



July 6, 2018

To: Columbia Association Board of Directors
(E-Mail Address: Board.Members@ColumbiaAssociation.org)
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Work Session will be held on Thursday, July 12, 2018 at 7:00 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

- | | |
|---|-----------------|
| 1. Call to Order | 5 min. |
| (a) Announce Directors/Senior Staff Members in Attendance | |
| (b) Remind People that Work Sessions are not Recorded/Broadcast | |
| (c) Read Five Civility Principles | |
| 2. Approval of Agenda | 1 min. |
| 3. Resident Speakout | |
| 3 Minutes per Individual; 5 Minutes per Group; 2 Minutes for Response to Questions | |
| 4. Chairman's Remarks | 3 min. |
| 5. President's Remarks; Follow-Up Questions from the Board Members | 10 min. |
| 6. Work Session Topics | 135 min. |
| (a) Discussion of the Most Recent Columbia Development Tracker | (15 min.) |
| (b) Capital Projects and Open Space Updates | (15 min.) |
| (c) Annual Charge Rate and Cap for the Conditional FY 2020 Budget | (15 min.) |
| (d) Advisory Committee Annual Reports for FY 2018 and Proposed Charges for FY 2019 | (60 min.) |
| (e) President/CEO's Proposed FY 2019 Strategic Objectives | (30 min.) |
| 7. Adjournment – Anticipated Ending Time: Approximately 9:50 p.m. | |

Next Board Meeting

Thursday, July 26, 2018 – Board Meeting – 7:30 p.m.

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.

July 5, 2018

Chair's Remarks July 12, 2018 CA Board Work Session

<u>Date</u>	<u>Activity</u>	<u>Time</u>
July 7, 2018	Chrysalis Kids: Grandsons, Jr.	10:00 AM RR
July 8, 2018	CA's Second Sunday Swim (free access with Columbia Card)	(See Pool Schedules)
July 10, 2018	International & Multicultural Advisory Committee meeting	7:00 PM
July 12, 2018	CA Board work session	7:00 PM (note time change)
July 17, 2018	Volunteering Made Easy	6:00 PM RR
July 17, 2018	Columbia Solar Cooperative information session (OM)	7:00 PM
July 17, 2018	Aquatics Advisory Committee meeting (HR - see web site)	7:00 PM
July 19, 2018	Senior Advisory Committee meeting	2:30 PM
July 20, 2018	CA's Middle School Pool Party (Locust Park Pool)	6:30 PM RR
July 21, 2018	Bark in the Park (Town Center - Vantage Point Park)	2:00 PM
July 23, 2018	Audit Committee meeting	7:30 PM
July 28, 2018	CA Board meeting	7:30 PM
Aug 3, 2018	CA's High School Pool Party (Locust Park Pool)	6:30 PM RR

RR = Registration Required

Please note that the July work session will start at 7 PM instead of 7:30 PM.

Congratulations to Milton for his reappointment to the Economic Development Authority Board of Directors.

Remember that the Lakefront Summer Festival

(www.columbiaassociation.org/events/lakefront-summer-festival/) and Lakefront Wednesday Concert series (www.columbiaassociation.org/events/lakefront-wednesdays-concert-series/) continue through July.



To: Columbia Association Board of Directors (CA Board)

From: Jane Dembner, Director, Planning and Community Affairs
Jessica Bellah, Community Planner

Subject: July Development Tracker

Date: July 3, 2018

At the July 12th CA Board work session, we will provide an update on recent cases we are tracking and documenting in our Development Tracker. Attached is the July edition of the tracker. The tracker is also posted on our website at columbiaassociation.org/about-us/planning-development/columbia-planning-development-tracker/.

Columbia Development Tracker

July 2, 2018



The Columbia Development Tracker is composed of four separate sections, which are listed below in order of appearance:

1. Upcoming development related meetings
2. Previous development related meetings and decisions
3. Newly submitted development plans
4. Previously submitted development proposals and decisions/status

This monthly report is produced by CA's Office of Planning and Community Affairs with information compiled from Howard County Government.

Upcoming Development Public Meetings

Project	Village	Meeting Date, Time, and Location	Meeting Type	CA Staff Recommendation
Dorsey Overlook The owner of property at the NE quadrant of the intersection of Route 108 and Columbia Rd is proposing to build a 133-unit, age-restricted apartment on 4.5 acres.	Near Dorsey's Search	7/5/2018 6:00 pm Linden Hall 4765 Dorsey Hall Drive Ellicott City MD 21042	Presubmission Community Meeting	No action is recommended. CA staff is monitoring updates to this project.
Atholton Overlook The owner of property at 6549 Freetown Road is proposing to build 6 single-family detached dwelling units on 2 acres of property currently containing 1 existing single-family home.	Near Hickory Ridge	7/9/2018 6:00 pm Central Branch Library 10375 Little Patuxent Pkwy Columbia, MD 21044	Presubmission Community Meeting	No action recommended
BA-18-005C Mas Tec Network Solutions/Cellco Part.t/a Verizon Conditional Use case for a 100-foot tall Communication Tower at 10689 Owen Brown Road. Site currently contains an existing religious facility.	Near Hickory Ridge	7/11/2018 6:00 pm 3430 Court House Drive Ellicott City, MD 21043	Hearing Examiner	No action recommended
Shiraz Property The owner of property at 6135 Waterloo Road is proposing to construct two single family detach units on 0.9 acres of land currently containing 1 existing single-family home.	Near Long Reach	7/24/2018 6:00 pm East Columbia Branch Library 6600 Cradlerock Way Columbia MD 21045	Presubmission Community Meeting	No action recommended
PB 437 Enclave at River Hill – Ph 2 The developer of property at the SW corner of Clarksville Pike and Guilford Road is seeking to establish one additional lot which requires Planning Board approval.	Near River Hill	Tentative Scheduled for: 8/16/2018 6:00 pm 3430 Court House Drive Ellicott City, MD 21043	Planning Board – Decision Making Role	No action recommended

Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision
<p>ZB-1115M Preliminary evaluation for proposed Community Enhancement Floating – Mixed Use (CEF-M) zoning district.</p> <p>Brightview Senior Living – Columbia is seeking a rezoning of three parcels from R-12 zoning to CEF-M. The site is ~ 6.69 acres, is located at 6680 Martin Road, is adjacent to Route 29 and Martin Road Park, and includes the historic Athol Manor site. The associated development proposal is for 170 Senior Living Residences (80 assisted, 90 independent).</p>	Near Hickory Ridge	<p>3/14/2018 6:00 pm</p> <p>3430 Court House Drive Ellicott City, 21043</p>	Zoning Board	<p>Approved with conditions.</p> <p>Final decision and order granted on 6/4/2018.</p>
<p>Case No: BA-748D Appeal of a denial by DPZ of Administrative Adjustment Case No. AA 17-008, to increase the 15-foot maximum accessory structure bldg. height to 16.8 feet for a shed 10186 Owen Brown Rd</p>	Near Hickory Ridge	<p>3/23/2018 9:30 am</p> <p>3430 Court House Drive Ellicott City 21043</p>	Hearing Examiner	<p>Appeal was granted and the requested administrative adjustment was approved. The approval applies only to the specific shed proposed in the original application and is not transferrable to other structures.</p> <p>Final decision and order granted on 6/18/2018</p>

Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision
<p>Long Reach Village Center ZB 1121M-Orchard Development</p> <p>Major Village Center Redevelopment of 18.07 acres with proposed mixed-use buildings with retail, commercial, and office space. Project also includes residential townhouses, senior housing, and community space.</p>	Long Reach	<p>5/7/2018 (Continued to 5/14 and 5/16) 7:30 pm</p> <p>Banneker Room 3430 Court House Drive Ellicott City, MD 21043</p>	Zoning Board	<p>Approved with Conditions.</p> <p>Final decision and order granted on 6/25/2018 with one dissenting opinion.</p>
The Dar Al Taqwa Mosque is seeking an expansion of an existing religious facility to enlarge their existing parking lot.	Near Harper's Choice	<p>6/5/2018 6:00 pm</p> <p>On-site Dar Al Taqwa Mosque 10740 Clarksville Pike Ellicott City, MD 21042</p>	Presubmission Community Meeting	Not a decision-making meeting.
<p>BA-17-020C</p> <p>A conditional use case for a property located at 4807 Manor Lane, north of Route 108, for a pet day care facility that includes kennels and pet grooming.</p>	Near Harper's Choice	<p>6/11/2018 (continued from 5/24/2018) 6:30 pm</p> <p>3430 Court House Drive Ellicott City, MD 21043</p>	Hearing Examiner	No verbal decision made at the hearing - pending posting of the Hearing Examiner decision
The owner of property at 6135 Waterloo Road is proposing to build 1 additional single-family detached dwelling unit on 0.9 acres of property currently containing 1 existing single-family home.	Near Long Reach	<p>6/12/2018 6:00 pm</p> <p>Waterloo Elementary School 5940 Waterloo Road Columbia, MD 21045</p>	Presubmission Community Meeting	Not a decision-making meeting.
New Path Reformed Church Proposal for the construction of a new religious facility on currently undeveloped land located at 10425 Clarksville Pike (Route 108).	Near Harpers Choice	<p>6/28/2018 6:00 pm</p> <p>Florence Bain 50+ Center 5470 Ruth Keeton Way Columbia, MD 21044</p>	Presubmission Community Meeting	Not a decision-making meeting.

Newly Submitted Development Plans

F-18-074

Submitted: 6/25/18

Zoning: R-12
Medium Density
Residential

Decision: Under Review

Project Description:
The owner of property at 7290 Kindler Road submitted a final plan to subdivide their .95 acre property into 3 lots and construct three SFD homes.

Near Kings Contrivance



ECP-18-057

Brightview Columbia

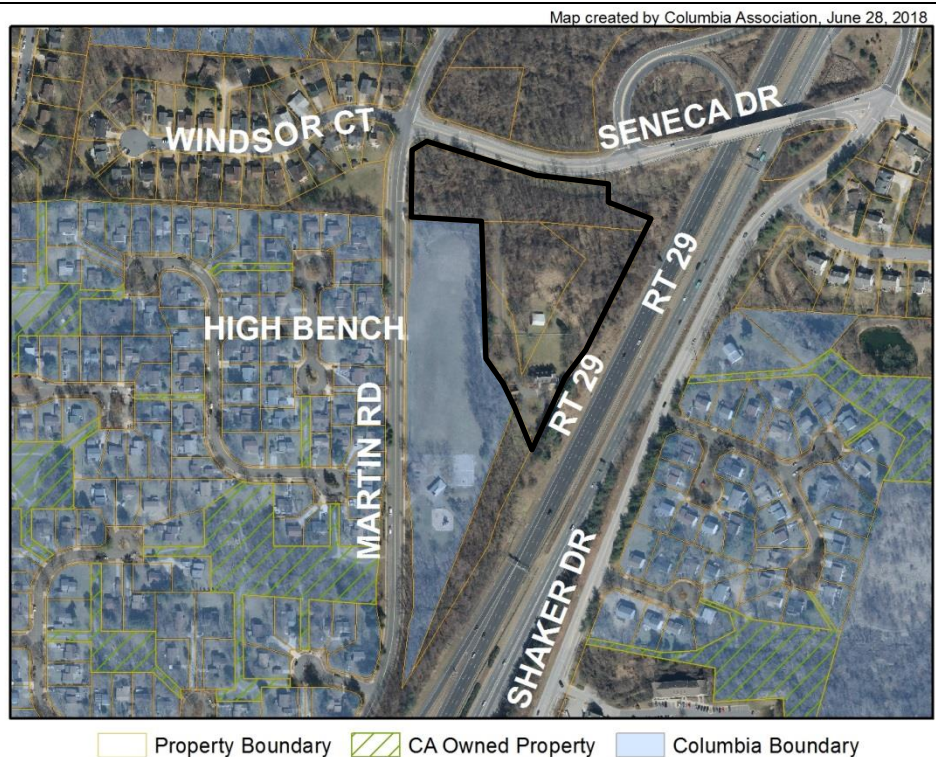
Submitted: 5/30/2018

Zoning: New (CEF-M)
Community Enhancement
Floating – Mixed Use

Decision: Applicant must
submit revised plan

Project Description:
An environmental concept plan was submitted for a property located at 6680 Martin Road associated with a proposal to construct 170 Senior Living Residences (80 assisted, 90 independent) on ~ 6.69 acres.

Near Hickory Ridge



Newly Submitted Development Plans

WP-18-133

Locust United Methodist Church

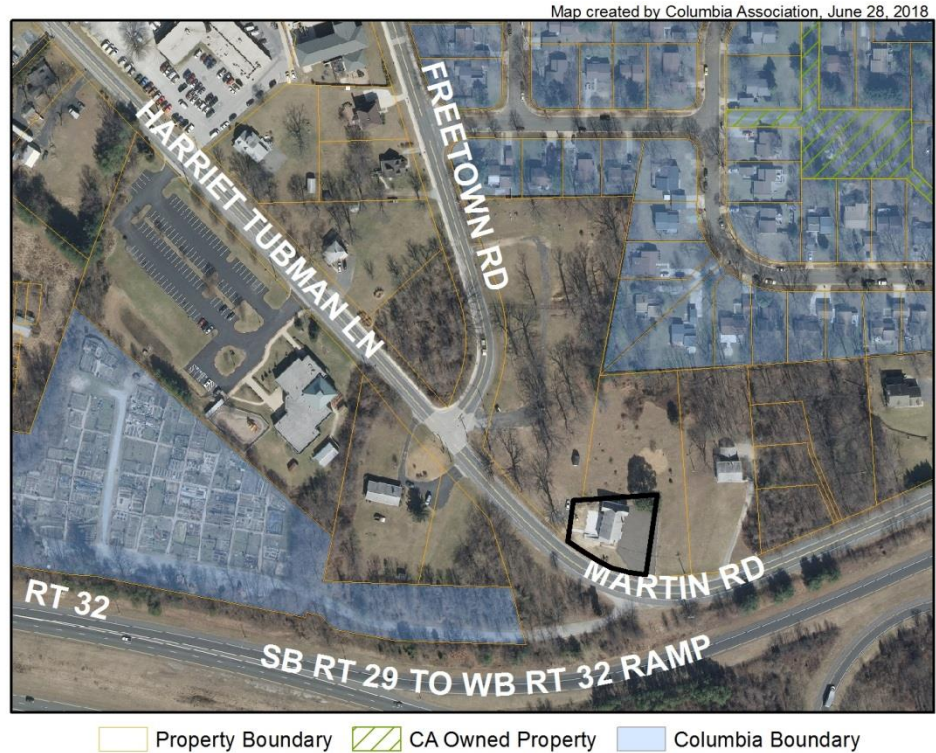
Submitted: 6/7/18

Zoning: CEF-R (Community Enhancement Floating)

Decision: Under Review

Project Description:
The applicant is requesting additional time to respond to agency comments and to prepare a requested traffic study. The waiver is for additional time to prepare the traffic study and submit a report.

Near Hickory Ridge



F-18-109

Simpson oaks – Phase 2

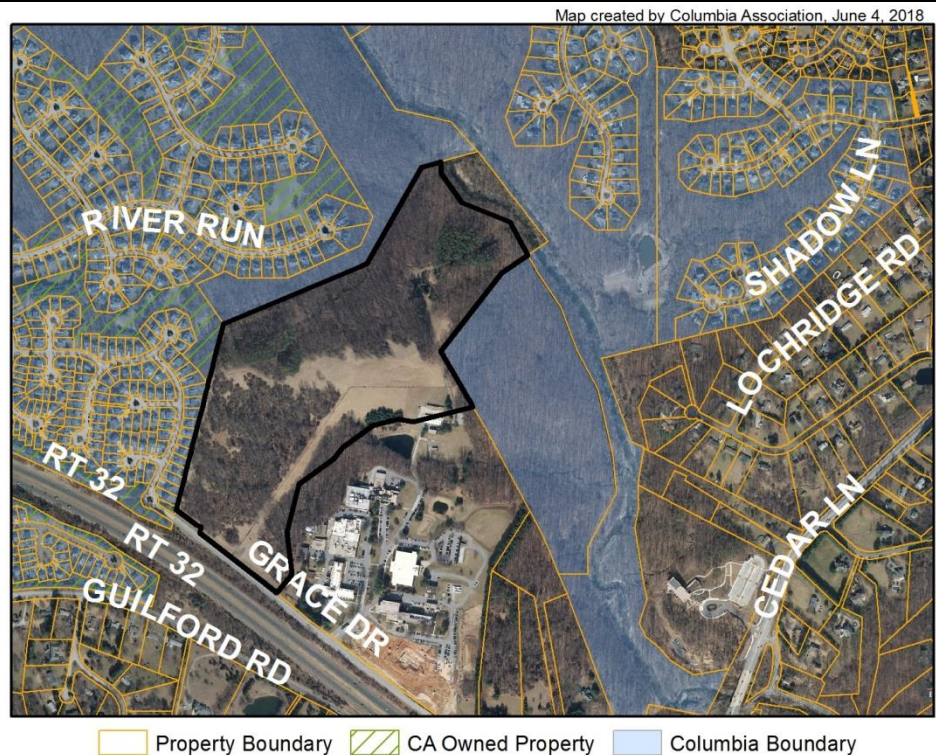
Submitted: 6/15/18

Zoning: CEF-R (Community Enhancement Floating)

Decision: Under Review

Project Description: The owner of property on Grace Drive submitted a final plan for phase 2 of their development of ~60 acres. The plan consists of 55 single-family detached home lots which are part of a larger development. (see June 2018 tracker for information on Phase 1)

Near Hickory Ridge and River Hill



Newly Submitted Development Plans

F-18-116

Antwerpen Properties

Submitted: 6/18/18

Zoning: B-2
(Office/Commercial)

Decision: Under Review

Project Description:
Final plan was submitted for a property located at the northwest quadrant of Ten Oaks Road and Clarksville Pike (MD 108) for the purpose of donating land to the State Highway Administration as dedicated public right-of-way to accommodate road widening.

Near River Hill



Property Boundary CA Owned Property Columbia Boundary

SDP-18-044

River Hill Square

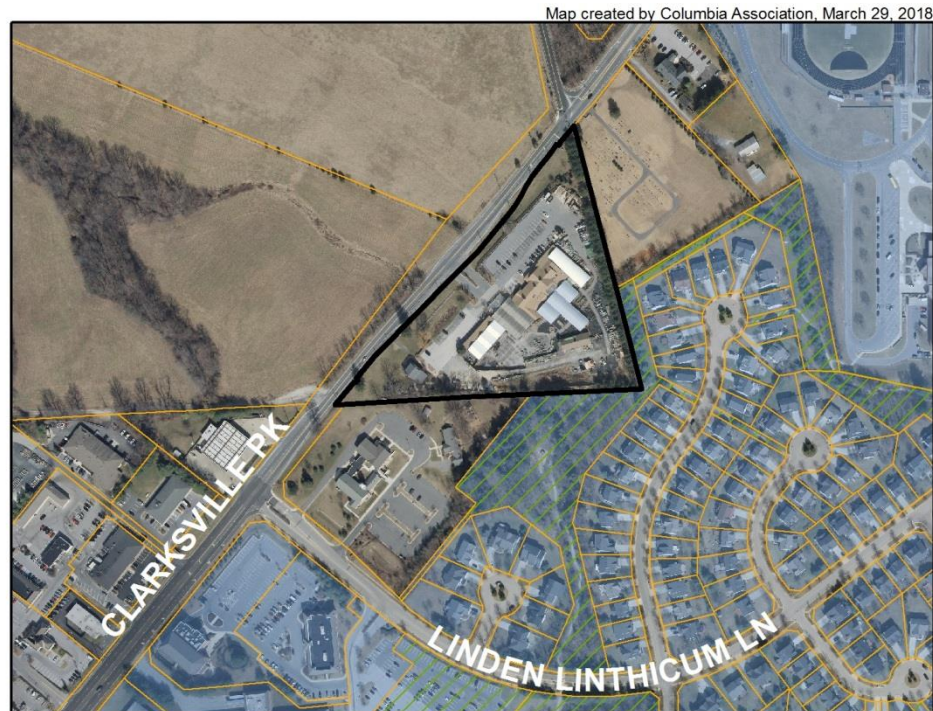
Submitted: 6/15/18

Zoning:
B-1 (Office/Commercial)

Decision: Under Review

Project Description:
The owner of property at 12171 Clarksville Pike (MD 108) submitted a site development plan for a commercial redevelopment project that will include a post office, bank, and two retail sites with associated landscaping/parking area.

Near River Hill



Property Boundary CA Owned Property Columbia Boundary

Newly Submitted Development Plans

F-18-119

Submitted: 6/22/18

Zoning: NT (New Town)

Decision: Under Review

Project Description:
A final plan was submitted to record a maintenance easement for the purpose of providing access to a retaining wall on lot 3. The maintenance easement overlaps with Columbia Association property and required a CA easement. CA Board approved the easement at their 1/25/2018 Board meeting.

Downtown Columbia Crescent, Merriweather District



Property Boundary CA Owned Property Columbia Boundary

ECP-17-043

Submitted: 6/15/18

Zoning: NT (New Town)

Decision: Under Review

Project Description:
An environmental concept plan was submitted for 9190 Red Branch Road. The ECP is associated with a development proposal to demolish the existing building and replace it with four buildings. The ECP also addresses mediation of prior zoning violations which are under active enforcement measures.

Columbia Non-Village, Near Oakland Mills



Property Boundary CA Owned Property Columbia Boundary

Newly Submitted Development Plans

ECP-18-056

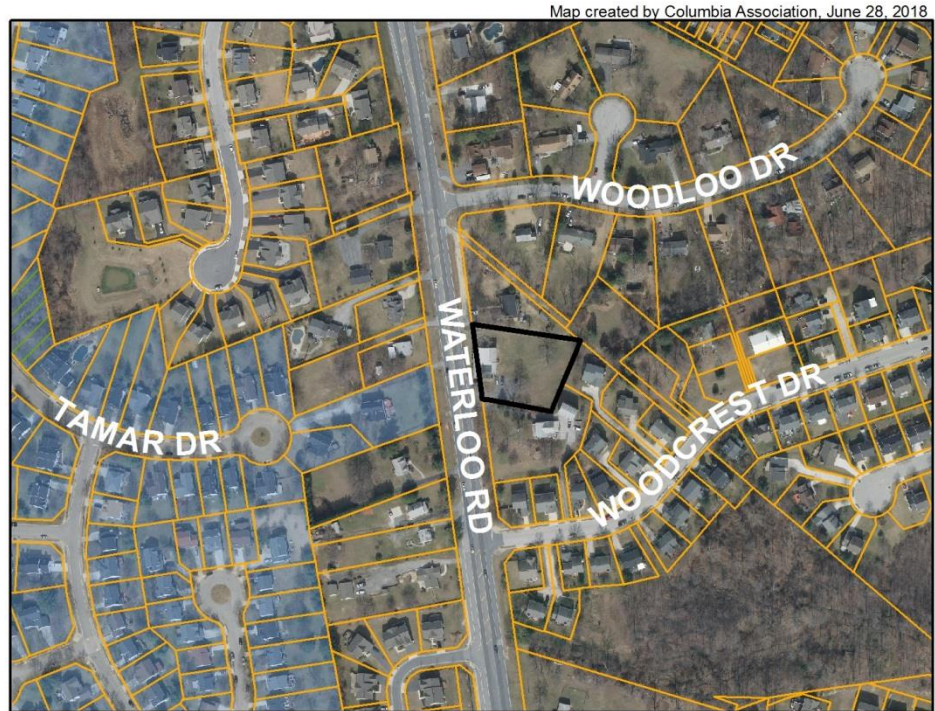
Submitted: 6/20/18

Zoning: NT (New Town)

Decision: Under Review

Project Description:
An environmental concept plan was submitted for a piece of property at 6205 Waterloo Road (east side of Route 108). The owner is proposing to build 3 single-family detached dwelling units on 0.76 acres of property currently containing 1 existing single-family home.

Near Long Reach



Property Boundary CA Owned Property Columbia Boundary

PB 437

Enclave at River Hill – Ph 2

Submitted: 6/14/18

Zoning: R-ED
(Low Density Residential)

Decision: Pending Hearing

Project Description:
The developer of property located at the SW corner of Clarksville Pike and Guilford Road is seeking to establish one additional lot which requires Planning Board approval. (scheduled for 8/16/2018)
Part of a multi-phase development consisting of 151 total homes.

Near River Hill



Property Boundary CA Owned Property Columbia Boundary

Columbia Development Tracker (June 2018)

Last Updated 7/1/2018

This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.

Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status
SDP-18-047	3/1/2018	Locust United Methodist Church, located at 8105 Martin Rd, submitted a site development plan for expansion of church facilities and a parking lot addition.	Near Hickory Ridge	R-SC	Submit revised plan by 6/8/2018 Waiver petition (WP-18-133) filed requesting additional time
SDP-17-010	2/16/2018	Site Development Plan submitted to redevelop an existing warehouse for recreational and office uses. The project includes reconfiguration of the parking lot.	Near non-village land, Gateway	M-1	Submit revised plan by 5/18/2018; Time extension granted per WP-18-122; new submission date: 9/11/2018
SDP-18-005 Downtown Columbia Crescent	11/29/2017, 4/2/2018, 6/25/2018	Howard Research and Development Corporation submitted a Site Development Plan for Phase 2, Area 3 of the Crescent Neighborhood Downtown Revitalization plan. Development proposal is for two mixed-use buildings with 423 apartments (including 26 moderate income housing units), 1 restaurant, 1 retail site.	Downtown Columbia	New Town	Under Review
SDP-18-040 Enclave at River Hill Phase 3	3/7/2018, 5/4/2018	Site Development Plan to construct 30 single-family detached homes on property at the SW corner of Clarksville Pike and Guilford Road. Part of a multi-phase development project consisting of 151 total homes.	Near River Hill	R-ED	Under Review - to be scheduled for the Planning Board (Case No. PB 437) Application packet was deemed technically complete on 6/14/2018
ECP-18-037	3/6/2018, 4/12/2018	An Environmental Concept Plan was submitted for the construction of a new elementary school and demolition of the existing Talbott Spring Elementary School. The ECP may be revised to reflect changes in state funding and project scope that result in refurbishing the existing school rather than constructing a new facility. Details are pending.	Oakland Mills	NT	Submit revised
F-18-076 Enclave at River Hill Phase 2	4/4/2018, 5/24/2018	Final Plan for one open space parcel and 8 single-family detached homes (totaling 4.3 acres out of development's total 88 acres) on property at the SW corner of Clarksville Pike and Guilford Road. Part of a multi-phase development project consisting of 151 total homes.	Near River Hill	R-ED	Application packet was found to be technically complete on 6/4/2018
SDP-18-046 Cedar Lane Water Pumping Station	4/12/2018, 5/30/2018	Howard County Government is proposing to construct a water pumping station at the corner of Cedar Lane and Hilltop Lane (6040 Cedar Lane) on county-owned land. The station will be contained within a structure built to look like a single-family home.	Near Hickory Ridge	R-20	Application was found to be technically complete on 6/13/2018

Columbia Development Tracker (June 2018)

Last Updated 7/1/2018

This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.

Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status
SDP-18-029 The Wexley at 100	2/20/2018, 5/3/2018	The owners of property at 5836 Meadowridge Rd submitted a Site Development Plan for an apartment complex consisting of 392 apartment units, 40 of which are designated as Moderate Income Housing Units.	Near Long Reach	R-A-15, POR	Application was found to be technically complete on 6/14/2018
WP-18-104	4/9/2018, 6/20/2018	The owner of property at 9179 Red Branch Road is seeking to expand their existing building by 5,000 SF. No site plan exists for the site and the applicant has submitted an equivalent alternative compliance exhibit.	Columbia Non-Village, Oakland Ridge Ind. Park	R-ED	Under Review - applicant submitted revised plans including an APFO study
F-18-087 Hidden Ridge	4/24/2018	The owner of property at 10685 & 10689 Owen Brown Road submitted a subdivision plan for 1 open space lot and 12 single-family attached homes on ~4.9 acres of land behind the Abiding Savior Lutheran Church.	Near Hickory Ridge	R-SC	Submit revised application by 8/5/2018
F-18-083	4/2/2018	A Final Plan was submitted for a proposal to build 6 single-family detached homes on 2.74 acres at 7440 Oakland Mills Road in the Guilford neighborhood, southeast of Snowden River Parkway.	Near Columbia non-village	R-12	Submit revised application by 7/6/2018
ECP-18-039	4/25/2018	The owner of property submitted an Environmental Concept Plan to construct 6 single-family attached dwelling units on 1.34 acres of land located at 9570 & 9580 Glen Oaks Lane, near the northwest intersection of Route 32 and I-95.	Columbia Non-village, North of MD 32	R-SA-8	Submit revised application
F-18-105 Columbia Rivers Corporate Park	5/25/2018	Final Plan has been submitted to plat a public drain and utilities easement for an existing stormwater pond located near the southeast corner of Old Columbia Road and Eden Brook Drive.	Near Kings Contrivance	NT	Under review
SDP-18-050 Trotter Woods, Section 2	5/8/2018	The owner of property located north of Tall Timber Drive submitted a Site Development Plan to construct five single-family detached dwelling units.	Near River Hill	R-20	Submit revised plan by 8/5/2018
F-18-041 Simpson Oaks – Phase 1	5/7/2018	The owner of property on Grace Drive submitted a final plan for phase 1 of their development of ~60 acres. The plan consists of 46 single-family detached home lots and 83 town home lots, 12 open space parcels and 8 future residential parcels to be developed under Phase 2.	Near Hickory Ridge and River Hill	CEF-R	Submit revised plan by 7/28/2018

Columbia Development Tracker (June 2018)

Last Updated 7/1/2018

This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.

Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status
ECP-18-048	5/10/2018	An Environmental Concept Plan was submitted to construct 4 bocce courts at a Howard County Department of Rec and Parks facility located at Cedar Lane Park near Route 108.	Near Harper's Choice	R-20	Submit revised plan
WP-18-124	5/22/2018	A waiver was submitted requesting a time extension to process the plat for Symphony Woods Road.	Downtown Columbia Crescent	NT	Under Review
S-18-006	5/7/2018	A sketch plan was submitted for 18 Single-family detached homes on what is currently Grandfather's Garden Club (5320 Phelps Luck Road).	Village of Long Reach	NT	Submit revised plan by 7/28/2018
F-18-070	5/14/2018	The owner of property at 8126 Forever Green Court submitted a final plan for 7 single-family detach homes and 3 open space parcels on ~1.9 acres of land with one existing dwelling unit.	Near Long Reach	R-SC	Application was found to be technically complete on 6/19/2018
WP-18-122 Frameworks	5/15/2018	The owners of 7125 Columbia Gateway are resurfacing the exterior of their existing warehouse building and repurposing it for some internal recreation and office uses which requires re-identification of uses and may require some modifications to parking and/or road improvements This waiver is to request additional time to conduct a traffic study and discussion of requirements prior to finalizing their development agreement with the county.	Columbia Non-Village, Gateway	M-1	Approved on 6/13/2018
WP-18-118	5/3/2018	County has deferred review of the waiver and requested the Applicant submit a revised exhibit to correct minor drafting errors by July 14, 2018. Project Description: The Applicant for 7079 Oakland Mills Road is seeking to make minor exterior changes to the site (adding stair and landing to rear loading area). These changes would normally be submitted on a redlined version of the existing site plan; however, none is on file with the county. Therefore, an exhibit will serve in place of the redlined site plan.	Columbia Non-Village, Guilford East Ind. Park	M-1	Applicant given until 7/14/2018 to submit revised plans

Open Space and Facility Services July 2018 Update

JULY 12, 2018

Columbia
Association

Wilde Lake Spring House

BEFORE



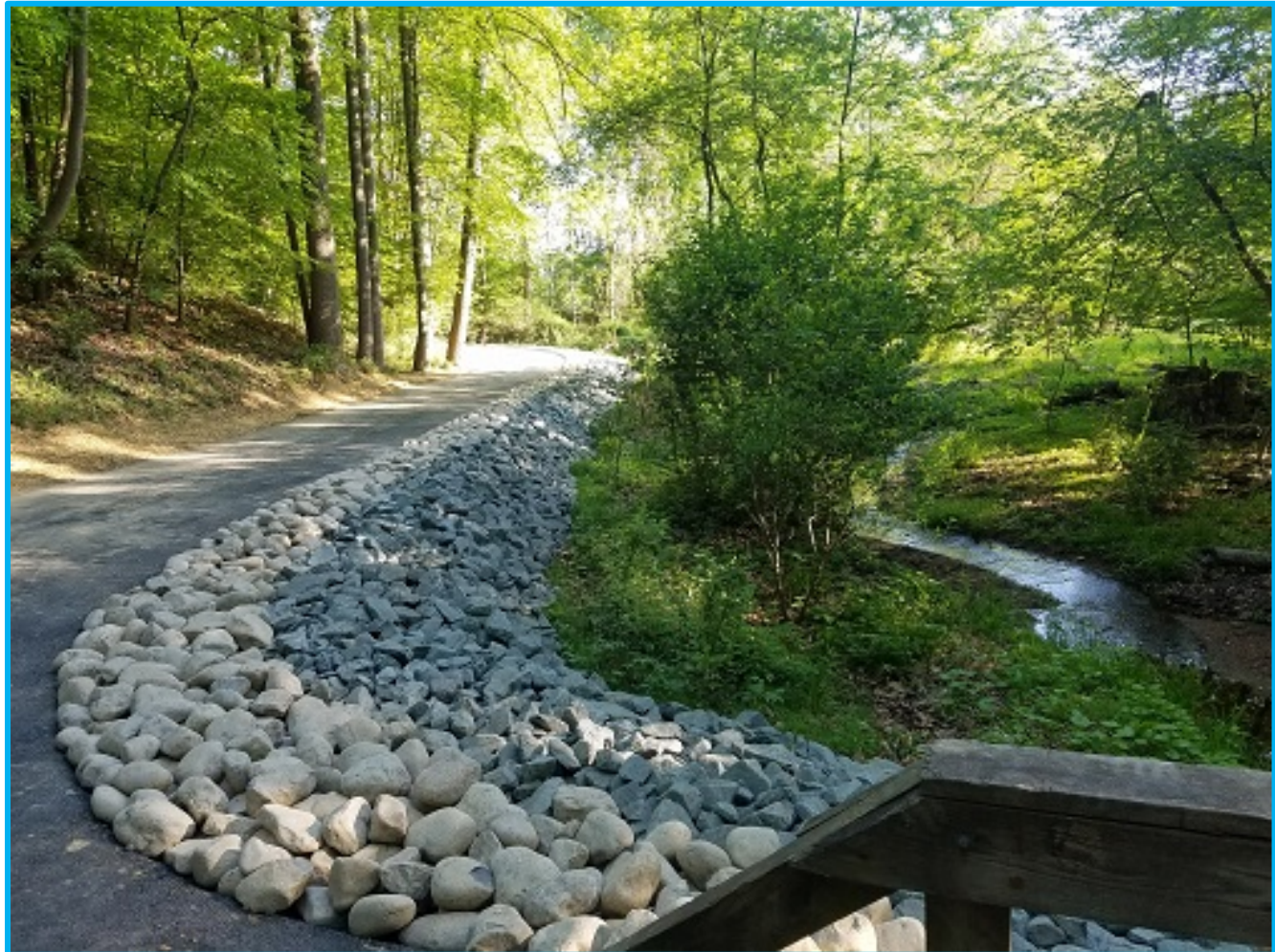
AFTER

Lake Elkhorn Game Tables



Hopewell Pathway

Paved pathway and armored sides of path with stones to stop erosion during heavy storms



Construction

Supreme Sports Club

Interior Renovation – converted three offices to a personal training area.



AFTER



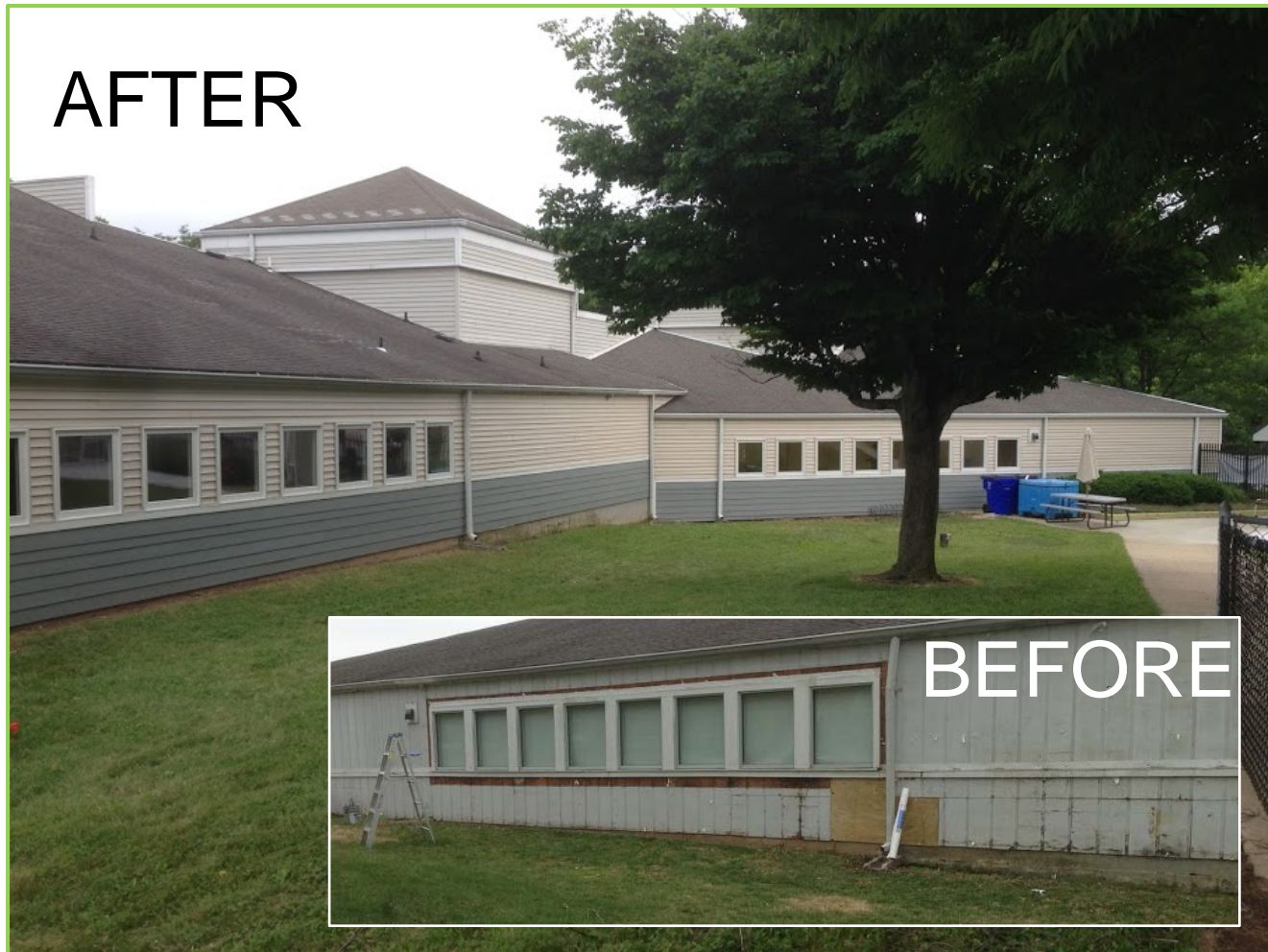
BEFORE

Construction

Phelps Luck Neighborhood Center

Rebuilt water damaged walls, replaced windows, and installed new vinyl siding.

AFTER



BEFORE



Construction

Athletic Club

Major renovation continues



Construction

Horse Center



- Replacing roof on two buildings
- Fixing storm water drainage

Construction

Swim Center

Work on new roof and entrance canopy continues



Open Space

Exploring Columbia Walking Series

Average 40 to 60 participants at each session



Open Space

Trail Stewards

Kevin O'Connor and Sue Mangan



Whetstone Road

Stream bank stabilization



Faulkner Ridge NC & Pool

New exterior LED fixtures installed



SportsPark

New ENERGY STAR HVAC unit and
LED fixtures on ramp at skate park



Hobbits Glen Clubhouse

15kW solar project design is underway



Landscape

Cape Ann

Bamboo Eradication







July 3, 2018

To: Members of the Columbia Association Board of Directors
Milton W. Matthews, President/CEO

From: Susan Krabbe, Vice President and CFO

Cc: Lynn Schwartz, Director of Finance/Treasurer

Subject: Proposed Annual Charge Rate and Cap for FY20

Background

The annual charge, which applies equally to residential and commercial properties in Columbia, is currently \$0.68 per \$100 of assessed valuation, subject to a three-year phase-in and 3.5 percent cap on annual assessed valuation increases. The maximum allowable rate is \$0.75, and the legislated cap is 10 percent. CA reduced the rate twice; to \$0.73 in 1992 and to \$0.68 in 2003. CA has also reduced the cap multiple times since it was mandated in 2003; most recently to 2.5 percent in 2009. CA increased the cap to 3.5 percent from 2.5 percent in 2017 at the Board's initiative to provide additional resources for capital projects to address CA's aging infrastructure. The increase in the cap provided approximately \$220,000 in additional annual charge revenue. Even with that change, the combination of the cap being below the legislated maximum and the rate also at less than the maximum means that CA is voluntarily foregoing approximately \$7 million in annual charge revenue.

CA's actions are in strong contrast to Howard County's approach to the real property tax. Howard County's cap of 5 percent has not changed since Columbia was founded in 1967. While its rate has both increased and decreased over this period, most recently the rate has not changed since 2002 (Attachment 1), when it was changed as a result of a legislated change in methodology.

Annual charge revenue accounts for approximately 55 percent of CA's total revenue. The greatest use of that revenue is for open space maintenance, which includes lake and pond dredging and maintenance; tot lot, plaza, pathway and bridge maintenance; open space mowing, plantings and snow renewal. Some of the other significant uses of the annual charge revenue are

- Funding the village community associations;
- Supporting other Columbia non-profits;
- Subsidizing the outdoor pools;
- Paying for free community events such as the Lakefront festivals, international and cultural activities, the Volunteer Center and the Columbia Community Exchange, etc.; and,
- Contributing to the CA Points program, income-qualified discounts and resident pricing for recreational facilities and programs.

From 2009 when the cap was lowered to 2.5 percent through 2018, annual charge revenue increased an average of 2.7 percent per year. This trend includes the increase in the cap from 2.5 percent to 3.5 percent in 2017 and new construction in Columbia. During this 10-year period, Columbia residents have consistently expressed their desire for new services and programs, as evidenced by requests for new parks, additional aquatics venues, and improvements to open space, recreation and fitness facilities, etc. Plus, aging existing capital assets continue to push upward significantly maintenance and repair costs.

Budget Considerations

The budget implications of the annual charge are significant, as it is more than half the annual revenue for the organization. Changing the rate by one cent, either up or down, would result in a total difference of approximately \$595,000. The impact on the average residential property is about \$15 per year (see Attachment 2). The annual charge applies to commercial properties exactly as it applies to residential properties. Therefore, for example, a one-cent increase or a one-cent decrease in the rate would impact General Growth Properties by a corresponding increase or decrease in their annual charge bill of about \$12,600.

The first year impact of reducing the cap to 2.5 percent is approximately \$253,000, which would only apply to property owners with assessed valuations below the capped value. Using the Board members' properties as an example, five of the ten would have no impact from a lowered cap, and the average first year impact is about \$5.70.

Recommendations

Staff recommends that the Board keep the annual charge rate at \$0.68 and the cap at 3.5 percent for the FY 20 budget. At that rate and cap, CA delivers excellent value to residents and businesses in Columbia, and significant favorable economic impact to this region that far exceeds the value of a one-cent reduction in the rate or a lowering of the cap back to 2.5 percent. The one-cent rate reduction represents a 1.5 percent decrease in each property owner's annual charge bill, with an average impact on a resident of about \$15 for the year, or four cents a day.

The Board's options are to increase the annual charge rate and/or cap, to decrease either or both, or to keep them unchanged.

Columbia Association, Inc.
Various Data Points
As of July 3, 2018

Year	Annual Charge Rate per \$100 of Valuation	Howard County Real Property Tax Rate	CA Cap on Valuation Increases	Howard County Cap on Valuation Increases	Residential Annual Charge Revenue (3)	Commercial Annual Charge Revenue (3)	User Fee Income (2)	CPI, All Urban Percentage - December to December	Median Household Income in Columbia (4)
1967	\$0.75	\$2.550	0.0%	5.0%			\$1,000	3.0%	\$16,887
1968	\$0.75	\$2.550	0.0%	5.0%			\$104,000	4.7%	
1969	\$0.75	\$2.600	0.0%	5.0%			\$374,000	0.1%	
1970	\$0.75	\$2.750	0.0%	5.0%			\$478,000	5.6%	
1971	\$0.75	\$2.850	0.0%	5.0%			\$555,000	3.3%	
1972	\$0.75	\$2.750	0.0%	5.0%			\$854,000	3.4%	
1973	\$0.75	\$2.750	0.0%	5.0%			\$1,188,000	8.7%	
1974	\$0.75	\$2.500	0.0%	5.0%			\$1,491,000	12.3%	
1975	\$0.75	\$2.250	0.0%	5.0%			\$1,942,000	6.9%	
1976	\$0.75	\$2.440	0.0%	5.0%			\$2,222,000	4.9%	
1977	\$0.75	\$2.490	0.0%	5.0%			\$2,485,000	6.7%	
1978	\$0.75	\$2.630	0.0%	5.0%			\$2,844,000	9.0%	
1979	\$0.75	\$2.430	0.0%	5.0%			\$3,010,000	13.3%	
1980	\$0.75	\$2.280	0.0%	5.0%			\$3,680,000	12.5%	
1981	\$0.75	\$2.230	0.0%	5.0%			\$4,669,000	8.9%	
1982	\$0.75	\$2.450	0.0%	5.0%			\$5,361,000	3.8%	
1983	\$0.75	\$2.930	0.0%	5.0%			\$6,101,000	3.8%	
1984	\$0.75	\$2.570	0.0%	5.0%			\$6,561,000	3.9%	
1985	\$0.75	\$2.540	0.0%	5.0%			\$7,282,000	3.8%	
1986	\$0.75	\$2.490	0.0%	5.0%			\$7,999,000	1.1%	
1987	\$0.75	\$2.270	0.0%	5.0%			\$8,667,000	4.4%	
1988	\$0.75	\$2.490	0.0%	5.0%			\$8,968,000	4.4%	
1989	\$0.75	\$2.490	0.0%	5.0%			\$9,771,000	4.6%	
1990	\$0.75	\$2.490	0.0%	5.0%			\$10,750,000	6.1%	
1991	\$0.75	\$2.440	0.0%	5.0%			\$11,846,000	3.1%	
1992	\$0.73	\$2.590	0.0%	5.0%			\$13,276,000	2.9%	
1993	\$0.73	\$2.590	0.0%	5.0%			\$14,726,000	2.7%	
1994	\$0.73	\$2.590	0.0%	5.0%			\$15,600,000	2.7%	
1995	\$0.73	\$2.590	0.0%	5.0%			\$16,553,000	2.5%	
1996	\$0.73	\$2.590	0.0%	5.0%			\$14,806,000	3.3%	
1997	\$0.73	\$2.590	0.0%	5.0%			\$18,876,000	1.7%	
1998	\$0.73	\$2.590	0.0%	5.0%			\$19,433,000	1.6%	
1999	\$0.73	\$2.590	0.0%	5.0%			\$21,597,000	2.7%	
2000	\$0.73	\$2.610	0.0%	5.0%			\$23,100,000	3.4%	
2001	\$0.73	\$2.610	0.0%	5.0%			\$23,306,000	4.6%	
2002	\$0.73	\$1.044 (1)	0.0%	5.0%			\$24,036,000	2.4%	
2003	\$0.73	\$1.044	10.0%	5.0%	\$14,887,286	\$8,839,669	\$23,957,000	1.9%	
2004	\$0.68	\$1.044	10.0%	5.0%	\$17,152,963	\$9,354,460	\$22,986,000	3.3%	
2005	\$0.68	\$1.044	10.0%	5.0%	\$16,067,119	\$8,657,854	\$24,455,000	3.4%	
2006	\$0.68	\$1.044	5.0%	5.0%	\$16,930,634	\$9,049,643	\$25,861,000	2.5%	
2007	\$0.68	\$1.014	4.0%	5.0%	\$18,097,414	\$9,708,687	\$25,746,000	4.1%	
2008	\$0.68	\$1.014	3.0%	5.0%	\$19,469,730	\$10,096,438	\$26,773,000	0.1%	
2009	\$0.68	\$1.014	2.5%	5.0%	\$20,509,639	\$10,545,302	\$27,810,000	2.7%	
2010	\$0.68	\$1.014	2.5%	5.0%	\$21,349,043	\$10,713,363	\$27,400,000	1.5%	
2011	\$0.68	\$1.014	2.5%	5.0%	\$21,634,800	\$10,801,200	\$27,972,000	3.0%	
2012	\$0.68	\$1.014	2.5%	5.0%	\$22,310,500	\$11,138,500	\$28,684,000	1.7%	
2013	\$0.68	\$1.014	2.5%	5.0%	\$22,681,300	\$11,323,700	\$28,794,000	1.5%	
2014	\$0.68	\$1.014	2.5%	5.0%	\$22,721,400	\$11,343,600	\$28,125,000	0.8%	
2015	\$0.68	\$1.014	2.5%	5.0%	\$23,293,000	\$11,629,000	\$29,710,000	0.7%	\$100,849
2016	\$0.68	\$1.014	2.5%	5.0%	\$24,018,000	\$11,987,000	\$30,492,000	2.1%	
2017	\$0.68	\$1.014	3.5%	5.0%	\$24,763,000	\$12,359,000	\$30,800,000	2.1%	
2018	\$0.68	\$1.014	3.5%	5.0%	\$25,632,000	\$13,217,000	\$30,377,000		

Notes:

- (1) For Howard County, this was the last year the real property tax was based on 40% of the assessed value. State law changed to 100% in 2002.
- (2) The user fee income data include the additional services, programs and facilities that were added, as well as the increase in participation in these activities.
- (3) The annual charge revenue data include increases due to construction of new properties, as well as changes due to the State Department of Assessments and Taxation's triennial re-assessments. Data shown is what is available in the current accounting system. Previous years' data would require additional research.
- (4) This data would have to be researched for each year. We used the one-year estimate for 2015 from the U.S. Census Bureau website (<https://census.gov/quickfacts/table/RHI105210/2419125>) for median household income for Columbia CDP (census-designated place).

Columbia Association, Inc.
Impact of Changes in the Annual Charge Rate and Cap
July 3, 2018

Sample Properties	Billable Valuation	FY 19 Annual Charge	Annual Impact of a \$0.01 Change in the Rate	First Year Impact of Reducing the Cap to 2.5%
1	\$390,700	\$1,328	\$20	\$0
2	\$364,700	\$1,240	\$18	\$0
3	\$450,900	\$1,533	\$23	\$0
4	\$285,625	\$971	\$14	\$9
5	\$576,926	\$1,962	\$29	\$19
6	\$250,460	\$852	\$13	\$8
7	\$288,210	\$980	\$14	\$9
8	\$321,500	\$1,093	\$16	\$0
9	\$277,400	\$943	\$14	\$0
10	\$379,001	\$1,289	\$19	\$12
<i>Average Residential Property</i>	<i>\$297,256</i>	<i>\$1,011</i>	<i>\$15</i>	
HRD Properties	\$260,247,964	\$884,843	\$13,012	\$6,089
General Growth Properties	\$251,806,133	\$856,141	\$12,590	\$8,252
Total for Columbia Association	\$11,899,353,754	\$40,457,804	\$594,968	\$253,163

Notes:

1. The CA Board members' residential properties were used as a sample representing one from each village. This also provides transparency regarding the impact of any Board decision on the annual charge rate. The average impact on the 10 Board members' properties is about \$18, slightly higher than the overall average.
2. The impact of a one-cent increase in the rate over the 27,000 residential properties would be only \$15 per year, but would provide approximately \$595,000 in total revenue that could be used by CA in other areas of need.
3. The 2.5 percent cap applies to five of the ten sample properties shown above.
4. A sample of commercial properties was included to show the impact of a one-cent change on those as well.

Columbia Aquatics Advisory Committee (CAAC)
Annual Report – FY 18
(to be submitted to Board by June 15)

The members of the FY18 Columbia Aquatics Advisory Committee were Bill Santos (Chair), and Dipper Wettstein (Vice-Chair), Carlton Haywood, Ann Mech, Celeste Huecker, Joan Holloway, Stuart TenHoor, Allan Waschack, Anne Fairbairn, Janet Schultz, and Eric Kusmaul. The staff liaison was Marty Oltmanns. The Committee met 8 times during FY18.

A. Committee accomplishments/discussions for FY18 (Fiscal year just ended):

- Organizing CAAC, Clippers, CNSL, Aqua Fitness, Masters, Swim Lessons, and Swimmers to testify to CA Board and begin planning for converting an outdoor pool into a new Indoor Pool.
- Worked with Jeremy Scharfenberg to look into solar shade canopies. We were not able to find a cost efficient option, however Jeremy was able to add additional solar panels at Dorsey Hall and Dickinson pools.
- June/July – Review Capital projects for summer 2018 and made recommendations & reviewed construction photos of Swim Center Phase II.
- Sept – CAAC Elections, Start of discussion on organizing swimmers for new indoor pool.
- Oct – Marty shared capital project plan for FY19 & asked for recommendations. Continued discussion of organizing for new indoor pool and visit to board during work session.
- Nov – Corey Woo shared the new Boga Fit program with the CAAC, Dan discussed funding, working with the CA Board, and process for getting capital money for new indoor swimming pool. CAAC voted down year round heated outdoor pool.
- Jan/Feb – Jeremy Scharfenberg came to discuss the solar shade canopies. Shared his plans to add solar cells to Dorsey & Dickinson.
- March/April – Jeff from the Clippers & Stephanie from the Clippers Parents Board visited to share the Clippers requirements for the new indoor competitive pool facility. Shared partnership with Aquatics, KC village, and Howard County Autism society for MacGills Common to be Autism Sensory Pool. Shared change of climbing wall venue to Jeffers Hill from Thunder Hill after Oakland Mills village request.

B. Proposed Charge submitted for approval by the CA Board identifying items to be addressed by Committee in FY19 (Fiscal year just beginning) that align with the Committee's goals, CA's strategic plan and the President/CEO's goals and objectives:

- Continue to monitor the progress of the Aquatics Master Plan and the recommendations included in the plan, especially a new indoor aquatic facility or otherwise providing additional indoor pool space.
- Monitor the process and recommendations of the Swim Center's Building Assessment Study, any other aquatics upgrades, and make recommendations to the CA Board as necessary.
- Provide other guidance to CA staff and to the CA Board regarding CA Aquatics facilities, programs, and membership structure.
- Provide verbal and/or written comments to the CA Board regarding budget requests affecting CA Aquatics and/or other CA Board initiated requests.

C. Committee recommendations, if any, with justification, for consideration by CA Board:

- Exploration of new indoor aquatics facility or otherwise providing additional indoor pool space.
- Fully fund the final portion of the Swim Center improvements the ADA wading pool area as a phase IV upgrade.
- Request board members to read the joint Howard County/Columbia Association report, "Sharing the Lane. Columbia Association and Howard County Explore a Potential Aquatics Facility Partnership Approach."
- Request board members to review the Aquatics Master Plan Policy Statements. These policy statements provide high-level guidance for the Columbia Aquatics program and the implementation of the plan:
 1. The Columbia Aquatics program is a system of neighborhood, community and destination pools with standards for each type.
 2. The system of pools has and needs to continue to evolve to meet the needs of the community.
 3. The system should expand indoor pool capacity and employ a partnership

approach.

4. Retain all 23 pools in the aquatics system.
5. Consider changing an outdoor pool to an indoor pool based on the feasibility study and community input.
6. Focus on enhancing overall pool system usage.
7. Enhance data collection and monitoring for better decision-making.

Committee Charge approved by CA Board _____, 201__
Template approved 10/27/2016

Columbia Art Center Advisory Committee
Annual Report FY 18
May 1, 2017-April 30, 2018

The Columbia Art Center Advisory Committee was composed of Molly Miller, Chairperson, Joyce Bell, Janet Brady, Sophie Chen, Robert Coe, Winnie Coggins, Lynn Foehrkolb, Dennis Gilbert, Adam Goode, Barbara Herschman, Marlene Jackson, Nicole Paterson, Mark Russo, Doug Satteson, Chaya Schapiro, Suzanne Waller, Deanna Williford, and Carol Zika.

Team member participation on Advisory Committee included: Liz Henzey, Director, Monica Herber, Programs Manager, Christina McCleary, Ceramics Manager, and Trudy Babchak, Gallery and Events Specialist.

The Columbia Association Board Liaison was Janet Evans (Long Reach).

The Advisory Committee met four times during the fiscal year: June 2017, September 2017, November 2017, and March 2018.

Accomplishments:

- The members participated on several subcommittees - Special Events and Gallery Show Application Review
- The Special Events Subcommittee supported the efforts for the following gallery receptions: Color Columbia Plein Air event and exhibit (September 2017), Singular Sensations Annual Holiday show (December 2017), Faculty/Student exhibition (May 2017), ManneqART theme exhibition (September 2017), and Blossoms of Hope invitational theme exhibition (April 2018).
- Members assisted with the 2017 Congressional Youth Art Competition (May 2017) hosted by Congressman John P. Sarbanes for five counties.
- Members also assisted with the monthly Salon Series presentations which ran May-June, 2017, September-December, 2017, and January-April 2018.
- Members assisted with the Rep Stage Play reading (May 2017) and the Candlelight Concert Series music lecture (November 2017).
- Members volunteered throughout the fiscal year to help with gallery show installations, potluck dinners, and ceramics studio clean-up.
- Members helped the Art Center team with development of and the launching of the new Studio I Gallery space for emerging artists and school groups. Three shows ran in the new gallery space, including the Reservoir High School Senior Photography Show (February 2018), Choose Civility Youth Art Competition (April 2018), and two solo artist exhibits with emerging collage artist Pat Wilson (November 2017) and figurative painter Tim Kelly (October 2017).
- Members participated with their own art in group shows including Singular Sensations annual holiday exhibition, Faculty/Student exhibition, the annual Blossoms of Hope invitational theme show, and Color Columbia Plein Air event and exhibit.

- Advisory Committee members also served on the Art Center's Gallery Shop Committee and contributed their time to setting the quarterly rotations of student and faculty art in the shop.
- Advisory Committee member Doug Satteson represented the Art Center at the July 2017 Columbia Association Board of Directors meeting by presenting its annual report of activities and accomplishments for FY17.
- Advisory Committee members volunteered with Columbia's first ever plein air event held at Lake Kittamaqundi and Wilde Lake in September 2017 as part of Columbia's 50th Birthday celebration.
- Members of the Gallery Show Application Review committee met to select artist and community group shows for 2020 and several remaining slots in 2019 for the Main Gallery, Window Gallery and the Studio I Gallery.
- Members were present at several Long Reach redevelopment meetings held at Stonehouse next door.
- The Advisory Committee had one member step down: Richard Roepke. The Advisory Committee had one new member join in March 2018: Barbara Kellner.
- Members assisted the Art Center team with research and recommendations regarding the feasibility and possibility of permanent or rotating public art on Columbia Association property.
- Advisory Committee members supported and were present for the June 2017 ceremony for the village panel installation by recognized artist Gail Holliday at Kennedy Gardens at Lake Kittamaqundi.

Charges for FY19:

1. Provide direction and guidance to Columbia Association as it continues to develop and initiate Columbia Art Center programs and events.
2. Advise Columbia Association as it researches and implements new Columbia Art Center community projects and collaborations.
3. Assist Columbia Association in expanding Columbia Art Center's offerings to better serve the growing needs and changing demographics of the community.
4. Support Columbia Association's efforts to make Columbia Art Center a viable and flourishing arts resource for the community.
5. Support Columbia Association Art Center during the Long Reach Village redevelopment with support for alternative programming opportunities and community outreach efforts that can take place during the transition process.
6. Continue to research and assist with Columbia Association's possible installation of public art works on CA property.

Findings and Recommendations

Public Art Placement on Columbia Association Property

The **Columbia Art Center Advisory Committee** explored and researched the feasibility and placement of one or more pieces of permanent public art on Columbia Association land. This researched included meetings with local arts organization leaders and public art specialists.

The **Art Center Advisory Committee's** findings are:

For Permanent Public Art on Columbia Association property, the steps to take are:

- Hire a temporary part-time public art specialist to oversee project.
(estimated salary: \$55,000 annual)
- Develop a committee of internal Columbia Association (CA) team members and community experts.
- Research specific CA spaces that would be appropriate for sculptures.
- Receive approval for these specific locations by CA.
- Launch a call for entries for artists and sculptors to apply.
- Have a committee review the applications.
- Create a selection process for the artworks.
- Pay each selected artist a fee. (Estimated at \$12-30,000 each)
- Promote the public art in the community. (Estimated at \$2,000)
- Obtain additional specialized insurance for the art. (Estimated at \$10,000)
- Contract artist for refurbishing sculpture throughout installation. (Estimated at \$5000)
- Purchase and install sculpture pad, lighting, additional landscaping for sculpture areas.
- Transport the sculptures to locations. (Estimated at \$5-10,000)
- Install the sculptures at the sites. (May require specialized equipment to lift and place.)
- Maintain the land: Responsibility of Columbia Association Open Space and Landscaping Crews.
- Invest in plaque/signage for the sculptures.
- Coordinate some sort of ceremony/reception for the debut of the sculptures.
- Consider security and safety of the sculptures. (Possibly install camera system.)

Cost for permanent public art estimated at \$150-\$250,000

For Temporary Public Art on CA property, the steps to take are:

- Create an internal program similar to the Howard County Arts Council's (HCAC) annual ArtSites project. Businesses apply with a specific property location and the accepted applicants are given a temporary outdoor sculpture for a span of one year.
- The benefit of this type of program is that it reduces the cost on all levels and pilots the program to get a gauge on how well it runs and how well it is received by CA and the community.

This program would involve these steps:

- Develop an internal committee of Columbia Association team members, including members from Open Space, Landscaping, Art Center, Community Services, Villages (specifically Wilde Lake Village, an ArtSites participant) and others.
- Possibly hire a part-time team member to be the coordinator of the project or expand hours of a current CA Art Center team member to assume these responsibilities.
- Select 1-2 Columbia Association properties for piloting the project.
- Create and circulate a call for entries to artists/sculptors.
- Develop a selection process for applications by the committee.
- Select the art for temporary display (1-2 years) for 1-2 CA property sites.
- Pay each selected artist a fee. (Estimated at \$8-15,000 each)
- Promote the public art in the community. (Estimated at \$2,000)
- Obtain additional specialized insurance for the art on location. (Estimated at \$5,000)
- Contract the artists for refurbishing the sculptures throughout installation. (Estimated at \$1-\$2000 for 1-2 years.)
- Purchase and install sculpture pads, lighting, additional landscaping to sculpture areas.
- Transport the sculptures to location. (Estimated at \$5-10,000)
- Install the sculptures at the sites. (May require specialized equipment to lift and place)
- Maintain the land: Responsibility of Columbia Association Open Space and Landscaping Crews.
- Install plaque/signage for the sculptures.
- Hold some sort of ceremony/reception for the sculptures.
- Consider security/safety for the sculptures. (Possibly install a camera system.)

Cost for temporary public art estimated at \$25-40,000.

Based on its findings, the **Columbia Art Center Advisory Committee** recommends that Columbia Association participate in the HCAC's annual ArtSites program. **It is a cost-effective way of having public art displayed on Columbia Association property without the enormous expense and maintenance involved.**

HCAC covers insurance, transportation, installation, and artists' fees. Columbia Association has participated in ArtSites in past years and had applications accepted for locations such as Wilde Lake Village. Sean Harbaugh, Assistant Division Director of Open Space Management, has served as the company facilitator for CA's ArtSites applications and is quite versed on the process.

The **Columbia Art Center Advisory Committee** recommends that an internal committee be developed of Columbia Association team members from Open Space, Landscaping, Art Center, Community Services, Villages (specifically Wilde Lake Village, an ArtSites participant) and others. This committee could assume responsibility for selecting several CA properties for public art and move forward with applications to ArtSites for the 2019 program.

Other Points to Take Into Consideration:

From the online research that was completed and the meetings held with arts administrators with public art experience, these points were emphasized:

- It is critical that the community be kept aware of these enhancements. The more community buy-in that is received from the beginning of this type of project, the more the response felt by the public will be positive. Transparency about this type of project is imperative.
- It is important to take into consideration that the specific outdoor spaces that will house the public art is well travelled. Ideally, the spaces will have room for gatherings and interactive community functions. Wide appeal should be a goal for the selected locations. Take into consideration the CA property that is well travelled, such as the trails, paths and spaces surrounding the lakes.
- The public art that is present in downtown Columbia and Baltimore near buildings is typically mass produced. This type of public art is called *mass consumption public art*.

Builders are required to put a percentage towards beautification at the sites of their buildings.

Golf Advisory Committee Annual Report – FY 18

The members of the FY18 Golf Advisory Committee were Keith Heilveil and Bill Harris (Committee Chair and Vice-Chair), and Jim Burrows, Madeline Butler, Tara Coates, Marco Depalma, Debbie Drown, Bill Duncan, Troy Fitzgerald, Doug Grossman, David Hand, Beth Leaman, Lina Liebold, Lou Maclay, Lew Shipp, and Ethan Wasil. The staff liaisons were Joan Lovelace, Nicholas Mooneyhan, Don Vandusen, Patrick Mather and Brett Bartek. The Committee met 4 times during FY18.

A. Committee accomplishments for FY18 (Fiscal year just ended):

- Developed and maintained daily course information calendar online
- Created slack online messaging forum for improving communication among committee members and staff liaisons
- Continued assessment of drafted course maintenance standards to further align expectations and define benchmarks for course conditions and maintenance practices
- Established course, tournament, and house subcommittees
- Standardized committee meeting format, committee reports, and surrounding communication practices
- Defined Hobbit's Glen/Fairway Hills course identities and respective locations in the perceptual competitive marketplace
- Leveraged feedback and newly created house subcommittee to facilitate cooperation between the Turn House and golfing community
- Implemented Golf Genius software to enhance event & outing operations
- Reformatted tournament offerings to strike a well-defined balance of competitive and social member events
- Received board approval for on-course beverage cart alcohol sales at Fairway Hills
- Improved the membership's virtual experience through various website enhancements and utilization of digital displays at the clubs
- Utilized smartsheets project management software to communicate winter project plan timelines and status updates
- Transitioned to ForeUp tee sheet software to begin the process of rolling out online tee time booking functionality for the membership

B. Proposed Charge submitted for approval by the CA Board identifying items to be addressed by Committee in FY19 (Fiscal year just beginning) that align with the Committee's goals, CA's strategic plan and the President/CEO's goals and objectives:

- Enhance operational usage of ForeUp tee sheet and expand online booking reservation functionality
- Continue to improve cooperation between the Turn House and golfing community

- Construct master league roster spreadsheet to maximize the effectiveness of disseminating course information
- Define long-term plans for fairway renovations that will provide an appropriate balance of focus between both peak season and off-season conditions
- Develop greater consistency in the operational processes and procedures among each subcommittee

C. Committee recommendations, if any, with justification, for consideration by the CA Board:

Committee Charge approved by CA Board _____, 2018

Health and Fitness Advisory Committee Annual Report – FY 18

The members of the FY18 Health and Fitness Advisory Committee were Jessica Rennenkampf (Committee Chair), Mary Lou Henderson (Vice-Chair), Bob Berlett, Dave Bleyer, Leo Bruette, Jen Eckert, Laura Farro, Chadi Groome, Jeff Lunder, Jack Sacchetti, Larry Sorkin, Mary Helen Sprecher, and Cathy Weiss. The staff liaison was Steve Mendelsohn. The Committee met 5 times during FY18.

A. Committee accomplishments for FY18 (Fiscal year just ended):

- Met, at least quarterly and presented requests and concerns of members to CA staff. Worked together to creatively address and problem solve a variety of operational issues.
- Provided ongoing member & user feedback to staff regarding equipment, classes & special programs, customer service at the clubs, and overall user experience to effect improvement in multiple areas.
- Helped promote Clarabridge customer experience surveys, assisting CA in achieving response rates well over industry standards.
- Provided input for capital projects, including testimony before the Board at the January Budget Public Hearing about the importance of the proposed renovations at the Columbia Athletic Club.

B. Proposed Charge submitted for approval by the CA Board identifying items to be addressed by Committee in FY19 (Fiscal year just beginning) that align with the Committee's goals, CA's strategic plan and the President/CEO's goals and objectives:

- Support efforts for capital renovations by presenting budget testimony and justifications to CA Board.
- Support the renovation of the Athletic Club by socializing the changes to the membership and community at large and assisting CA in finding and resolving member pain points resulting from the shutdown.
- Provide ongoing member and user feedback to staff and suggestions for service

upgrades utilizing experiences, observations and communications in facilities to effect improvements in multiple areas and for various user groups.

- Help promote and utilize Clarabridge customer experience surveys and responses to further effect improvements.
- Forming subcommittees to advocate for planning and funding of operational initiatives to promote high levels of equipment and service delivery to the community that continue to enrich resident experience and quality of life.

C. Committee recommendations, if any, with justification, for consideration by CA Board:

Template approved 10/27/2016

**IT Advisory Committee
Annual Report – FY18**
(to be submitted to Board by June 15)

The members of the FY17 IT Advisory Committee were Jean Friedberg (*Committee Chair*), and Bill Gray and Kevin Walsh. The staff liaison was Chuck Thompson.

As noted in FY17 report, the IT Advisory Committee decided to become an ad hoc committee. The Committee did not meet during FY17.

A. Committee accomplishments for FY18 (Fiscal year just ended):

- While the ITAC did not meet during FY18, its previous work resulted in the creation of the Business Technology Advisory Committee. This committee is critical to tactical execution of strategic IT plans. This committee now meets on a monthly basis.

B. Proposed Charge submitted for approval by the CA Board identifying items to be addressed by Committee in FY18 (Fiscal year just beginning) that align with the Committee's goals, CA's strategic plan and the President/CEO's goals and objectives:

C. Committee recommendations, if any, with justification, for consideration by CA Board:

- See attached Business Technology Steering Committee charter

Committee Charge approved by CA Board _____, 201__

Template approved 10/27/2016



Business/Technology Steering Committee

Mission

This Charter establishes the Business/Technology Steering Committee (BTSC) as the group responsible for providing executive leadership in strategic business/technology (BT) planning, project prioritization/management, and project approval for the entire organization.

Objectives

The BTSC will provide a stabilizing influence so organizational concepts and directions are established and maintained with an innovative view toward the digital transformation of CA. The BTSC provides direction on long-term technology strategies in support of the organization's mandates and business vision.

Members of the Steering Committee ensure that CA's business technology needs and objectives are being adequately addressed regarding:

- Strategic Alignment
Alignment of the organization's BT strategy with CA's business missions, needs and objectives
- Value Delivery
Assuring that BT strategy delivers benefits and provides value
- Resource Management
Optimal investment in and proper management of BT resources, including applications, information, infrastructure and people
- Risk Management
Understanding and awareness of BT risks and effective, appropriate management of these risks

In practice, these responsibilities are carried out by performing the following functions:

- Identify and develop strategic initiatives
- Identify obsolete solutions/applications and develop decommissioning/"sunsetting" initiatives
- Prioritization of initiatives
- Monitor and review initiatives at regular Steering Committee meetings
- Develop and review standards and policies
- Update standards and policies as emergent issues force changes to be considered, ensuring alignment with this Committee Charter as well as the objectives of the organization
- Monitor the quality of deliverables

- Obtain “buy-in” across the entire organization and eliminate the “squeaky wheel” approach to project prioritization/management
- Act as a sounding board for all business/technology considerations

Guiding Principles

We want to digitally transform CA

Why do we need to do this (business view) and what do we expect from it (functional view)?
How do we do it (technical view) and what will we do with it (implementation view)?

- Learn to anticipate the future and transform business
- Articulate the vision to the entire team
- Provide leadership support for transformation
- Create an ecosystem that makes sense

Additional information and guidance:

CA/IT Digital Transformation strategy documentation –

<https://drive.google.com/a/columbiaassociation.org/file/d/0B4ysyF74kcJvcWdQdVRjdmFNeWc/view?usp=sharing>

CA/IT Digital Transformation strategy slide deck –

<https://drive.google.com/a/columbiaassociation.org/file/d/0B4ysyF74kcJvNnpRRWhDZWMzNkE/view?usp=sharing>

CA/ IT Cloud strategy documentation –

<https://drive.google.com/a/columbiaassociation.org/file/d/0B4ysyF74kcJvcVpfNWVpQkREXzQ/view?usp=sharing>

Membership

A committee chairperson will be appointed by the CEO. Committee membership will be review every two years and adjusted as appropriate.

Initial members of the committee are:

- Director of Communications and Marketing (C&M)
- Director of Sports and Fitness (S&F)
- Director of Community Services (CS)
- Director of Open Space Management (OSM)
- Chief Financial Officer (CFO)
- Chief Information Officer (CIO)
- Staff representative

Procedures

- Meeting structure – the chairperson or designee will collect agenda items and circulate agendas in advance of each meeting to ensure informed discussion of topics.
- Meeting frequency – at least quarterly. The committee will determine modifications to the schedule based on needs related to current activities.

- Documentation – all meetings shall have notes of discussions, recommendations, and action items.

International & Multicultural Advisory Committee (IMAC)
CA Community Services
FY18 Annual Report

The members of the FY18 International & Multicultural Committee (IMAC) were:

Valerie Montague (Committee Chair), Camellia Blackwell-Taffel, Lucie Geinzer, Joan Holloway, Alexandra Hursky, Magdalena Castro Lewis, Paulomi Desai, Susan Di Paula, Marcy Gitt, Alberto Grosmark, Farida Guzdar, Laurie Liskin, Roberto Martin, Kathleen Martin, Elvira McCullough,, Priyanka Panda, Debra Paper, Alice Pham, Linda Potsiadlo, Arna Rubman, Jean Salkeld, Larry Schoen, Sherman Taffel, Suzanne Waller, and John Zahor.

The staff liaisons were Laura Smit and Grace Chang.

The Committee met five times during FY18: June 7, Sept 6, Nov 1, Jan 9, March 7
Meetings ran from 7 – 8:30 pm at CA Headquarters.

A. Committee accomplishments for FY18

SUMMARY

1. Sister Cities Art Exhibition, June 2017
2. Sister Cities HS Exchange, July 2017
3. Oceania CultureFest Oct 2017
4. Delegation trip to China included 5 IMAC committee members, Oct 2017
5. Approval of Liyang, China as new sister city by CA Board, April 2018
6. Explore Columbia's Sister Cities event, April 22, 2018
7. French Artist Exchange (Cergy-Pontoise Committee); 7 artists approved for Sept 2018
8. World Languages Cafe - 12 cafes on 4th Tuesday of the month
9. Int'l Book Club - 12 books, 12 meetings on 2nd Wednesday of the month

FY18 Charges and Accomplishments

1. *Support the development of more independent sister cities advisory subcommittees to reduce the administrative and programmatic work currently carried out by CA's Program Manager for International Exchange & Multicultural Programs (IEMP)*

During FY18 year, subcommittee chairs began convening meetings, taking notes and reporting to IMAC every other month (previously, CA staff convened all subcommittee meetings, reported on subcommittee work, took notes and wrote the Minutes.)

- Cergy-Pontoise (France) Sister City Committee – Jean Salkeld, Chair
- Tres Cantos (Spain) Sister City Committee – Magdalena Castro Lewis, Chair
- Tema (Ghana) Sister City Committee – Gabriel Pomary, Chair
- Cap-Haitien (Haiti) Sister City Committee – Bob Anantua
- China Sister City Planning Committee – Hui Dong, Chair

2. *Increase the community's awareness of Columbia's sister cities and multicultural programs through participation in the Columbia's 50th Birthday celebrations.*

A **Sister Cities Art Exhibition** was held at the Richard Talkin Gallery at Howard Community College with paintings and sculptures brought from Columbia's 4 sister cities (Cergy-Pontoise, France; Cap-Haitien, Haiti; Tema, Ghana and; Tres Cantos, Spain) from June 10 to July 17, 2017 with many IMAC members in attendance for the multicultural reception on June 18. There were 6 artists in attendance out of the 14 with works in the exhibit.

3. *Host visitors from Columbia's sister cities: during Columbia's Birthday week, June 16 - 25, and help entertain and transport the visitors on local trips.*

Sister Cities Artist Exchange: IMAC members, as well as Cergy-Pontoise and Tres Cantos subcommittee members, hosted 6 artists and 4 companions from June 15 - 26, 2017 and helped with arranging a week of activities for visitors during the Columbia 50th Birthday week, accompanied visitors on day trips, and attended pot lucks for the visitors.

4. *Help determine the suitability of the city of Liyang, China as a 5th Sister City for Columbia and, if it is determined to be a good candidate, attend the China Sister City Planning Committee's presentation to the CA Board and ceremonies for the signing of the sister city agreement.*

Delegation Trip to China: In October 2017, five IMAC members -- : Magdalena Castro-Lewis, Lucie Geinzer, Marcy Gitt, Linda Potsiadlo, Carol Jo Roeder -- .traveled to China with a Howard County Delegation of 21 people, including two CA Board members, Alan Klein and Dick Boulton. . They visited Liyang in Jiangsu Province, as well as 5 other Chinese cities.

Approval by CA Board: In March 2018, the China Sister City Planning Committee made a presentation to IMAC requesting permission to proceed to develop a sister city relationship for Columbia with Liyang. Upon receiving approval from IMAC, the Vice-Chair of IMAC and the Chair of the China Subcommittee presented to the CA Board of Directors on April 12, which approved the establishment of the sister city relationship on April 26, 2018 (now awaiting the formal signing ceremony in Oct 2018). IMAC members and China Sister City Planning Committee members attended the presentation at the April 12 Board meeting.

5. *Provide input to CA as it partners with Howard County Library System to offer two CultureFests: Oceania in fall 2017 and West Africa in spring 2018; help staff the IMAC table at the CultureFests, and support outreach to other community multicultural events.*

The **Oceania CultureFest** on Australia, New Zealand and the Pacific Islands, held October 22, 2017 at the Miller Branch of the Library was well attended with more than 400 visitors who enjoyed Polynesian dance performances and beautiful exhibit tables. Photos are here: <https://bit.ly/2y1nqPM>

CA's "**Explore Columbia's Sister Cities**" event held in the Columbia Mall on April 22 was a great success with performances and exhibits from all five of Columbia's sister cities. IMAC members staffed the five sister city display tables and the CA table. Event video: <https://youtu.be/NmF7tHFTWLQ>
Event photos: <https://bit.ly/2KpuJwl>

The West Africa CultureFest was postponed to Oct 2018.

6. *Support ongoing IEMP/CA multicultural programs, such as the monthly World Languages Cafe and International Book Club, and other multicultural community programs.*

The World Languages Cafe was held 12 times during the year at the 50+ Center of East Columbia Library. Nineteen language tables were offered. Attendance varied from 65 to 105 people.

CA's International Book Club held 12 meetings to discuss 12 books from around the world. The list of books can be seen here: <https://bit.ly/2kLfFUO>
Membership in the Int'l Book Club increased with 10 new members to 84 people, with attendance at meetings ranging from 8 - 22 people.

Community Fairs: Several IMAC members attended the Multicultural Fair of the Orthodox Church of St. Matthew on October 7 -8 in King's Contrivance and the International Holiday Bazaar at Glenelg Country School on December 2.

7. *Help and advise CA's IEMP program on more effective ways to market and promote the sister cities high school exchange opportunities to increase participation.*

The topic was brought up at two IMAC meetings. Several suggestions were made by IMAC members:

- Have former participants at more CA events to tell how good the program is.
- Increase outreach to high school PTAs
- Recruit college students *to participate -- they wouldn't need parental permission.*

B. Proposed Charge submitted for approval by the CA Board identifying items to be addressed by the Committee in FY19.

1. As IMAC is the umbrella committee for the sister cities subcommittees, it will **continue to support each of the five sister city advisory committees** to become less dependent on CA staff, developing their own goals and activities, in coordination with CA's Program Manager for International Exchanges & Multicultural Programs. **Note:** IMAC members are asked to join one of the sister city committees.

2. **Assist, promote and participate in IEMP/CA projects, activities and exchanges**, such as: a) High School Sister Cities exchanges; b) the French Art Exhibition and artist exchange with Columbia's sister city in France, Cergy-Pontoise in Sept 2018; c) the signing ceremonies of the Sister City Agreement between Liyang, China and Columbia; d) the tour of Ghana and visit to Columbia's Sister City, Tema, in Sept 2018; e) the Explore Columbia's Sister City in Haiti Program in Jan 2019; f) the Spanish culinary and wine exchange with Columbia's sister city in Spain, Tres Cantos (still in the planning stages), g) the monthly World Languages Cafe, and h) International Book Club.

3. **Provide input to CA as it partners with Howard County Library System and other organizations to offer at least two CultureFests:** 1) an Africa CultureFest in Fall 2018 to increase awareness of the unique cultures and countries of the African continent, using the *Black Panther* movie as a starting point; 2) a multicultural event in spring 2019 to celebrate the international diversity of Columbia, in collaboration with FIRN. Help staff the IMAC table at CultureFests and support CA outreach at other community multicultural events.

Senior Advisory Committee
Fiscal Year 2018 Annual Report
May 2017-April 2018

The Senior Advisory Committee members were Sharonlee Vogel (chairperson), Bernice Kish (vice-chairperson), Pearl Atkinson-Stewart, Roger Chang, John Eberhard, Elizabeth Johnson, George Laniado, Mary McGraw, Jean Salkeld, Kathryn Sunderman, Arleen Tate, Genie Wessel, and Paul Verchinski

Staff liaisons are Michelle Miller, Director Community Services and Patricia Dugan, Older Adult Programs Coordinator

The committee met nine times during the past year. Click on the attached link to review the minutes: <https://www.columbiaassociation.org/board-committee/senior-advisory-committee/>

Accomplishments: Each of the accomplishments ties directly to the SAC Charge or to an item in the Comprehensive Plan for Serving the Older Adult Community. The item number corresponding to the Comprehensive Plan is in parenthesis.

Monitored the progress and gave feedback regarding the Older Adult Plan through regular verbal updates at meetings and an annual written update. The Comprehensive Plan for Serving the Older Adult Community was completed in May 2014. All of the 51 total recommendations all have been started, 1 modified, and ongoing progress being made to most of the items. The 2018 Implementation report is attached for your information. (Charge)

Reviewed and monitored CA new Membership structure and advocated for a senior swim discount. (6 A,B)

CA's Director of Aquatics gave a presentation about CA pools and answered questions. He explained about the various programs occurring at the outdoor pools and Swim Center and handed out information on the schedules and new senior swim pass. (4 B,E)

Had a presentation from the Loan Closet of Howard County and discussed volunteer opportunities along with services that are offered to the community. (7A,B)

CA's Assistant Director of Sports and Fitness gave an overview of upcoming facility renovations in 2018, discussed the new Long Reach Tennis facility and the pickleball programs. (4B,E; 5E, 9)

CA's Assistant Director of Open Space Management presented on stream restoration, bridge and pathway renovations, and the Exploring Columbia walks (4D)

Dr. Robert McCallister presented on the Care of Alzheimer's and Related Illnesses and strategies to prevent or delay cognitive disorders. (8E)

Advocated to the CA Board that the all of the Contingency Fund money be returned to the Villages.

Continued to monitor the progress of the Village in Howard. Several SAC members have joined the Village and they share monthly about activities and membership information. Supported CA grant of \$25,000. (2G)

Had a presentation from Home Care Assistance about the Cognitive Therapeutics Method, which promotes brain health and helps improve people's quality of life. (8E, 7a)

Had a presentation and question and answer session from the Howard County Office of Consumer Protection, which assists people with questions or concerns about consumer transactions (7B, 8F)

The new Columbia Archives Manager presented about what information people can find in the Archives and about upcoming programs. (3D,E)

Received regular updates from the Howard County Commission on Aging, Maryland Commission on Aging. (7B)

At each meeting, each member shared with the committee on what they are hearing/what seniors want in their Village. (8F)

Through liaisons from the Columbia Association and Office on Aging the Committee was kept informed of the upcoming programs and services that would be of interest to Seniors. (7B, C)

Received updates on *Speak (Easy) Howard*, The Horizon Foundation's community collaborative about having a conversation about end of life wishes. CA is participating by helping to spread the word to older adults in Columbia. (8G, 9A)

Received updates from the Local Healthcare Improvement Coalition, which is focused on addressing health disparities and improving health and wellness in the community. (9A)

Participated in Columbia Association's FY 19 and FY 20 Budget process by submitting testimony. See attachment for testimony. (Charter)

Members wrote several articles for Village's newsletters about senior happenings in and around Columbia. (8F)

Had presentations from the Columbia Community Exchange about its programs and services for older adults. (3E,9B)

Neighbor Ride gave a presentation to the committee about its services, challenges and accomplishments since its inception in 2000. Supported CA \$10,000 grant. (1D)

The committee was briefed on the Columbia 50th Birthday Celebration planning and events scheduled. (7A)

Recommendations:

1. Increase grant to The Village in Howard from \$25,000 to \$50,000.
2. Increase the number of pickleball marked courts at CA tennis facilities and offer pickleball at good hours for older adults.
3. CA advocate to Howard County that the East Columbia 50+ Center be built on or near the current site.

Proposed Charge for FY18:

1. Visit various CA facilities and Village Community Centers to become more knowledgeable about the type of activities and opportunities offered for seniors and advocate for more classes and programs for seniors.
2. Work towards representation from every village on the Senior Advisory Committee
3. Reach out to make more seniors aware of the Senior Events Shuttle

Older Adult Plan - Implementation Update: April 2018

The Older Adult Plan was approved by the CA Board and implementation began in May 2014. The plan outlines CA's commitment to older adult services over the next 20 years. The following report highlights the progress on the implementation of the Older Adult Plan during the fiscal year 2018, May 1, 2017- April 30, 2018.

1. Mobility:

A. Expand Transportation Options:

CA joined with many other community organizations and businesses to advocate for increased county funding to implement the county's bicycle master plan. As a result, the County Executive has recently announced that he will be increasing county funding to implement the bicycle master plan and will also be pursuing state grants.

C. Senior Events Shuttle: Senior Events Shuttle (SES) has received additional funding from Howard County transportation department to support more trips for residents in Howard County. The SES is looking at ways to reach a segment of the population that may be socially isolated by increasing outreach and awareness efforts and made presentations and shared information with at Parkview, Miller's Grant, Dorsey Hall, the Village in Howard. Participated in outreach at 50+ Expo, Greenfest, other events throughout Howard County. Reaffirmed collaboration with Vantage House. The Senior Event Shuttle served 576 passengers and complete 59 round trips.

D. Neighbor Ride Support: Grant provide of \$10,000 in FY18. The Volunteer Center is continuing the ongoing partnership with Neighbor Ride in which qualified seniors can use the service at half price for transportation to and from volunteer opportunities.

2. Helping Older Adults Age in Place

A. Home Repair and Modification Program: Updated CA website and added information regarding Home Repair program.

<https://www.columbiaassociation.org/health-and-fitness/mature-adults/programs-mature-adults/>

E. Home Repair Clearinghouse: CA investigated establishing a new clearinghouse and the decision was made to continue investment in The Village in Howard, Columbia Community Exchange and the Home Repair and Modification Program, all which have home repair services as part of their offerings, rather than start a new service.

F. Informational programs about services for older adults are part of the Columbia Community Exchange and the The Village in Howard.

G. CA awarded the Village in Howard a grant of \$25,000 in FY 18, that was supported by the Senior Advisory Committee. The Village in Howard currently has 130 paying participants.

3. Social/Cultural & Educational Activities

A. Village Association Cultural Events: Outreach to Korean and Chinese cultures through the CA Multicultural programs, held at various villages community centers and public libraries.

C. Village Association Workshops/Classes: Village associations have had art paint nights, Master Garden classes, senior luncheons and senior coffee, among other programs.

B. Informal Village Association Program Opportunities: CA has held Solar Cooperatives, Watershed and mosquito control workshops at the Village buildings.

D. Lifelong Learning: Various 50th Birthday events were held at Howard Community College such as Archives and Multicultural programs exhibits and Founders Day. Columbia Community Exchange has hosted mini workshops, known as skillshare fairs, which are member led and teach do-it-yourself skills.

G. Groups and Outings: CA Tennis continues its partnership with the Washington Kastles, professional tennis team in DC to host a CA Night at a Kastles home match for the community this summer. CA Tennis is also looking at putting together a community day during the Citi Open, professional tennis tournament in DC this summer. Columbia Community Exchange has hosted mini workshops, known as skillshare fairs, which are member led and teach do-it-yourself skills.

Art Center continued its field trip program to various art exhibits and had several local art workshops.

4. Programming - A Community for all Ages

A. Intergenerational Programming: Intergenerational programming continued with Teen Center, Library and Bain Center to teach older adults how to better use technology.

B. Programming Change within Existing Facilities: With the outdoor bubble coming down at Owen Brown, we are conducting a feasibility study to convert two of the tennis courts into permanent pickleball courts.

F. Program Monitoring: Older Adult program coordinator participates on Howard County Local Health Improvement Coalition (LHIC) Healthy Aging committee to promote CA's offerings and liaise with community partners to support healthy aging in our community. Pickleball continues to be in full flow year round at CA. We have also added line to the tennis courts in Oakland Mills to expand to other sites and have also bought additional equipment to possibly offer some

opportunities at the fitness clubs. We are also conducting a feasibility study to build permanent outdoor pickleball courts at Owen Brown once the bubble is taken down. Tennis continues to offer weekly doubles round robin play at the different tennis clubs for seniors.

C. Off-Peak Programming: Group fitness class schedules are evaluated quarterly and adjusted to include classes during the non-peak hours. Art Center continuing field trips and older adult programming at North Laurel 50 Plus Center.

D. Group Hikes and Walks: CA's 50th Birthday the Archives held several Exploring Downtown Columbia walks. Exploring Columbia on Foot is scheduled to have walks in 2018. Harper's Choice is doing a group hike along then Savage Trail in spring 2018.

F. Access for seniors: A \$25.00 Senior swim pass will be offered separately as part of new membership restructure. Ten percent discount will continue to be available to seniors, as well as a 50% income-qualified discount.

5. Facilities - Design and Location

B. Universal Design: Incorporated into the Long Reach Tennis Club and major renovations to the Swim Center and the Athletic Club.

D. Walkable/Livable Communities: Staff advocated for funding of the Howard County Bikeway - a Horizon Foundation organized initiative to create a spinal network of bicycle pathways that would connect more than half of the county's residents to this network.

Hosted two speakers to address the community on "Enhancing Columbia's Neighborhoods: Learning from Best Practice." Paul Brophy and Mark Sissman spoke to the community about best practices, policies and tools to help older neighborhoods remain attractive and economically vibrant.

F. Park Furnishings to Serve Older Adults: The major pathways around the 3 lakes have benches installed since the plan went into effect. Some seating has been updated around the ponds.

A. Facility Activity Hubs: Athletic Club renovations will feature lobby area and will reopen in November 2018.

6. Rates and Fees:

A. Access to Facilities/Programs: New membership structure has been approved by the CA Board and rolled out in May 2017.

B. Financial Assistance: Ten percent senior discount will continue to be offered as well as a 50% income qualified discount.

7. Partnering and Cooperation:

A. Enhance Partnering: CA's Office of Planning and Community Affairs has continued to foster partnerships with Howard County Government (Columbia Market Study, Downtown Columbia to Patuxent Branch Trail Pathway Feasibility Study and Bike Share Feasibility Study, Complete Streets Implementation Team,) and the Horizon Foundation (Community Building Speakers Series and planning for the Open Streets event on Little Patuxent Parkway loop), among others.

The Older Adult Program Manager has partnered with the Horizon Foundation on Speakeasy, Howard County. Created bicultural conversations in Aging between Korean and English speaking seniors. Held a Sweetheart dance for older adults in cooperation with the Camps department.

Older adult focused grants in 2018 included the Korean American Senior Association, Neighbor Ride, and The Village in Howard. Older adults are participants in the Community Action Council and Festival of Arts. CA was a premiere sponsor of the 50+ Expo.

C. Educational Classes: Office on Aging holding chronic disease management classes at CA facility.

8. Information, Training, Community Engagement and Coordination:

B. Older Adult Guide: Updated brochure in 2017 as part of the 50 + Expo. Sponsorship of bags distributed at 50+ Expo; includes CA branding.

F. Community Engagement: Created information sheets and helpful links for Older Adults that is posted on CA's website. Programs and classes that are of interest to the older adult community are promoted in the 3x yearly Activities Guide, which is posted online, delivered free to residents, available in CA facilities, and placed at community locations.

C. Website: PDFs posted on CA's website are being processed through software that makes them ADA compliant. This will affect Board and committee documents and facility schedules. (However, this will not be possible with Archives files.)

D. Video and Live Streaming: Livestreaming of CA Board Meetings became available in May 2017. Recorded videos are posted on the website within 3 working days.

G. Older Adult Subject Expert: Offered multicultural event "A Bicultural Conversation on Aging in Community" in collaboration with Howard County Office on Aging and Independence and the Korean American Senior Association. Over 90 people attended the event that featured roundtable discussions, lunch, dancing and singing. Collaborated with CA's Camps Department

to offer a social event, the Senior Sweethearts Dance, Sixty seniors attended the February dance. Older Adult program coordinator participates on Howard County Local Health Improvement Coalition (LHIC) Healthy Aging committee to promote CA's offerings and liaise with community partners to support healthy aging in our community. Partnered with the Horizon Foundation on Speakeasy, Howard County.

9. Health Promotion and Services:

A. Health and Wellness Partnerships: Ongoing medical wellness programs (Optimal Health, Fit Beginnings and Baby&Me) with doctor offices and Howard County General Hospital and various medical practitioners.

B. Healthy Lifestyle: Expanded program offerings, facility modifications and ADA accessibility at existing facilities and pools as well as the newest facility, Long Reach Tennis.

C. Mind-Body Wellness: Ongoing yoga at Haven on the Lake. Addition of aqua yoga at Haven as well as restorative yoga classes.

D. Medical Advisory Panel: Working with Dr. Harry Oken and Dr. Jyothi Rao (Shakthi Health and Wellness center) to explore various mediterranean nutritional offerings

E. Encourage Exercise: Ad campaigns in 2017 & 2018 have targeted those with an interest in warm water therapy and options that increase mobility and stability. Information on the Senior Swim Pass has been included in communications. Magazine articles have included testimonials from older adults regarding program options that are therapeutic.

Middle School and Teen Advisory Committees Annual Report FY18

The members of the FY18 Teen Advisory Committee were: Zhion Perkins-Chair Trokon Anderson, Julian Basena, Adonya Kroger-Hobson, Sharell King, Shakari Prue, Isiah Wilkes, Xavier Wilkes. Middle School Advisory member was Derrick Adams.

Staff liaison was Safire Windley.

The Committees met eight times during FY18.

Accomplishments:

- Middle School Pool Party July 7
- High School Pool Party July 14

During FY18 both Middle and Teen Advisory Committees hosted free pool parties for their respective peers. Both pool parties were held at Locust Park Neighborhood Pool. Youth enjoyed swimming, water games, contests and snacks. A total of 78 youth were served.

- Middle School Take Over June 16

A favorite event of the middle school advisory members and held at the Supreme Sports Club. Middle Schoolers enjoyed all the amenities the club offers but the event also included door prizes and free snacks and pizza. Seventy (70) youth were served.

- 16th Columbia Teen Idol

In September and October Teen Advisory members hosted auditions for the Columbia Teen Idol competition. The top 10 finalists were selected to compete at the 16th Annual Columbia Teen Idol Competition during Hear My Voice Teen Day held on October 15.

FY19 Proposed Charges

1. Assist CA in advocating for and about youth programs. Inform and advise CA of community issues and opportunities as they relate to Columbia youth.
2. Plan and execute activities through which a safe and welcoming environment can be offered to Columbia youth.
3. Promote opportunities through which Columbia youth can express themselves and find their voice.
4. Partner with like-minded organizations to enhance the quality of life for Columbia youth and teens.

Tennis Advisory Committee
Annual Report – FY 18
(To be submitted to Board by June 15)

The members of the Tennis Advisory Committee were Leo Bruette (Chair), Bob Berlett (Vice-Chair), Jim Alvey, Jerry Boyer, Mike Glasgow, Dave Paulson, Erica Roach, Duane St Claire, Larry Sorkin, Laura Violand, Celest Womack, David LeDane and Maria LeDane. The staff liaison was Maury Bozman. The Committee met 9 times during FY18.

A. Committee accomplishments for FY18 :

Capital Improvements:

- Opened new state of the art Long Reach Tennis Club, featuring 6 indoor climate controlled courts, with PlaySight technology. The grand opening was on April 20, 2018 with about 375 participants in attendance.
- Deflated the Owen Brown Tennis Bubble and began demolition of older tennis facility in preparation for 2018-19 renovation.
- Closed Columbia Athletic Club indoor tennis play and programming in connection with the Athletic Club's renovation.
- Open and programmed outdoor tennis sites: Hobbit's Glen Tennis 6 clay court resurfacing, new tennis court benches, patio furniture, and windscreens; new windscreens for all outdoor tennis courts at the Owen Brown Club and the Wilde Lake Club.

Tennis:

- Transferred all tennis programming and block time from Owen Brown Tennis Bubble to Long Reach Tennis Club.
- USTA league play continued to grow & thrive with 4,200 + participants during calendar year 2017.
- Ladies Tri-Level League was implemented during the winter months, and the Spring Day League returned for its second year.

- Play Tennis Fast was a newly created program which introduced in excess of 60 new novice players to the game.
- Hosted the Howard County High School Tennis Championships for the second consecutive year and the Regional and State Tennis Championships, in which Howard County had strong representation.
- Continue to offer a wide array of tennis programs for youth development and competitive tennis : ages 3 - teenage, adult beginner - advanced and senior tennis programs.
- Hosted 3 USTA District League Tennis Championships with nearly 900 players competing at Wilde Lake Tennis Club and Owen Brown Tennis Club, the winners advancing to the next level.
- Hosted first NTRP age 50 and over Tennis State Championships in which nearly 100 Maryland players participated.
- Created Tennis Whiz program, a tennis preschool program for 3 and 4 year olds which introduced over 50 new participants to the sport in 2018.
- Implemented the Tennis Committee's recommendation for Owen Brown bubble block times to exercise right of first refusal for Long Reach Tennis Club block times.

Pickleball:

- Increased pickleball programs and pickleball growth by acquiring 10 pickleball nets and relevant supplies; converted a tennis court behind the Ice rink to an outdoor pickleball court ; offered pickleball indoor at Supreme Sports Club and Long Reach Tennis Club.
- Begin program and facility set up for the opening of six outdoor standalone pickleball courts at Owen Brown Tennis Club scheduled for completion in July, 2018.

B. Proposed Charge submitted for approval to the CA Board identifying items to be addressed by the Committee in FY19 that align with the Committee's goals, CA's strategic plan and the President/CEO's goals and objectives:

- Create a system to ensure tennis facilities are inclusive of all user groups in coordination with USTA Tennis League programs.
- Continue to promote and encourage community members to attend and participate in tennis socials, events, and programs.
- Continue to advance tennis and pickleball programs to serve the community.
- Continue to enhance communication to & from the tennis community.
- Provide feedback about improving or repairing facilities as needed.

C. Committee recommendations, if any, with justification, for consideration by CA Board:

- Consideration of additional courts and potential covered courts to meet the increasing demands for tennis play.
- Refurbish the existing Hobbit's Glen Tennis Club's courts to improve court water drainage and overall playability.

Committee Charge approved by CA Board _____, 201__

Template approved 10/27/2016

Watershed Advisory Committee
Annual Report – FY 18
(to be submitted to Board by June 15)

The members of the FY18 Watershed Advisory Committee were Deborah Wessner (*Committee Chair*), Alan Pflugrad, Bess Caplan, Janine Grossman, Bob Moynihan, Tim Titus, Cara Heilveil, Gail Holm, Mike Oleric, and Sheila Robinson. The staff liaison was John McCoy. The Committee met 6 times during FY18.

A. Committee accomplishments for FY 18 (Fiscal year just ended):

- **Committee members lead a number of resident engagement activities in their respective Villages. These activities are oriented towards educating residents about their watershed and its health. The activities included leading Stream Waders assessments of stream health and Weed Warrior Pull and Plants in open space.**
- **Toured and reviewed finished stormwater retrofits implemented as part of the watershed management plan.**
- **Reviewed and provided input on the stormwater and pond projects being proposed by staff for the FY19 and FY20 budget.**

B. Proposed Charge submitted for approval by the CA Board identifying items to be addressed by Committee in FY 19 (Fiscal year just beginning) that align with the Committee's goals, CA's strategic plan and the President/CEO's goals and objectives:

- **Continue to work with Staff and residents to identify potential watershed improvement projects that will help improve the quality of Open Space and Columbia's water resources.**
- **Continue to engage residents and the Village Associations to encourage environmental stewardship.**
- **Continue to recruit new members to fill vacant seats on the Committee.**

C. Committee recommendations, if any, with justification, for consideration by CA Board:

-

Committee Charge approved by CA Board _____, 201__

Template approved 10/27/2016



To: Columbia Association Board of Directors

From: Milton W. Matthews, President/CEO

Date: 9 July 2018

Re: Strategic Initiatives for President/CEO for Fiscal Year 2019

Strategic Initiative #1: Facilitate Development of and Gain Board Approval of a New Five-Year Strategic Plan for Columbia Association (CA).

The existing Strategic Plan for the organization became effective on 1 May 2014. On 1 May 2019, we will have covered a five-year period representing notable change in the organization and community, including the celebration of the 50th birthday of Columbia and steady redevelopment and new development in the downtown area.

This strategic initiative is aligned with CA's existing Strategic Goal #5.

The scope of this strategic initiative will include many months of effort, starting with identifying and bringing on board a skilled facilitator from the outside to assist the Board, senior staff, and community stakeholders in this collaborative endeavor.

The deliverable will be a new Five-Year Strategic Plan for CA, with an effective date of 1 May 2019.

Strategic Initiative #2: Open Lines of Communications and Develop a Working Relationship with Cedar Realty Trust, Inc., Primary Owner of the Oakland Mills Village Center.

With Howard County Government granting approval of the redevelopment plans for the Long Reach Village Center in June 2018 and the redevelopment plans for the Hickory Ridge Village Center moving through the next steps in the fall, the Oakland Mills Village

Center is the “outlier” as to the community being informed of plans, even preliminary ones, which might indicate the future of this more than 45-year-old village center.

CA owns community buildings, facilities, and land within and adjacent to the village center. Additionally, it is the stated position of CA that we have a vested interest in the continued viability of each village center as a gathering place and commercial center for the immediate neighborhoods and possibly beyond.

This strategic initiative is aligned with CA’s existing Strategic Goal #3.

The scope of this this strategic initiative will include me and others (possibly Howard County Economic Development Authority, Oakland Mills Village Association, Howard County Chamber, and private developers in the community) working together to engage a representative or representatives from Cedar Realty Trust, Inc. It is my hope that, from our initial conversation or meeting, we can follow-up with discussions about the Columbia community, including redevelopment projects completed, underway and planned for throughout the community.

The desired outcome of this strategic initiative is, as stated earlier, to open lines of communications and develop a working relationship, which I believe will improve the chance of all the parties working together on what will come next for the Oakland Mills Village Center.

Strategic Initiative #3: *Implement Upgrades and other Improvements to CA’s Website, which may include the Development of a New Website.*

As I have shared with the Board previously, early last fall, I hired IMPACT Marketing & Public Relations (impactmarketing.net) to conduct a “top to bottom” assessment of all functions and positions in the Department of Communications and Marketing (C&M), producing a report with recommendations highlighting actions that CA needed to take to position C&M to be an asset to the organization into the future.

The resulting report was quite thorough (95 pages, including recommendations), and, although our existing website was not identified as one of the two primary issues, it did rank at the top among secondary issues. The key findings from IMPACT’s review of our website for user experience were summarized with the following phrase: “*Overall, the website provides a bad user experience.*”

This strategic initiative is aligned with CA’s existing Strategic Goal #4.

The scope of this strategic initiative will be a cross-department effort, with me being more involved than I was three years ago but relying heavily on the expertise of CA’s new Chief Marketing Officer.

As for a deliverable resulting of this strategic initiative, I do believe we can produce upgrades and other improvements by the end of the fiscal year; however, following an

assessment, if the best course is a new website, I do not possess the expertise to even guess as to a possible delivery date for such a change.

Strategic Initiative #4: *Provide the Board with an Updated Five-Year Capital Improvement Plan.*

As I highlighted in an article of the June 2018 edition of *The Business Monthly*, in recent years, we have intensified our efforts to manage and maintain the vast array of capital assets under CA's stewardship, including our lakes, ponds, pathways, golf courses and clubhouses, community buildings, pools, vehicles, tot lots, heavy equipment, and more. This is an impressive list, which would be the envy of some communities and a reason to keep officials awake at night in other communities, especially given the age of and the need for financial reinvestment presented by many of our buildings and facilities.

This strategic initiative is aligned with CA's existing Strategic Goal #2.

This strategic initiative is a project that Dennis and I have been discussing since the start of the fiscal year; so, I will be working closely with him and others in the Capital Project Division of the Department of Open Space and Facility Services.

The deliverable from this strategic initiative will be an updated Five-Year or Ten-Year Capital Improvement Plan to the Board by 31 March 2019.

Strategic Initiative #5: *Identify and Attend an Executive Level Professional Development Training Session, with a Focus on Growing my Knowledge to Anticipate and Execute the Requirements of Nonprofit Leadership.*

Throughout the managerial years of my career, I have been an adamant proponent of continuous professional development opportunities for employees at all levels of an organization.

CA supports team members in furthering their professional development through a Tuition Reimbursement Program, and, internally, we have a comprehensive and still growing Learning and Organizational Development Program housed in the Human Resources Division.

As part of my annual performance evaluation with all nine of my direct reports, I encourage and expect to see efforts made for continuous professional and professional development.

Personally, in August 2014, I completed the requirements through the U.S. Chamber of Commerce, Northeast Institute at Villanova University, to earn a Certificate in Nonprofit Organization Management. Unfortunately since then, my outside professional development pursuits have been limited.

I have identified several programs meeting my criteria, all of which I will have to apply to and be admitted. With the exception of one program, which would be held in mid-July 2019, I would complete this strategic initiative by 30 April 2019.