peace Corps. I visited at least 30 of the 54 African countries on that very large continent. I have always found Ghana to have the most hospitable residents. Its official language is English. Therefore I joined the committee looking at an African sister city early on and was the first chair of the advisory group when we decided to pursue a formal Sister Cities agreement with Tema. Like us, Tema is less than an hour's drive from its capitol city. It was founded as a planned community in the 60's by the first President of Ghana after independence, Kwame Nkrumah.

I believe there is a hunger in Columbia for programs on cultures that reflect the African experience and not only by our many Ghanaian and Nigerian American residents but by our African American, Asian American and Caucasian American residents who want to know more and visit more with countries that are governed and populated by people of color who have had very different cultural and historical experiences than we have had or which we find in our European Sister Cities counterparts. This was demonstrated in November, 2013 when over 500 diverse Columbia residents turned out for a Ghana Fest held here in Slayton House. With the growing awareness in our country that Black Lives Matter and have always mattered, exchanges between the ethnically diverse planned city of Columbia, Md. and the ethnically diverse (particularly by language and culture) planned city of Tema, Ghana makes tremendous sense and deserves to be well funded by the Columbia Association. Our European counterparts could not only cover the cost of their transportation over the Atlantic but also pay for transportation, site seeing, food, and other incidentals while here. The Tema groups interested in coming on exchanges to Columbia have indicated they would raise the funds for the transatlantic voyage, it is **not** realistic for them to pay for internal costs beyond the home stays. They will provide to us, room and board and transportation in Tema. We need to do the same here. So we are asking CA to put \$20,000 to \$25,000 into the FY 17 and FY18 budgets for the various exchanges that my husband Jim will describe in his testimony



Having made several trips to Ghana for our nonprofit over the past few years, we went to Tema and visited the Metropolitan Assembly, the Mayor and a wonderful private high school, SOS each time. The Tema mayor came here last year with a delegation and formally signed the Sister Cities Agreement with our CA President/CEO Milton W. Matthews. I have a **Tema calendar for 2015 in which the signing is featured to give to Mr. Matthews.** (Will show it to the audience). This and the hand woven kente strip was given to us on this past August 5<sup>th</sup> when my husband Jim and I spent the day in Tema.

It is time now for a Columbia delegation to go to Tema, Ghana. We also hope to have several committee members who would like to participate in the visit to travel with the delegation primarily at their own expense. We have been formally invited and it has been almost a year since their delegation was here in Columbia and signed the agreement. While invited initially for December the Mayor has agreed to a February visit which the committee deems more feasible. We would like to see CA reprogram the FY16 budget for the travel costs of the several CA representatives that need to go to Tema. Once there Tema will arrange for housing the delegation. The Mayor even said he could house in his own home up to four delegates. Tema is a vibrant city with manufacturing and port facilities and is close to many interesting historical venues. From my own experience I can say representing Columbia in Tema will be a very positive experience for the delegation and for all the residents who go on exchange to Tema, Ghana.

**Columbia Association FY17 and 18 Budget Testimony Session, Slayton House, Wilde Lake Villager Center, September 3, 2015, 7:30 P.M.**

**Testimony for September 3rd hearing on the funding requirements of the Sister Cities Relationship between Tema, Ghana and Columbia, Md.**

**By Jim Lancaster, 6000 Voyage Way, Unit 404 Clarksville, Md. 21029 (Village of River Hill)**

As my wife mentioned we have lived in Columbia for 24 years. We think it is a very special place because of its diversity as well as its amenities and quality of education. I love Ghana as well and want to speak about the kinds of initial exchanges we have looked at with the Tema leadership.

During the time in Tema when we were so cordially received by the Mayor and key District Assembly staff members, he shared with us in some detail their exchange interests. The mayor and his staff are especially interested in having several of their library staff come to Columbia for up to three months to train in community and possibly school library programs that we have here. When they visited Tema's delegation was very impressed with the Miller library. The mayor and his coordinating committee which includes the Ghana Education Service (GES) are building with donor funds six new two story schools called Industrial Basic Schools. Each building will have two libraries, one for the elementary level and one for the junior high school level. Two schools are under construction and the one we saw is under roof. The innovation is that they will be open to the community after school hours. This very useful educational innovation which will provide community based library programs in communities where they have not existed. Therefore if possible a representative of our library system should travel with the official delegation. The Mayor wants to send their library coordinator and two librarians here to learn from our systems.

We also visited the impressive private hospital and medical sciences school in Tema known as Nahr-Bita. Members of the Tema sister cities committee will be visiting the Howard Community College in Columbia later this month to discuss a proposed visit by several nursing school instructors from Narh-Bita to our nursing school for shadowing for several weeks early fall of 2016. We have brought back a slide and a DVD program for the nursing school and community college to see but would very much like to see a representative of the nursing school visit with the delegation so they could understand more fully the Narh-Bita training programs and the hospital.

We also have arranged for an exchange program with the very fine private secondary school (called a college in Ghana) of SOS which has done exchanges in the past with a number of US schools including most recently a public school in Mississippi, and two private and prestigious schools, St. Paul's and Exeter Academy. Columbia's Sister Cities program will host ten Ghanaian students from SOS for spring vacation, in late March, 2016. SOS is selecting students and arranging their transportation this fall and we should have names and interests by December. Columbia students who will go in a subsequent year to the SOS Hermann Gmeiner International College in Community 6, Tema, Ghana. Please note that Tema numbers rather than names its planned neighborhoods so that the Tema Metropolitan Assembly offices are in Community 1 and the SOS school is in Community 6 etc.

Our last point on the Sister Cities exchanges is that Ghana which found oil offshore and has been pumping for a few years is growing and there are many business opportunities The Tema mayor asked

to have someone in economic development visit as part of the delegation as well. I explained that this was a county level function here so my wife and I and former County Executive Liz Bobo plan to visit our County Executive to discuss a possible representative coming to Tema with our delegation.

Funds committed to the newest sister city relationship Tema, Ghana and our city of Columbia, Md. will be well used and we believe well received by our Columbia residents. We urge you to approve travel, Ghana Fest and possibly support funds for delegates from Tema for transportation here and some related costs to supplement home stays. We expect another 500 Columbia residents will turn out for the wonderful cultural displays in our next Ghana Fest. In order to do new programming effectively we would like to see a half time staff assistant hired to work with the one full time multicultural and international staff person at the Columbia Association. Hopefully there will be additional non-European sister cities that will reflect Columbia's diversity and additional staffing is needed to make it work well. Thank you.

My name is Kristin Lilly and I work at FIRN, located at 5999 Harpers Farm Road, Suite E-200, Columbia, Maryland 21044. FIRN is a non-profit that assists the foreign-born community in Howard County with information and referral, immigration counseling, interpreting and translating and other services. I am testifying today about two Columbia Association Programs that I love- the World Language Café and the World Food Passport.

The World Language Café is a free event that the Columbia Association holds once a month at Wegmans. There are tables set up for different languages including Spanish, Italian, Portuguese, Korean, Hebrew, Hindi and more. Participants go to the table of the language they want to speak and have a conversation with the others at that table. Some stay at the same table the whole time, and others visit multiple tables in the same night. I've gone to the Spanish, Italian, and Portuguese tables. Language Café has helped me with foreign language skills I need for my job as well as for my own personal interest. For me, Language Café is important because it gives me the opportunity to practice and improve foreign languages that I'm studying. For native speakers, it gives them the opportunity to speak their own language, help people that are learning the language, and meet people from their own country.

The World Food Passport is a program where participants get stamps in their "passport" for visiting local participating restaurants. The passport is divided into sections based on the type of cuisine: Asian; South Asian and Afghani; European; Mediterranean and African; Latin American and Caribbean and North American. Once participants have a stamp in each category, they have one entry into a sweepstakes for a gift card from one of the participating restaurants. This program is valuable because it exposes participants to different restaurants and encourages them to try different types of cuisines. The program also helps to support local businesses.

I love these programs from the Columbia Association because they are fun, educational, and enriching. The Columbia Association celebrates the diversity of Howard County residents and encourages us to learn what we can from each other. Please continue to fund these programs as they are very important to the community. Thank you.

Hi everyone, my name's Abby Snow. I'm 16 years old and currently attending my last year of High School at Howard. The past two summers I've participated in the Sister Cities Exchange to Tres Cantos, Spain. To be perfectly honest, it was a little scary and intimidating. I was immersed into the lifestyle, the language, and the culture of Spain. It was uncomfortable and awkward, but at the same time eye-opening. It's not every day you get the opportunity to experience the life of a teenager from another country, let alone live it for two weeks.

During the summer of 2014, even though I didn't speak a lot of Spanish, I did learn a lot about the culture of Spain. My partner shared her knowledge of school, work, food and finance with me. She was completely fascinated by the fact that I had a job, and explained that she wasn't able to get a job due to Spain's financial situation. She explained that because of high unemployment rates, all the available jobs were going to newly graduated college kids, leaving nothing available for high schoolers. It intrigued me that Spain, while so different, was also very similar to the United States. It was westernized, had similar stores and even clothing trends.

After that summer, Spanish class seemed easier, more interesting... and maybe more fun. I found myself actually paying attention in class and not just taking it for a "Foreign Language" credit. I wanted to learn.

In the summer of 2015, I returned to Spain through the exchange with a new set of acquaintances. During the month and a half, both in Spain and America, I bonded so much with all of the teenagers. It's amazing how no matter what language we spoke we all got along and seemed to understand each other. In that year, I had gained confidence in my Spanish ability and I wasn't as afraid to speak the language as I had been in the summer of 2014. Because of that, my Spanish improved even more.

The exchange helped me to meet new people, some of whom I would have never had the opportunity to meet otherwise. I've stayed in contact with many people from both of the exchanges and some have even become my best friends. It's amazing how much one experience can change you.

The exchange taught me how to be independent while still relying on others, and how to react in socially awkward situations... which is a great learning experience for any teenager. Overall, it taught me how to embrace language and culture, even if I feel out of place.

The truth is, we're all pretty similar... besides the language of course. Whether we're from Spain, or France, or America, or any other country, we're not all that different. The Sister Cities Exchange Program helped to teach me that.

Thank you to the Columbia Association Board for supporting the Sister Cities Exchange Program and I hope that you continue to support it so teenagers can experience the true value of language and culture, and so you can continue changing the lives of teenagers through the program, like you did for me.

**Budget Testimony to CA Board of Directors  
Sept 3, 2015**

Mariann Snow  
5641 High Tor Hill  
Long Reach  
Columbia, MD 21045

Hello. My name is Mariann Snow, I'm Abby's mom.

I wanted to start out by saying "Thank you!" to the Columbia Association Board Members. We appreciate your support of the multi-cultural programs that are offered here in Columbia, especially the sister cities exchange program, under the leadership of Laura Smit.

The exchange program has given our family a wonderful opportunity to welcome a Spanish student into our home, and to talk about, and explore the differences between her lifestyle and ours. It gave all of us a chance to try out our Spanish skills and to discuss family, jobs, schooling and more.

We believe that the Sister Cities exchange is an incredible program, and a great value at \$700 + airfare. It's like a summer overnight camp, where every day the campers have lessons in subjects like foreign language, culture, history and etiquette. During the exchange, the campers are having so much fun enjoying their new surroundings, making new friends and traveling to different places. But once the students fall back into the routine of the school year, that seems to be when they realize how much they have learned and grown from participating in the program.

For example, Abby's ambitions have changed. Instead of simply studying business in college, she's hoping to pursue international business and plans to study abroad. Instead of being content learning Spanish, she hopes to one day learn French and possibly Italian. In addition to her ambition, Abby has also become more confident, developed better interpersonal skills, and gained a sense of independence. I believe she is also more aware and appreciative of the diversity within our community, and is learning the importance that culture plays in each of our lives.

When we tell friends and family about this program, and they listen to Abby's stories, they are always impressed. When we tell them that the program is offered through the association where we live, they simply can't believe it. We feel lucky to have been able to participate in the Sister Cities program for the past two years. Abby has two younger sisters who are also looking forward to the exchange, so we are hopeful that the Board will continue to be supportive of this program in the years ahead.

Thank you!

Pre-Budget Forum Testimony  
September 3, 2015

To: Columbia Association's Board of Directors

I've lived in Columbia since 1971. During all these years I've watched my Columbia Association dues increase steadily to the point where last year they were approximately \$850. My wife and I belong to Package Plan and pay approximately \$700 a year for the basic program. So, in round figures, my homeowners association collects about \$1,500.00 a year from us.

In recent years the Columbia Association has published many documents pointing out to its constituents all the benefits they enjoy through CA, our homeowners association. These benefits are genuinely tangible and considerable. Still, there are people who complain that they don't use all these benefits. Money spent on golf club houses, horse barns and exorbitant salaries are often cited by the complainers.

I believe CA could gain a lot of support by sponsoring a program that would have a very real positive effect on homeowners throughout Columbia. I'm talking about a leaf collection program subsidized in part by CA. As we head into fall and face our annual battle with falling leaves, I can't help but think that others, like me, wish there was some easy way to deal with this chore.

Nearby Montgomery County has had a leaf collection program in place for decades. I'd like to propose that CA look into the feasibility of setting up something similar for Columbia and perhaps other areas in Howard County. Columbia, with a population of more than 100 thousand people, should be able to work in concert with the Howard County government in developing a program.

I love Columbia and wouldn't want to live anywhere else. I'm sure you feel the same or you wouldn't be serving as a representative. Please consider this idea. It's a chance for homeowners to see their CPRA fee providing a very useful service.

Oh, I have one other item to mention that actually comes from my wife. She has worked in the fitness field for more than thirty-five years. She can't understand how CA can run three fitness facilities that do not provide treadmills for their basic members. Requiring club members to purchase an upgraded membership in order to have access to something as basic as a treadmill is a travesty!

Thank you for your attention.

John DiTomaso  
9448 Farewell Rd.  
Columbia, MD 21045  
410-730-3071  
johndit@comcast.net





## **APPROVAL GUIDELINES FOR INCLUDING CAPITAL PROJECTS IN THE DRAFT BUDGET**

Approved by the Board of Directors: February 24, 2011

The Columbia Association Board of Directors requires a majority of yes/no votes and a threshold of four (4) votes for a Category I or Category II capital project to be placed into the draft budget during the initial straw voting session.



## **COLUMBIA ASSOCIATION BOARD OF DIRECTORS**

### **Pre-Budget Work Session for FY 2017 – FY 2018**

The following codes are used to indicate the purpose of the capital projects:

S – SAFETY	Legal or safety reasons
Q – QUALITY OF SERVICE	Quality of service upgrade but no additional revenue anticipated
\$ - REVENUE	Additional revenue anticipated

## CAPITAL PROJECTS

The Capital Projects Recommendation Process has been developed to implement the Capital Project Planning and Implementation process developed by Columbia Association's President and approved by the Board of Directors during the FY 2011 and FY 2012 budget process in February 2010. This process divided capital projects into three categories, which are summarized in the table below.

<b>Category I</b>	<b>Category II</b>	<b>Category III</b>
Board-Supported Initiatives - projects approved by the Board of Directors that are focused on meeting the Board's strategic goals and providing improved quality of life venues for Columbia residents.	Phased Projects - projects that are either non-recurring, or projects considered to be major re-investments in facilities and programs that are \$200,000 or greater and exceed the allocated amount for the program or facility requesting the project.	Projects that are for periodic maintenance and/or upgrades to facilities.
Specifically identified and approved by the Board in the budget process	Specifically identified and approved by the Board in the budget process	Amount approved by the Board in the budget process is the total capital parameter less the amounts for both Categories I and II.

The Category III amount is allocated to facilities and programs based on a combination of 75 percent of gross value and 25 percent of net book value for each facility or program divided by the total for the organization. That percentage was multiplied by the remaining budget balance (total less Categories I and II) to give the total "maximum eligible annual expenditure."

# Vehicle Replacement Criteria

Recommended replacement guidelines in the following table are based on comparison to industry averages (as stated by the National Association of Fleet Administrators) and published policies from Federal Government and Local Area Jurisdictions for vehicle fleets comparable to that utilized by CA.

The President, Division Director, and Director of Fleet Management Services will evaluate and recommend replacement of any unit as being:

- 1) Past the age or mileage guidelines for replacement or
- 2) Any unit which has sustained substantial damage from collision

Those units determined to be in specialized use, light duty use, or in an acceptable operable condition may be held past the recommended replacement guidelines, or reassigned as prudent; and will not be replaced until all parties agree replacement is warranted.

VEHICLE TYPE	MINIMUM REPLACEMENT AGE	MINIMUM REPLACEMENT MILEAGE
4-Wheel Drive (Snow Plowing)	5 Years	40,000
Light Duty Truck	6 Years	60,000
Auto/Light Duty Vehicle (Hybrid)	6 Years	70,000
Heavy-Duty Pick-up Truck	8 Years	100,000
Medium Duty Truck (>1 ton)	8 Years	100,000
Heavy Duty Truck (CDL)	10 Years	100,000
Trailer	12 Years	N/A

## **Policy on Conduct of Work Sessions of Board of Directors and Board Committees**

From time to time, the Columbia Association (“CA”) Board of Directors and its standing committees (the Board Operations Committee, the Planning and Strategy Committee, the Performance Oversight Committee and the External Relations Committee) may conduct work sessions in order to discuss matters on an informal basis. This policy addresses the rules applicable to such work sessions.

A work session is a form of special meeting and, as such, is governed by section 11B-111 of the Maryland Homeowners Association Act (the “Act”) and sections 2.06 and 2.07 of CA’s by-laws. The Act requires that all meetings be open to members of the association unless closed for one of the reasons specified in the Act. (While the only “members” of CA are the directors, CA has traditionally opened its meetings to the public.) The Act also states that a designated time period must be provided for lot owners to comment on the specific topic(s) on the meeting agenda. Under the by-laws, if time permits, notice of a special meeting must be published in a newspaper one week before the meeting, and notice of the meeting must be given to each director at least 24 hours in advance of the meeting.

Based on the above, the following rules shall apply to work sessions of the board and its standing committees:

1. Work sessions shall be open to the public unless closed in accordance with the Maryland HOA Act and CA’s by-laws.
2. Notice of work sessions shall be provided in the same manner as any other special meetings.
3. An agenda shall be prepared for the work session.
4. At the beginning of the work session, a time period shall be allowed for lot owners to comment **only** on agenda topics. Otherwise, the public will not participate in a work session unless invited to do so by the board or committee.
5. Robert’s Rules are suspended and do not govern the conduct of work sessions.
6. The board or committee will discuss agenda topics, but no formal vote will be taken on any topic.
7. If a committee hosts a work session of the board, the chair of the committee will preside.
8. At the conclusion of a board work session hosted by a committee, that committee may not convene a meeting to conduct committee business unless the notice requirements for a meeting of the committee have been satisfied.

**Approved by the Columbia Association Board of Directors: August 28, 2008**



July 2, 2015

To: Members of the Planning and Strategy Committee

From: Susan Krabbe

CC: Members of the Columbia Association Board of Directors  
Milton W. Matthews, President/CEO

Subject: Proposed Operating and Capital Budget Parameters for FY17 and FY18

To begin the FY17 and FY18 budget process, we are proposing operating and capital parameters for consideration by the Planning and Strategy Committee (PSC) and for their recommendation to the CA Board of Directors. These parameters will be used to develop the proposed FY17 and conditional FY18 budgets, along with input from the Board, village associations, community and staff throughout the budget process. This process, which extends from July 2015 to February 2016, provides numerous opportunities for Board and community review and input.

#### **Operating Parameters**

The FY16 budget projects an increase in net assets of \$3.1 million, and the unaudited results for FY 15 are approximately \$6.7 million. Therefore, based on analysis of historical trends and future indicators, we recommend that the operating parameters (increase in net assets) for each year be at least **\$3.8 million**. Annual increases in net assets during the two fiscal years of at least \$3.8 million appear to be achievable given the trends in existing programs and services, and would be adequate for unforeseen expenditures in either one of the fiscal years. The recommended \$3.8 million represents an increase of \$1.1 million or 41 percent over the FY 15 and FY 16 budget parameters of \$2.7 million.

Our recommendation was analyzed carefully in the context of the actual financial results for FY 15 and prior years, taking into consideration inflation and other potential increases that are projected to be for both revenue and expenses for the two years. The recommended \$3.8 million target for the increase in net assets also takes into consideration a significant increase in the proposed capital budgets for FY 17 and FY 18 (please see below), as reflected through the impact of the capital budget on depreciation, interest and other operating expenses.

#### **Capital Parameters**

Based on review of the projected capital needs and funding capacity, we recommend the following capital budget parameters:

<b>Capital Expenditures – FY17</b>	<b>\$21,000,000</b>
<b>Capital Expenditures – FY18</b>	<b>\$17,000,000</b>

These amounts are significantly larger than previous years, reflecting concern about CA's aging infrastructure and organizational commitments, such as the replacement of SplashDown, facility assessment survey work planned for the Swim Center and proposed upgrades to the Athletic Club. The FY 17 parameter includes funding for SplashDown re-construction, indoor tennis construction, lake dredging maintenance and some improvements at the Athletic Club. The FY 18 parameter includes Swim Center work, two ADA wading pools, improvements at the Athletic Club and some funding related to the outcomes of the facility surveys planned for completion through FY 17.

(\$ in 000's)	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	10-Year Average
Capital budget	\$9,900	\$12,810	\$13,416	\$9,164	\$9,933	\$10,476	\$8,877	\$9,721	\$9,704	\$15,070	\$10,907

### **Inflation and Interest Rates**

The PSC is also responsible for reviewing and recommending to the Board the interest rate and inflation rate thresholds for the FY18 budget. In February 2017, if there is a difference for either of these economic factors of one percent or more between the nationally published rates and the rates noted below, the staff will revise the FY 18 budget without further approval by the Board of Directors.

We researched inflation and interest projections and developed the following proposed rates:

#### **Thresholds for the FY18 Budget:**

Inflation Rate Threshold:	2.6%
Interest Rate Threshold	4.0%

In May 2017, we will issue a summary of all of the FY 18 budget changes approved by the Board, and changes to the inflation and interest rates, if such changes are made.

Thank you for your leadership in the budget process.



## **APPROVED - FY 2017 – FY 2018 Budget Schedule - REVISED**

*The Columbia Association's budget process is designed to provide ample opportunities for input from the Board, Committees, residents, staff and any other interested parties.*

### **How to give testimony:**

- *Submit your testimony via email to the Board of Directors at [Board.Members@columbiaassociation.org](mailto:Board.Members@columbiaassociation.org);*
- *Send your testimony to the Board of Directors, care of the Columbia Association Accounting Department; 6310 Hillside Court, Columbia, MD 21046.*
- *Present your testimony at the public forum on September 3, 2015.*

### **Wednesday, July 1, 2015 (Not a meeting-deliverable date)**

Letters to the CA Board of Directors, the Village Associations and all Advisory Committees will be sent from CA staff soliciting budget requests for FY 17 and FY 18. Input due to staff by September 4, 2015 either via email or in writing.

- *Procedures or rules:*
  - *Not applicable – not a meeting.*
- *Format for information:*
  - *Letter soliciting budget requests.*
- *Process:*
  - *Staff to distribute.*

### **Thursday, July 9, 2015**

Planning and Strategy Committee (PSC) to review capital and operating parameters and the annual charge rate and cap, and formulate a recommendation to the Board for approval. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- *Procedures or rules:*
  - *Robert's Rules of Order apply, as this is a regular PSC meeting.*
- *Format for information:*
  - *Staff will provide a schedule of the parameters.*
- *Process:*



## **Thursday, July 23, 2015**

- *PSC will discuss the capital and operating parameters and the annual charge rate and cap, and formulate and approve a recommendation to submit to the Board for its approval.*

PSC to review capital and operating parameters and annual charge rate and cap, and formulate a recommendation to the Board for approval (second reading). The Board may also discuss and vote to approve the FY 17 and FY 18 capital and operating parameters and the annual charge rate and cap. This is a regularly scheduled meeting of the Board.

- *Procedures or rules:*
  - *Robert's Rules of Order apply, as this is a regular Board of Directors meeting.*
- *Format for information:*
  - *Staff will provide a schedule of the parameters and annual charge rate and cap.*
- *Process:*
  - *PSC will discuss the capital and operating parameters and annual charge rate and cap, and formulate and approve a recommendation to submit to the Board for its approval.*
  - *The Board may discuss the proposed FY 17 and FY 18 capital and operating parameters and the proposed annual charge rate and cap as recommended by PSC, and may vote to approve the PSC recommendations.*

## **Thursday, September 3, 2015**

PSC hosts a public, pre-budget input forum for the FY 17 and FY 18 draft budgets for community stakeholders (Villages, advisory committees, residents and CA Board) at Slayton House. All Board members are encouraged to attend this forum which members of the community will have an opportunity to provide input to the draft budgets.

### *Procedures or rules:*

- *The Board-approved "Guidelines for a Public Hearing" apply.*
- *The PSC chair runs the meeting, and tracks the time for each speaker.*
- *Speakers are encouraged to also provide their remarks in writing.*
- *Format for information:*
  - *Presentation by staff.*
- *Process:*
  - *Staff gathers all of the requests to be summarized for the Board (see October 2 description.)*

**Friday, October 2, 2015**  
**(Not a meeting-deliverable date)**

- One binder to be delivered to the Board with Board and staff major capital projects, operating initiatives and Village Association and Advisory Committee requests and responses.
- *Procedures or rules:*
    - *Not applicable – this is not a meeting.*
  - *Format for information:*
    - *Descriptions with cost estimates for the projects, operating initiatives and Village Association and Advisory committee requests and responses.*
  - *Process:*
    - *PSC and Board to review in preparation for work session on October 8.*

**Thursday, October 8, 2015**

- PSC hosts Board budget direction work session on Board and staff major capital projects and new initiatives and Village Association and Advisory Committee requests. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend. Straw votes will be taken on proposals.
- *Procedures or rules:*
    - *The Board-approved “Policy on Conduct of Work Sessions” applies.*
  - *Format for information:*
    - *The staff-provided binder referred to in the October 2 description.*
  - *Process:*
    - *Board members would present their proposals. Department directors would present concept plans and budgets for major capital projects and new operating initiatives, as well as Village Association and Advisory Committee requests. PSC will take straw votes, and formulate recommendations for Board direction on inclusion in the budget and whether or not to pursue detailed budget analysis.*

**Thursday, October 15, 2015**

- PSC hosts Board budget direction work session, if necessary, on Board and staff major capital projects and new initiatives and Village Association and Advisory Committee requests. Straw votes will be taken on proposals.
- *Procedures or rules:*
    - *The Board-approved “Policy on Conduct of Work Sessions” applies.*
  - *Format for information:*
    - *The staff-provided binder referred to in the October 2 description.*
  - *Process:*
    - *Same as October 8 work session.*

### **Thursday, October 22, 2015**

The Board votes to include in the proposed budget major capital projects and new operating initiatives recommended by the PSC received to date from all stakeholders (CA Board, CA staff, villages and residents) in the proposed budget document. This is a regularly scheduled Board of Directors meeting that is open to the public.

- **Procedures or rules:**
  - *Robert's Rules of Order apply, as this is a regular Board of Directors meeting.*
- **Format for information:**
  - *The staff-provided binder referred to in the October 2 description.*
- **Process:**
  - *The Board will discuss the major capital projects and new operating initiatives recommended by the PSC for requesting detailed budget analysis and initial inclusion in the budget, and votes on each item.*

### **Tuesday, December 22, 2015 (Not a meeting-deliverable date)**

Proposed Draft FY 17 and Conditional FY 18 Budgets delivered to PSC, Board and villages.

- **Procedures or rules:**
  - *Not applicable – this is not an agenda item for a meeting.*
- **Format for information:**
  - *Detailed, two-year budget document with all elements – introductory and explanatory materials, graphs, operating and capital detail for each division, rates, allocations, financial statements, etc.*
- **Process:**
  - *PSC and Board to review in preparation for public budget forum on January 21, 2016.*

### **Thursday, January 14, 2016**

PSC hosts Board work session on the Proposed Draft FY 17 and Conditional FY 18 Budgets. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **Procedures or rules:**
  - *The Board-approved "Policy on Conduct of Work Sessions" applies.*
- **Format for information:**
  - *The draft budget document distributed on December 22 and written responses to questions and comments received to date.*
- **Process:**
  - *Board members would review and discuss draft budget document, as well as the questions and comments, with staff responses, from the public budget forum.*

### **Thursday, January 21, 2016**

PSC hosts public budget forum on the Proposed Draft FY 17 and Conditional FY 18 Budgets at **Slayton House**. All Board members are encouraged to attend this hearing at which members of the community have another opportunity to comment publicly on the proposed draft budgets.

- **Procedures or rules:**
  - *The Board-approved "Guidelines for a Public Hearing" apply.*
  - *The PSC chair runs the meeting, and tracks the time for each speaker.*
  - *Speakers are encouraged to also provide their remarks in writing.*
- **Format for information:**
  - *Staff to provide analysis and responses to any additional questions received since the previous work session.*
- **Process:**
  - *Staff gathers all of the comments to be summarized for the next work session.*

### **Thursday, February 11, 2016**

PSC hosts Board work session on the proposed draft FY 17 and FY 18 capital and operating budgets. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **Procedures or rules:**
  - *The Board-approved "Policy on Conduct of Work Sessions" applies.*
- **Format for information:**
  - *Staff to provide analysis and responses to any additional questions received regarding the capital and operating budgets since the previous work session.*
- **Process:**
  - *PSC will discuss the Proposed Draft FY 17 and Conditional FY 18 Budget (capital and operating) and the rates, and formulate and approve recommendations to submit to the Board for its approval.*

### **Thursday, February 18, 2016**

PSC hosts Board work session on the proposed draft FY 17 and FY 18 capital and operating budgets **if necessary**. This work session is open to the public, and all Board members are encouraged to attend.

- **Procedures or rules:**
  - *The Board-approved "Policy on Conduct of Work Sessions" applies.*
- **Format for information:**
  - *Staff to provide analysis and responses to any additional questions received regarding the operating budgets since the previous work session.*
- **Process:**
  - *PSC will discuss the Proposed Draft FY 17 and Conditional FY 18 Budget (capital and operating) and the rates, and formulate and approve recommendations to submit to the Board for its approval.*

## Thursday, February 25, 2016

CA Board discussion and vote whether to approve the recommendations of the PSC to approve the FY 17 and Conditional FY 18 Budgets and annual charge rates, followed by a regularly scheduled meeting of the Board.

- **Procedures or rules:**
  - *Robert's Rules of Order apply, as this is a regular Board of Directors meeting.*
- **Format for information:**
  - *Spreadsheets prepared by staff for both the capital and operating budgets beginning with the proposed draft budgets, tracking all of the approved additions and deletions.*
- **Process:**
  - *The Board will discuss the Proposed Draft FY 17 and conditional FY 18 Budgets and annual charge rate for both years, as recommended by PSC and vote to approve the PSC recommendations.*

**Columbia Association  
Schedule of Locations**

**APPENDIX D**

Notes: Value is for insurance purposes, and does not equal replacement cost.  
Facilities are inspected annually.

<i>Loc #</i>	<i>Location Name &amp; Address</i>	<i>Construction/Occupancy</i>	<i>Year Built</i>	<i>Gross Square Footage</i>	<i>2016 Building Insured Value</i>
1.	Amherst House 7251 Eden Brook Drive Columbia, MD 21046	Frame w/Brick Facing Community Meeting House	1988	4,300	\$1,384,700
2.	Athletic Club 5435 Beaver Kill Road Columbia, MD 21044	Masonry Non-Combustible Nautilus Center Racquetball/Squash Courts Running Track, Pro-Shop	1971	60,000	\$6,833,400
3.	Barn at Wilde Lake 1 West Pasture Gate Road Columbia, MD 21044	Frame Structural Metal Roof Storage of Theatre Props, Pool Supplies, Booths & Boats	Historic	4,000	\$111,700
4.	Boat Storage Facility and Pavilion Lake Kittamaquundi Columbia, MD 21044	Frame Storage of Boats & Boating Equipment Boat Rental	1971	600	\$18,600
5.	Bryant Woods Neighborhood Center 10451 Green Mountain Circle Columbia, MD 21044	Masonry Neighborhood Center Office Bath House & Pool	1967	2,010	\$977,200
6.	Claret Hall 6020 Daybreak Circle Clarksville, MD 21029	Wood Trusses, Masonry Exterior Sprinklered Community Meeting House	2000	4,800	\$1,267,000
7.	Clary's Forest Pool 11615 Little Patuxent Parkway Columbia, MD 21044	Wood Trusses, Masonry Exterior Pool and Bath House	1990	1,000	\$876,700
8.	Clemens Crossing Pool 8500 Martin Road Columbia, MD 21044	Masonry Bath House & Pool	1976	1,000	\$676,100
9.	Columbia Archives 10227 Wincopin Circle Columbia, MD 21044	Leased offices	1964	1,338	\$0
10.	The Columbia Gym 6151 Daylong Drive Clarksville, MD 21029	Metal Decking, Masonry Exterior Sprinklered - Sports Club	1999	58,000	\$8,426,900
11.	Corporate Offices 6310 Hillside Court Suite 100 Columbia, MD 21046	Fire Resistive Corporate Offices Masonry	2005		\$0
12.	Cottage 9258 Bendix Road, Parcel B Columbia, MD 21045	Frame Tenant Occupied		800	\$230,700
13.	Dasher Green Pool	Wood Trusses, Wood Framing, Vinyl Siding	1974	5,500	\$1,457,100

**Columbia Association  
Schedule of Locations**

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<i>Loc #</i>	<i>Location Name &amp; Address</i>	<i>Construction/Occupancy</i>	<i>Year Built</i>	<i>Gross Square Footage</i>	<i>2016 Building Insured Value</i>
	6805 Cradlerock Way Columbia, MD 21045	Bath House & Pool		includes # 41	
14.	Dickinson Pool 7425 Weather Worn Way Columbia, MD 21046	Wood Trusses, Masonry Exterior Pool and Bath House	1988	1,000	\$838,700
15.	Dog Park 5901 Rivendell Lane Columbia, MD 21044	Fenced area with benches and watering station	2014		\$135,000
16.	Dorsey's Search Meeting Room 4649 Columbia Road Ellicott City, MD 21042	Frame Dorsey Search Village Association Bath House & Pool	1993	720	\$841,000
17.	Fairway Hills Golf Club 5100 Columbia Road Ellicott City, MD 21042	Stone	Historic	4,000	\$3,114,900
18.	Fairway Hills Maintenance Building 5280 Columbia Road Ellicott City, MD 21042	Wood Trusses, Wood Framing, Vinyl Siding Sprinklered Maintenance Shop and Office	1994	7,500	\$542,300
19.	Family Life Center 10451 Twin Rivers Road Columbia, MD 21044	Brick on Frame No operations for C.A.	1967	1,200	\$807,600
20.	Faulkner Ridge Neighborhood Center 10518 Marble Faun Lane Columbia, MD 21044	Frame Neighborhood Center Office Pool & Bath House	1968	1,345	\$859,400
21.	Haven on the Lake 10275 Little Patuxent Parkway Columbia, MD 21044	Leased	1974	27,556	\$0
22.	Hawthorn Pool 6175 Sunny Spring Columbia, MD 21044	Concrete/Frame Bath House & Pool	1987	5,000 includes # 21	\$1,392,400
23.	Hickory Ridge Neighborhood Center 6175 Sunny Spring Columbia, MD 21044	Frame Neighborhood Center Office	1980	included in # 20	\$565,500
24.	Hobbit's Glen Golf Club 11130 Willow Bottom Drive Columbia, MD 21044	Frame 18 Hole Championship Golf Course, Restaurant Pro-Shop	2015	22,500	\$4,090,000
24a.	Turn House	Frame	2015	1,588	\$300,000
25.	Hobbits Glen Maintenance Buildings 11300 Willowbottom Drive Columbia, MD 21044	Frame Maintenance & Storage of Golf Equipment	1995	8,000	\$1,001,700

**Columbia Association  
Schedule of Locations**

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<i>Loc #</i>	<i>Location Name &amp; Address</i>	<i>Construction/Occupancy</i>	<i>Year Built</i>	<i>Gross Square Footage</i>	<i>2016 Building Insured Value</i>
26.	Hobbits Glen Pool 11130 Willow Bottom Drive Columbia, MD 21044	Frame Bathhouse & Pool	1980	600	\$655,200
27.	Hopewell Pool 9200 Rustling Leaf Columbia, MD 21045	Frame Bath House & Pool	1978	700	\$959,900
28.	Horse Center 10400 Gorman Road Laurel, MD 20723	Frame (3 Buildings) Boarding Stable Storage of tack and farm implements Riding Arena	1979	45,000	\$1,070,700
29.	Huntington Pool 7625 Murray Hill Road Columbia, MD 21046	Frame Bath House & Pool	1984	1,000	\$676,100
30.	Ice Rink 5876 Thunder Hill Road Columbia, MD 21045	Frame Ice Skating Only Concession	1970	45,000	\$4,078,300
31.	Jeffers Hill Neighborhood Center 6031 Tamar Drive Columbia, MD 21045	Frame Neighborhood Center Office Pool & Bath House	1974	3,024	\$783,300
32.	Kahler Hall 5440 Old Tucker Row Columbia, MD 21044	Masonry Non-Combustible Community Meeting House Harper's Choice Village Association	1970	13,935	\$3,123,100
33.	Kendall Ridge Pool 8245 Tamar Drive Columbia, MD 21045	Pool & Bathhouse	1996	1,000	\$876,700
34.	Lake Elkhorn Picnic Shelter 9705 Broken Land Parkway Columbia, MD 21045	Wood/Block Concrete Floor	1986	2,000	\$151,400
35.	Lake Elkhorn Pump House Broken Land Parkway Columbia, MD 21045	Frame	1975	225	\$5,800
36.	Linden Hall 4765 Dorsey Hall Drive Ellicott City, MD 21042	Concrete/Frame	1993	5,000	\$1,220,300
37.	Locust Park Neighborhood Center 8995 Lambskin Lane Columbia, MD 21045	Frame Neighborhood Center Office Pool & Bath House	1972	3,024	\$1,137,600
38.	Longfellow Neighborhood Center 5267 Eliots Oak Road	Frame Neighborhood Center Office	1968	1,490	\$815,600



**Columbia Association  
Schedule of Locations**

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	Columbia, MD 21044	Pool & Bath House			
39.	Macgill's Common Pool 11025 Shaker Drive Columbia, MD 21046	Frame Community Meeting House Bath House & Pool Kings Contrivance Village Association	1981	1,500	\$816,800
40.	The Meeting Room 6330 Trotter Road Clarksville, MD 21029	Neighborhood Center Bathhouse & Pool Concrete w/Wood Roof	1996	1,855	\$1,074,000
41.	Oakland Manor 5430 Vantage Point Road Columbia, MD 21044	Frame Town Center Village Association	1811	8,590	\$2,267,500
42.	The Other Barn 5851 Robert Oliver Place Columbia, MD 21045	Frame Sprinklered. 2 buildings Community Meeting House Oakland Mills Village Association	1969	11,200	\$2,768,300
43.	Owen Brown Community Center 6800 Cradlerock Way Columbia, MD 21045	Frame Owen Brown Village Association Community Meeting House	1974	included in # 13	\$2,076,400
44.	Owen Brown Tennis Club 7150 Cradlerock Way Columbia, MD 21045	Frame Fences & Courts, Pro-Shop Tennis Bubble	2014 2000	800 2,000 under ca	\$630,000 \$900,000
45.	Phelps Luck Neighborhood Center 5355 Phelps Luck Drive Columbia, MD 21045	Frame Neighborhood Center Office Pool & Bath House	1973	4,938	\$1,491,600
46.	Public Works Garage 9450 Gerwig Lane Columbia, MD 21046	Maintenance Garage & Parts Storage	1993	35,000	\$3,075,100
47.	The Racquet Club at Hobbits Glen 11130 Willowbottom Drive Columbia, MD 21044	Wood trusses, wood framing Pro -Shop and check in	1992	450	\$561,100
48.	Rose Price House 5434 Vantage Point Road Columbia, MD 21044	Stone/Frame No Operations, Tenant Occupied		4,000	\$1,730,500
49.	Running Brook Neighborhood Center 5720 Columbia Road Columbia, MD 21044	Frame Neighborhood Center Office Pool & Bath House	1969	1,460	\$880,200
50.	RV Park 8711 Elias Howe Drive Columbia, MD 21046	Security gated recreational vehicle storage facility	1997		\$625,200
51.	Skate Park	Wood Trusses, Wood Framed,	2000	200	\$249,500

**Columbia Association  
Schedule of Locations**

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<i>Loc #</i>	<i>Location Name &amp; Address</i>	<i>Construction/Occupancy</i>	<i>Year Built</i>	<i>Gross Square Footage</i>	<i>2016 Building Insured Value</i>
	5453 Harper's Farm Road Columbia, MD 21044	Cement Siding - Hardy Panel Park Check In			
52.	Slayton House 10400 Cross Fox Lane Columbia, MD 21044	Joisted Masonry Sprinklered Community Meeting House Wilde Lake Village Association	1967	13,360	\$3,421,900
53.	Sports Park 5453 Harper's Farm Road Columbia, MD 21044	Wood Trusses, Masonry Exterior Sprinklered Check In, Snack Bar	1999	3,500	\$943,100
54.	Stevens Forest Neighborhood Center 6061 Stevens Forest Road Columbia, MD 21045	Frame Neighborhood Center Office Pool & Bath House	1970	1,560	\$1,368,000
55.	Stonehouse and Visual Arts Center 8775 Cloudleap Court Columbia, MD 21045	Fire Resistive  Arts Center	1975	15,624	\$3,812,900
56.	Supreme Sports Club 7080 Deepage Drive Columbia, MD 21045	Masonry Racquetball & Squash Nautilus Center	1986	100,000	\$13,085,500
57.	Swansfield Neighborhood Center 5659 Cedar Lane Columbia, MD 21044	Frame Neighborhood Center Office Pool & Bath House (Open Space Tool & Equip. Storage)	1969	1,440	\$1,176,700
58.	Swim Center 10400 Cross Fox Lane Columbia, MD 21044	Frame/Sprinklered 2 Pools, Waterslide, Pro-Shop	1970	20,000	\$4,544,300
59.	Talbott Springs Neighborhood Center 9660 Basket Ring Road Columbia, MD 21045	Frame Neighborhood Center Office Pool & Bath House	1970	1,490	\$815,600
60.	Thunder Hill Neighborhood Center 9205 Log Chain Road Columbia, MD 21045	Frame Neighborhood Center Office Pool & Bath House (Open Space Tool & Equip. Storage)	1969	1,500	\$816,800
61.	Wilde Lake Boat House 10027 Hyla Brook Road Columbia, MD 21044	Frame - No Boat Rental	1968	2,500	\$13,100
62.	Wilde Lake Pump House 10027 Hyla Brook Road Columbia, MD 21044	Stone Walls Wood Framing Metal Roof	Historic	225	\$15,700
63.	Wilde Lake Tennis Club 10499 Cross Fox Lane	Frame Includes Fences & Courts	1971	500	\$943,600

**Columbia Association  
Schedule of Locations**

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<i>Loc #</i>	<i>Location Name &amp; Address</i>	<i>Construction/Occupancy</i>	<i>Year Built</i>	<i>Gross Square Footage</i>	<i>2016 Building Insured Value</i>
	Columbia, MD 21044	Pro-Shop			
64.	Outdoor Property -Tot Lot Furniture, tennis courts retaining walls & their appurtenant sidewalks & steps, fences -Piers, wharves, docks, all located within the Boundaries of Columbia, MD and owned/ maintained by CA		Various		
65.	Three lakes, 40+ ponds owned and maintained by CA		Various		
					<u><u>\$102,406,000</u></u>



October 1, 2015

To: Columbia Association Board of Directors  
Milton W. Matthews, President/CEO

From: Michael Collins, Chief Human Resource Officer  
Susan Krabbe, Vice President and CFO

Subject: Benefits Study Recommendations

### Background

In August 2014, the Columbia Association (CA) as directed by the FY2015 CA Board of Directors, sought proposals from qualified benefits and compensation consultants to provide a comprehensive study of all benefits offered to CA's full-time staff. The selected consultant was to assess the current benefits provided to CA's full-time workers and make recommendations accordingly.

The CA Board directed staff to provide to them, during the FY17/18 budget process, any recommendations made by the consultants related to employee benefits that staff believed should be implemented. The consultants recommended either study or implementation of:

- A self-funded medical insurance plan
- Adjustment of in-network deductibles for employee medical insurance
- Several changes to CA's post-retirement medical benefit
- Several changes to the 401(k) plan
- Efforts to improve participation in the wellness program

The table below includes the actual recommendation and staff's response.

	<b>Consultants' Recommendations</b>	<b>Staff's Response/Recommendations</b>
1	Consider changing to a self-funded medical insurance plan for CA and village community association employees.	Staff evaluates this annually in the renewal process with the insurance brokers. That process is underway for the calendar year 2016 renewal. Medical self-insurance has not yet been a viable solution for CA.
2	Consider implementing in-network deductibles in	Staff evaluates this annually in the

	the medical insurance plans.	renewal process with the insurance brokers. That process is underway for the calendar year 2016 renewal. It is likely that in-network deductibles will be established in this renewal process.
3	<p>Post-Retirement Medical Benefit:</p> <ol style="list-style-type: none"> <li>1) Provide retirees with a subsidy to purchase individual coverage for pre-65 and post-65 retiree coverage</li> <li>2) For Medicare-eligible retirees, facilitate access to non-group "Medi-gap" through private exchanges</li> <li>3) Tighten eligibility requirements</li> <li>4) Eliminate coverage for future retirees and set up a "grandfather" provision</li> <li>5) Optimize savings from Medicare prescription drug coverage</li> </ol>	<p>The post-retirement medical benefit provides retirees with 20+ plus years of service and their spouses with up to \$2,500 annual reimbursement of their medical insurance until they reach age 65, at which point it drops to a maximum of \$1,500 per year. The maximum benefit term is 10 years. To qualify, an employee must have worked for CA full-time for 20 years and be age 60 years or older. The program has been used very little because it is so limited. The expense to the organization is minimal. Over the past 5 years, only five employees have been eligible, for an average annual cost to CA of \$2,900.</p> <p>Staff does not believe that the program warrants any change at this time.</p>
4	<p>401(k) Plan</p> <ol style="list-style-type: none"> <li>1) Consider having an employee match to get the entire 6% contribution</li> <li>2) Provide better education to employees about the plan and the importance of contributing and the problems with loans</li> <li>3) End the vesting schedule</li> <li>4) Tighten up the loan requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1) Staff is looking into an employee match, working with benefits counsel and the administrator. That type of change requires CA Board approval, and would be presented to the Board as necessary.</li> <li>2) Staff has been working with the plan adviser and administrator on additional educational materials and has scheduled participant seminars and one-on-one consultations in October.</li> </ol>

		<p>3) Ending the vesting schedule would increase costs to CA, and provide additional benefits to terminated employees. Staff does not recommend this.</p> <p>4) The loan requirements are already as tight as the law allows.</p>
5	Improve participation in the wellness program	Several new programs were put in place as well as the establishment of wellness champions within the work force. Staff is continually looking to improve participation in the program, as the goals of these types of programs – to improve the health of the work force and to reduce organizational costs from health-related issues and absences – align with CA's mission and values.

#### Legal Considerations

All legal considerations are incorporated into the responses to the recommendations and would be thoroughly evaluated before any changes were made.

#### Environmental Impact/Considerations

None

#### Budget Impact/Considerations

There is no budgetary impact to the actions planned at this time related to these recommendations.

#### Recommendation

The staff recommendations are in the above chart.

**Tracking Form - FY16**  
**Planning and Strategy Committee**

Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of Committee	Board Action
	Membership Rate & Fee Structure: Based on the consultant study and management's input/recommendations, review and make recommendations on CA's rates and fees	Consultant presentation 5/28/2015		2nd consultant presentation 9/10/15; Mgmt status update anticipated in Dec.			
7/31/2015	Strategic Plan: Review Annual Progress Report.	FY 15 Progress Report sent to Board 7/31/15; Follow-up discussion anticipated Fall 2015.					
	Review and recommend board approval of the FY 17/18 budget process & schedule.	6/25/2015	6/25/2015		6/25/2015	Approve	Approved
	Capital and Operating Parameters: Review and make recommendation on FY 17/18 Capital and Operating Parameters.	7/9/2015	7/23/2015		7/9/2015	Approve	Approved
	Annual Charge Rate and Cap: Review and make recommendation on FY 17/18 annual charge rate and cap	7/9/2015	7/23/2015		7/9/2015	Approve	Approved
	Conduct the FY 17-18 budget process and make recommendation to Board.	Anticipated 9/15 - 2/16		Public Input 9/3/15; PSC work session 10/8/15			

**Tracking Form - FY16**  
**Planning and Strategy Committee**

Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of Committee	Board Action
	Employee Benefits: Based on the consultant study and management's input / recommendations, make recommendations regarding CA's employee benefits	Anticipated as part of budget process					
	New Town Zoning: Ensure that CA is a key stakeholder in the county's New Town zoning update and that any proposed changes are in alignment with CA's "Guiding Principles for the 21st Century Planned Community of Columbia, MD"	Staff keeping in contact with county. No county process announced at this time. CA/County hosting zoning expert speaker on Oct 28.					



Board Request Tracking Log  
FY 16  
As of October 1, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
2	Alan Klein	Would it be possible for you to prepare a summary of the specific bills which CA lobbied about and their disposition?	5/1/2015	General Counsel	5/29/2015	5/13/2015
3	Gregg Schwind	Can we get good numbers on exactly how many people have taken advantage of our senior discount for gym memberships since the inception of the senior discount 2-3 years ago?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015
4	Gregg Schwind	How many Haven members are 65+? Why is there no reference to the senior discount on the Haven site or in the Haven membership materials?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015
5	Gregg Schwind	How are we marketing our senior discount to older adults? Why is there no reference to the senior discount on the CA website?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015
6	Gregg Schwind	Can we get numbers on Older Adult gym and pool memberships (single facility and PP and pools only) for the past year or several years to see if there is a trend (i.e., are we gaining or losing older adults in our fitness facilities and pools)?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015

Board Request Tracking Log  
FY 16  
As of October 1, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
7	Reg Avery (on behalf of Barbara Russell)	What is the specific amount of insurance that CA carries for the IAT property? What does it cost annually? What specifically does it cover? Does it cover the liability for public events such as Wine in the Woods that ar held on the property? What, if any, obligation does IAT have for insuring the property and who legally authorizes the outside events like Wine in the Woods- IAT or CA?	4/7/2015	Chief Financial Officer	5/7/2015	5/13/2015
8	Gregg Schwind	Who can qualify for reduced-price memberships and what paperwork does CA require to make that determination?	8/27/2015	Communications & Marketing	9/30/2015	9/22/2015

Resident Request Tracking Log  
FY 16  
As of October 1, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
2	Tom and Ginger Scott	Does CA continue to distinguish between Board members and CA employees in the tax reporting of Package Plan memberships and, if so, the rationale behind that distinction.	5/3/2015	Chief Financial Officer	6/3/2015	5/8/2015
3	Joel Hurewitz	What document or policy, if any, provides for the President to preside at Members Meetings when Section 4.02 of the Bylaws gives this responsibility to the Chairperson of the Board, and Section 4.03 gives this responsibility to the Vice-Chairperson in the absence of the Chairperson and Section 4.04 does not specifically give this responsibility to the President?	4/9/2015	General Counsel	6/1/2015	5/27/2015

Resident Request Tracking Log  
FY 16  
As of October 1, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
4	Joel Hurewitz	What document or policy, if any, provides for an annual organizational meeting, separate and distinct from the Members Meeting, of the Columbia Council when SEVENTH (1) of the Charter states that "The members of the Corporation shall be the Columbia Council Representatives"?	4/9/2015	General Counsel	6/1/2015	5/27/2015
5	Joel Hurewitz	What document or policy, if any, provides for the election of a Chair and Vice-Chair of the Columbia Council separate and distinct from the Chairperson and Vice-Chairperson of the Board of Directors?	4/9/2015	General Counsel	6/1/2015	5/27/2015

Resident Request Tracking Log  
FY 16  
As of October 1, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
6	Joel Hurewitz	<p>What document or policy, if any, provides for the backdating of the appointment of Members and Board of Directors especially in light of the amendments to SEVENTH (3) of the Charter which provides that "Each member and director so elected shall serve as such until the end of his/her term as Columbia Council Representative or until his or her successor is duly elected and qualifies, whichever is later" with the May organizational meeting being later than the election of the Council Representative?</p>	4/9/2015	General Counsel	6/1/2015	5/27/2015

Resident Request Tracking Log

FY 16

As of October 1, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
7	Joel Hurewitz	What document or policy, if any, provides for the backdating of the appointment of the Executive Officers when Section 4.01 of the Bylaws provides that "Each such officer shall hold office until the first meeting of the Board of Directors after the annual meeting of members next succeeding his or her election, and until his or her successor shall have been duly chosen and qualified"?	4/9/2015	General Counsel	6/1/2015	5/27/2015
8	Robert E. Slattery	He would like to see the application Prescott College made for grants from CA and to better understand the evaluative process that led to the grants to Prescott College.	9/8/2015	Community Services	10/8/2015	9/17/2015
9	Tom Scott	Would like a link to the data on which CA based statements re: Sport and Fitness FY 16 revenue and expenditures in its letter in the August 20, 2015 Columbia Flier	9/14/2015	Chief Financial Officer	10/14/2015	9/24/2015