

RESOLUTION NO. 15 - 1

RESOLUTION APPROVING AND ADOPTING THE WORCESTER COUNTY  
FIVE-YEAR CAPITAL IMPROVEMENT PLAN - FY 2016 TO FY 2020

WHEREAS, the County Commissioners of Worcester County, Maryland have determined that certain Capital Projects are necessary to be constructed during the period of July 1, 2015 through June 30, 2020 in order to promote the health, safety, and welfare of the citizens of Worcester County and in order to provide adequate public facilities for the proper and efficient delivery of public services to the citizens of Worcester County; and

WHEREAS, the Worcester County Commissioners have conducted a public hearing on February 3, 2015 to receive public comment on the list of Capital Projects proposed for construction during the period of 2015-2020 as identified in the Worcester County Five-Year Capital Improvement Plan - FY 2016 to FY 2020.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the Worcester County Five-Year Capital Improvement Plan - FY 2016 to FY 2020 attached hereto, is hereby adopted.

AND BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that funding for the projects identified in the Worcester County Five-Year Capital Improvement Plan - FY 2016 to FY 2020 may be provided from annual tax levies, issuance of public debt, use of reserve funds, or from such other sources as the County Commissioners may from time to time determine.

AND BE IT FURTHER RESOLVED that the County Commissioners of Worcester County, Maryland may, from time to time as deemed to be in the best interest of the County and to meet the needs of its citizens, amend said Capital Improvement Plan by the addition or deletion of projects therefrom.

AND BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.

PASSED AND ADOPTED this 3<sup>rd</sup> day of February, 2015.

ATTEST:



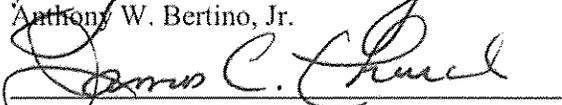
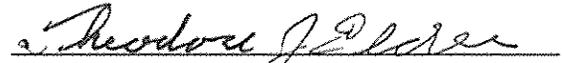
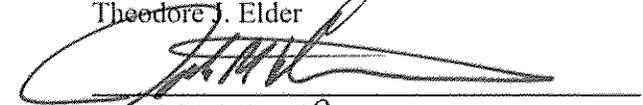
Harold L. Higgins  
Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

  
Madison J. Bunting, Jr., President

**Absent**

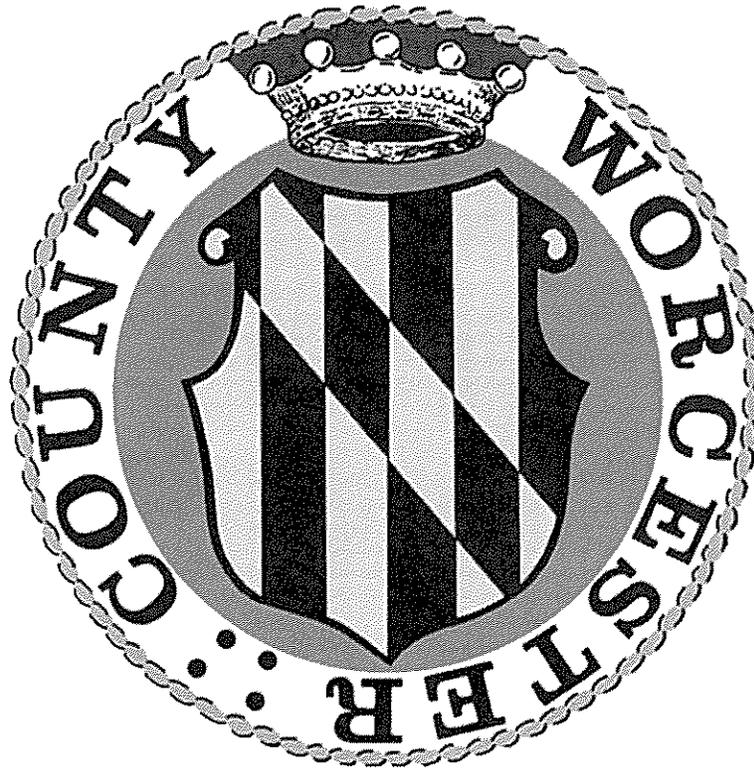
Merrill W. Lockfaw, Jr., Vice President

  
Anthony W. Bertino, Jr.  
James C. Church  
Theodore J. Elder  
Joseph M. Mitrecic  
Diana Purnell

# Worcester County

Approved

## 5 Year Capital Improvement Plan FY 2016 to FY 2020



**NOTE:** The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.

February 3, 2015

**REQUESTED PLAN SUMMARY BY CATEGORY**

2/3/2015

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN  
FY 2016 to FY 2020 Project Summary**

Project Category	2016	2017	2018	2019	2020	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	7,210,000	3,260,000	0	0	0	10,470,000	12.35%	560,000	0	11,030,000
Public Safety	500,000	4,800,000	4,700,000	0	0	10,000,000	11.80%	0	0	10,000,000
Public Works	16,134,231	3,260,000	5,602,000	1,250,000	1,000,000	27,246,231	32.15%	1,152,726	0	28,398,957
Recreation & Parks	0	900,000	325,000	535,000	570,000	2,330,000	2.75%	0	0	2,330,000
Public Schools	955,000	1,455,000	100,000	11,460,105	18,201,285	32,171,390	37.96%	93,000	28,589,114	60,853,504
Community College	132,077	291,828	162,705	1,878,075	74,126	2,538,811	3.00%	0	0	2,538,811
<b>TOTAL</b>	<b>24,931,308</b>	<b>13,966,828</b>	<b>10,889,705</b>	<b>15,123,180</b>	<b>19,845,411</b>	<b>84,756,432</b>	<b>100.00%</b>	<b>1,805,726</b>	<b>28,589,114</b>	<b>115,151,272</b>

Source of Funds	2016	2017	2018	2019	2020	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	4,450,000	1,140,000	4,564,500	1,053,500	1,057,000	12,265,000	14.47%	400,000	0	12,665,000
User Fees	7,200,000	520,000	480,000	0	0	8,200,000	9.67%	0	0	8,200,000
Capital Project Funds	0	0	0	0	0	0	0.00%	0	0	0
Grant Funds	1,100,000	1,390,000	587,500	606,500	513,000	4,197,000	4.95%	252,726	0	4,449,726
State Match	1,550,000	3,600,000	2,350,000	4,068,000	1,600,000	13,168,000	15.54%	0	0	13,168,000
State Loan	0	0	0	0	0	0	0.00%	0	0	0
Designated Funds	3,047,077	2,306,828	262,705	2,278,075	74,126	7,968,811	9.40%	1,153,000	0	9,121,811
Developer Equity Con	0	0	0	0	0	0	0.00%	0	0	0
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	2,564,231	550,000	295,000	125,000	0	3,534,231	4.17%	0	0	3,534,231
General Bonds	4,070,000	4,460,000	2,350,000	6,992,105	16,601,285	34,473,390	40.67%	0	28,589,114	63,062,504
Local Bank Loan	950,000	0	0	0	0	950,000	1.12%	0	0	950,000
<b>TOTAL</b>	<b>24,931,308</b>	<b>13,966,828</b>	<b>10,889,705</b>	<b>15,123,180</b>	<b>19,845,411</b>	<b>84,756,432</b>	<b>100.00%</b>	<b>1,805,726</b>	<b>28,589,114</b>	<b>115,151,272</b>

\* Balance to Complete - Years FY2021 and future

FY 2016 TO FY 2020 SUMMARY BY PROJECT  
REQUESTED

2/3/2015

WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2016	FY2017	FY2018	FY2019	FY2020	Prior Allocation	Balance To Complete	TOTAL
<b>General Government Facilities</b>								
Treasurer's Tax Software Upgrade	550,000	0	0	0	0	0	0	550,000
800MHz Radio System Enhancement	3,800,000	1,500,000	0	0	0	0	0	5,300,000
Library New Berlin Branch	2,860,000	1,760,000	0	0	0	560,000	0	5,180,000
<b>Total General Government Facilities</b>	<b>7,210,000</b>	<b>3,260,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>560,000</b>	<b>0</b>	<b>11,030,000</b>
<b>Public Works</b>								
Berlin Rubblefill Cap & Closure	3,100,000	0	0	0	0	0	0	3,100,000
Asphalt Overlay/Pavement Preservation of Roads	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	752,726	0	5,752,726
NewCounty Storage Building-Snow Hill	0	50,000	3,532,000	0	0	0	0	3,582,000
<b>Water Wastewater</b>								
Mystic Harbour Water System Interconnections	950,000	0	0	0	0	0	0	950,000
Mystic Harbour Effluent Disposal	2,200,000	830,000	170,000	0	0	0	0	3,200,000
Newark Spray Irrigation	30,000	300,000	420,000	250,000	0	0	0	1,000,000
Ocean Pines Belt Filter Press Replacement	20,000	560,000	0	0	0	0	0	580,000
<b>Solid Waste</b>								
Snow Hill Gas Remediation Project	200,000	0	0	0	0	400,000	0	600,000
Central Site Cell #5 Construction	8,634,231	0	0	0	0	0	0	8,634,231
Landfill Admin Scale Bldg Renovation & Addition	0	520,000	480,000	0	0	0	0	1,000,000
<b>Total Public Works</b>	<b>16,134,231</b>	<b>3,260,000</b>	<b>5,602,000</b>	<b>1,250,000</b>	<b>1,000,000</b>	<b>1,152,726</b>	<b>0</b>	<b>28,398,957</b>
<b>Recreation &amp; Parks</b>								
Showell Park Land Acquisition & Development	0	900,000	325,000	535,000	570,000	0	0	2,330,000
<b>Total</b>	<b>0</b>	<b>900,000</b>	<b>325,000</b>	<b>535,000</b>	<b>570,000</b>	<b>0</b>	<b>0</b>	<b>2,330,000</b>
<b>Public Safety</b>								
Worcester County Jail Improvement Project	500,000	4,800,000	4,700,000	0	0	0	0	10,000,000
<b>Total</b>	<b>500,000</b>	<b>4,800,000</b>	<b>4,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000,000</b>

FY 2016 TO FY 2020 SUMMARY BY PROJECT  
REQUESTED

2/3/2015

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2016	FY2017	FY2018	FY2019	FY2020	Prior Allocation	Balance To Complete	TOTAL
<b>Public Schools</b>								
Showell Elem School Replacement	955,000	1,455,000	0	8,387,855	15,217,836	93,000	25,538,439	51,647,130
Stephen Decatur Middle School Addition	0	0	100,000	3,072,250	2,983,449	0	3,050,675	9,206,374
<b>Total Public Schools</b>	<b>955,000</b>	<b>1,455,000</b>	<b>100,000</b>	<b>11,460,105</b>	<b>18,201,285</b>	<b>93,000</b>	<b>28,589,114</b>	<b>60,853,504</b>
<b>Wor-Wic Community College</b>								
Wor-Wic AAB/MTC Building Renovation	132,077	291,828	0	0	0	0	0	423,905
Wor-Wic New Academic Building	0	0	162,705	1,878,075	74,126	0	0	2,114,906
<b>Total Wor-Wic</b>	<b>132,077</b>	<b>291,828</b>	<b>162,705</b>	<b>1,878,075</b>	<b>74,126</b>	<b>0</b>	<b>0</b>	<b>2,538,811</b>

**CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS**

	FY2016	FY2017	FY2018	FY2019	FY2020	Prior Allocation	Balance to Complete	TOTAL
<b>Source of Funds</b>								
General Fund	4,450,000	1,140,000	4,564,500	1,053,500	1,057,000	400,000		12,665,000
User Fees	7,200,000	520,000	480,000	0	0	0		8,200,000
Capital Project Funds								0
Grant Funds	1,100,000	1,390,000	587,500	606,500	513,000	252,726		4,449,726
State Match	1,550,000	3,600,000	2,350,000	4,068,000	1,600,000			13,168,000
State Loan								0
Designated Funds	3,047,077	2,306,828	262,705	2,278,075	74,126	1,153,000		9,121,811
Developer Equity Contribution								0
Private Donation								0
Enterprise Bonds	2,564,231	550,000	295,000	125,000				3,534,231
General Bonds	4,070,000	4,460,000	2,350,000	6,992,105	16,601,285		28,589,114	63,062,504
Local Bank Loan	950,000							950,000
<b>TOTAL</b>	<b>24,931,308</b>	<b>13,966,828</b>	<b>10,889,705</b>	<b>15,123,180</b>	<b>19,845,411</b>	<b>1,805,726</b>	<b>28,589,114</b>	<b>115,151,272</b>

# Project: Tax billing software upgrade - Treasurer's Office

Dept Head, Title & Phone #:

Phillip G. Thompson, Finance Officer (410) 632-1630 Ext. 1215

**Project Summary:** Replace existing AS400 tax software with a .Net server based system.

**Purpose:** Improve the efficiency and reliability of the tax billing software with a modern version which is supported by a dependable outside vendor.

**Location:** Worcester County Government Center, Treasurer's Office - Rm 1105

**Impacts on General Fund Operating, Personnel or Maintenance:** This system facilitates the billing and collection of more than \$150M in County, State, and Local Taxes annually. We are currently operating with a 20 year old system that has received marginal support at best in recent years as the vendor who supports it has downsized. There will be a savings in maintenance agreement fees with the new software upgrade.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other - Software	550,000					0	0	550,000
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>550,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>550,000</b>

<b>SOURCES OF FUNDS</b>								
	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
General Fund	150,000							150,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	400,000							400,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
<b>TOTAL</b>	<b>550,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>550,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	(25,000)	(25,000)	(25,000)	(25,000)	0	0	(100,000)
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# Project: Tax billing software upgrade - Treasurer's Office

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Complete the following questions.

## Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Based on needs as assessed in recent annual billing cycles.

## County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

This system provides a safe, more efficient means of billing and collecting the County's primary revenue stream.

## Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

This estimate was developed following consultation with numerous vendors and other municipalities.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new project and the request is being made due to the lack of support for the existing system and its inability to readily accomodate billing changes.

## Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

I would recommend that this project be completed in the short term because of its role in the revenue generating process.

# Project: 800MHZ Emergency Services Radio System Upgrade

Dept Head, Title & Phone #:

Fred Webster, Director of Emergency Services 410-632-3080

**Project Summary:** Upgrade of County's current 800 MHz public safety radio system.

**Purpose:** The current county radio system is reaching "end of life". The system has been in service in the county for 12 years with the EDACS technology having been around for another 10-years. EDACS is defined as digital technology combining state-of-the-art (at the time) voice coding and digital processing techniques to provide the best possible audio quality and security. When system was installed it was the most advanced two-way radio communications system available. The EDACS platform allowed, through a computer-controlled system, users transparent radio operations, on either digital or analog talk groups depending on operational requirements. Harris, our current vendor, will no longer support the system with software and hardware within the next two to three years. In addition the Federal Communications Commission is requiring public safety users to adopt the P-25 standard which will allow mobile and portable radio users interoperability across radio systems. This translates to Harris radios being able to work on Motorola, EF Johnson or other radio systems seamlessly.

**Location:** The upgrade will include new consoles in the dispatch center at 1 W. Market St. plus related base station equipment at tower sites in Berlin, Newark (Central Site Ln.) and Klej Grange Rd.

**Impacts on General Fund Operating, Personnel or Maintenance:** Yearly Maintenance Contract

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	3,800,000							3,800,000
Equipment/Furnishings		1,500,000						1,500,000
Other								0

**EXPENDITURES**

<b>TOTAL</b>	<b>3,800,000</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,300,000</b>
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**SOURCES OF FUNDS**

General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds	3,800,000	1,500,000						5,300,000

<b>TOTAL</b>	<b>3,800,000</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,300,000</b>
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**PROJECTED OPERATING IMPACTS**

	0	178,251	178,251	178,251	178,251			713,004
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# **Project: 800MHZ Emergency Services Radio System Upgrade**

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**Complete the following questions.**

## **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Scope of the project was explained in Purpose section at the top of this document. Historical data on the existing system is available in the Department of Emergency Services and through the County Commissioners minutes of 2001/2002 when the original system was bid and awarded.

## **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

County residents benefit by the county operating an up-to-date state of the art radio system for both Public Safety and Public Works. By 2018 if not upgraded or replaced repair parts to the existing system may not be available and upgrades to software will no longer be available from the current vendor. Delaying or not funding the FY16 portion of the project will mean that if the infrastructure fails, for whatever reason, the Department of Emergency Services will be looking to Ebay or other sources for used parts to bring the system back on line with an unknown down time. There is no guarantee that the necessary parts would be available from Ebay or other online bidding sites due to other entities looking online for these same parts. This will affect daily communications of all 10 Fire/EMS departments, 6 police agencies, all divisions of county Public Works, local Public Works departments in all county municipalities as well as Ocean Pines. Delaying or not funding the FY 17 portion will force the agencies on the system to pay for their end user mobile and portable radios out of individual budgets or separate request to the Commissioners for funding replacement radios.

## **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Cost were obtained in "Rough Order of Magnitude" documents from both Harris (system upgrade) and Motorola (system replacement) documents. Still to come are documents from EF Johnson expected in February. ROM pricing is not the same as bid pricing. Pricing may fluctuate when actual bids are solicited.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

No change from last year's CIP

## **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Much of the urgency has been explained in other portions of this document. Time is running out on the support of parts and software related to the operation of the current system. When the system goes past the end of support from Harris it doesn't mean the system will go down the next day however, storms or natural failures due to the fact this system has been in use 24-hours a day for the last 12-years, should weigh heavily on the decision to move forward at this time. Once the bid is awarded construction will take 6-9 months with acceptance and approval of the system taking up to a year from the bid award.

# Project: New Berlin Library

Dept Head, Title & Phone #: Mark Thomas, Library Director 410.632.2600

**Project Summary:** New Berlin Library

**Purpose:** To replace the current 44 year-old facility with a new, larger building.

**Location:** Harrison Avenue north of Brittany Lane in the Town of Berlin

**Impacts on General Fund Operating, Personnel or Maintenance:**

There will be increased costs for personnel because an increase in the size of the staff will be required. There will be increased building operation costs - utilities, custodial service, etc. - because it will be a larger building. Repair and maintenance costs, which have been higher than normal in recent years for the existing building, should go down significantly in the first few years of the new building's operation.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	160,000	60,000				130,000		350,000
Land Acquisition						430,000		430,000
Site Work	500,000							500,000
Construction	2,200,000	1,400,000						3,600,000
Equipment/Furnishings		300,000						300,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>2,860,000</b>	<b>1,760,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>560,000</b>	<b>0</b>	<b>5,180,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	1,300,000	1,200,000						2,500,000
State Loan								0
Designated Funds	1,560,000					560,000		2,120,000
Private Donation								0
Enterprise Bonds								0
General Bonds		560,000						560,000

<b>TOTAL</b>	<b>2,860,000</b>	<b>1,760,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>560,000</b>	<b>0</b>	<b>5,180,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	0	58,165	118,128	124,128	124,128			424,549

# **Project: New Berlin Library**

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Complete the following questions.

## **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The proposed scope, approximately 10,000 square feet, will create a functional space for the delivery of library service. While the proposed structure is approximately three times the size of the existing branch, the effective increase, in terms of the public portion of the building, will be less. The current building has no staff work space or lounge space; extremely limited storage space; a single, inadequate public rest room; and no multi-purpose room in which to present library programs for children and adults and for community groups to meet.

## **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The primary benefit of this project will be enjoyed by citizens of and visitors to the Town of Berlin and surrounding areas. The indirect benefit to the entire county will be that the new Berlin Branch will be able to house a larger collection of library materials, all of which will be available to all County residents. Experience and data indicate that there is considerable use of multiple library branches by regular and occasional library users. We expect that most visitors to the new Berlin facility who are not Berlin residents will come from the northern part of the County, including Ocean Pines, West Ocean City, Showell, Whaleyville, etc

## **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Overall development, construction and equipment costs are based on national figures compiled by trade publication *Library Journal* and from recent project information compiled by Maryland's Division of Library Development and Services. We are now working with an architect, who will soon have engineering firms as part of the team. This will provide us with the current data to confirm or modify the cost estimates.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

We still expect construction to begin in FY16 and conclude in FY17.

## **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The current Berlin Branch is 44 years old and functionally obsolete for use as a public library. The library outgrew its space years ago and the staff have been creatively accommodating severe space limitations ever since. Programs for children have attracted numbers that overwhelm the facility. Adult programs, discussion groups, lectures, performances, etc. must be conducted in open library space, compromising both the program and typical library use. The boiler and air handling equipment are rapidly approaching the end of their useful lives and will need to be replaced soon. The Berlin Fire Company, owner of the land on which the present library sits, plans to use the building when it becomes theirs so the company can upgrade the efficiency and functionality of the fire station

# Project: Berlin Rubblefill Cap & Closure

Dept Head, Title & Phone #: John H. Tustin, P.E., Director of Public Works - 410-632-5623

Project Summary: Berlin Rubblefill Cap & Closure

Purpose: Construct a synthetic cap , draiage layer and vegetative cover over the closed rubblefill adjacent to the Berlin Homeowners Convenience Center (BHOCC) in accordance with MDE/COMAR Regulations.

Location: Flower Street, Berlin Maryland

Impacts on General Fund Operating, Personnel or Maintenance: Minimal - Maintain site and monitor groundwater for 5 plus years at \$20,000 per year.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000							100,000
Land Acquisition								0
Site Work								0
Construction	3,000,000							3,000,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>3,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,100,000</b>
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<b>SOURCES OF FUNDS</b>								
	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
General Fund	3,100,000							3,100,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0

<b>TOTAL</b>	<b>3,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,100,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>			<b>80,000</b>
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## **Project: Berlin Rubblefill Cap & Closure**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

Requirement of the Maryland Department of Environment. This facility ceased accepting construction debris in 1990 and is required by law to be properly closed to conform with environmental regulations to minimize the potential for groundwater contamination.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Environmental concerns and State law requires capping and closure of this facility.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Engineering estimate prepared by our current solid waste consultant .

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project is under a consent order with MDE . final plans have been submitted and upon MDE approval we will have 2 years to construct and certify.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Worcester County and MDE have entered into a consent order with timelines to drive the project to completion .

# Project: Asphalt Overlay/Pavement Preservation of County Roads

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

**Project Summary:** Asphalt overlay and pavement preservation of County Roads.

**Purpose:** To preserve the condition of roads within Worcester County.

**Location:** Various - Roads throughout Worcester County

**Impacts on General Fund Operating, Personnel or Maintenance:** Since Highway User Revenue cuts were introduced in FY10, the General Fund has been funding the cost of our paving projects. It does not appear that the Highway User Revenue will be restored in the near future which means that the General Fund will be continuing to fund our paving projects. This unfortunately puts a financial strain on the County's General Fund budget.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	752,726		5,752,726
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>752,726</b>	<b>0</b>	<b>5,752,726</b>
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<b>SOURCES OF FUNDS</b>								
General Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
User Fees								0
Grant Funds						252,726		252,726
State Match								0
State Loan								0
Designated Funds						500,000		500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0

<b>TOTAL</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>752,726</b>	<b>0</b>	<b>5,752,726</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	0	0	0	0	0			0

# **Project: Asphalt Overlay/Pavement Preservation of County Roads**

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Complete the following questions.

## **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

To preserve and maintain the roads within Worcester County to allow for safe travel. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation project costs; however, funding was significantly reduced in FY10 by 90%.

## **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

It will provide safe passage for vehicular traffic. This would benefit the County in general since the project covers all roads maintained by the County. Delay and discontinued funding will enhance decay/deterioration of roads leading to unsafe travel. This could ultimately result in major road repairs leading to a more costly alternative than simply preserving the road.

## **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Estimate is based on paving projects prior to HUR funding cuts. Although our estimate is lower than previous funding, we feel this is the minimum needed in order to maintain the existing roads within the County.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

N/A

## **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

It is vital to continue to resurface the County Roads and not delay this project. By addressing road maintenance/resurfacing issues now it will avoid costly repairs in the future. If not continued it can lead to a more significant impact not only financially, but as a safety issue for the traveling public.

# Project: New County Storage Building

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

Project Summary: New County Storage Building

**Purpose/Description:** Building Public Works Facility. Establish a purchasing agency will allow savings in bulk purchases as well as house DPW - Mosquito Control within one building thereby eliminating the cost of the office trailer now being used for Mosquito Control and will also provide a secure area for equipment.

**Location:** Public Works Complex, Snow Hill, MD

**Impacts on General Fund Operating, Personnel or Maintenance:** Increase in personnel cost and operating expense to be offset by savings incurred from built purchasing and standardization.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction			3,300,000					3,300,000
Equipment/Furnishings			232,000					232,000
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>0</b>	<b>50,000</b>	<b>3,532,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,582,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund		50,000	3,532,000					3,582,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
<b>TOTAL</b>	<b>0</b>	<b>50,000</b>	<b>3,532,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,582,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	175,029	3,815,029	191,029	199,029			4,380,116
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## **Project: New County Storage Building**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Proposed 25,000 square foot warehouse, Administration Facility for central purchasing and distribution of county supplied materials to various departments along with the relocation of the Mosquito Control section of our Maintenance Division of DPW

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Reduced costs in office supplies, materials and future equipment purchases resulting from bulk purchases of materials and centralized purchasing standards.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Preliminary at this time using a general figure of \$145/square foot for warehouse type facility with minimal site work needing to be accomplished. Costs are subject to change over the 5 year time frame based upon cpi and other construction factors as the project scope becomes better defined.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

No impact. Not dependent on other projects.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As a potential long term cost savings, this project should be considered to be a viable project in the near future.

# Project: Mystic Harbour Water Interconnections

Dept Head, Title & Phone #: John H. Tustin, P.E. Director of Public Works (410) 632-5623

**Project Summary:** Water System Interconnections from Mystic Harbour to Assateague Point and Landings

**Purpose:** The current Mystic Harbour Water System will not be adequate to serve the growth areas around it. Instead of constructing a new water supply facility, the Department is proposing that the water systems along Route 611 be interconnected. By making this interconnection, additional capacity will be realized and operational efficiencies will be an added benefit.

**Location:** Route 611 between Mystic Harbour and Landings and the pipeline easement between Landings and Assateague Point.

**Impacts on General Fund Operating, Personnel or Maintenance:** These improvements will increase operating efficiencies by

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work								0
Construction	900,000							900,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>950,000</b>

<b>SOURCES OF FUNDS</b>								
	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Local Bank Loan	950,000							0
<b>TOTAL</b>	<b>950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Mystic Harbour Water Interconnections**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project involves constructing a waterline along Route 611 to connect the Mystic Harbour Water System with the Landings. An additional waterline will be constructed between the Landings water system on Snug Harbor Road and Assateague Point.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

By completing these connections, between 800 and 1,000 additional water EDU's will be created to serve the increasing needs of the Mystic Harbour Service Area. Numerous studies in this service area have identified a deficiency in water supply.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was based on recently completed projects in the area.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

# Project: Mystic Harbour Effluent Disposal

Dept Head, Title & Phone #: John H. Tustin, P.E. Director of Public Works (410) 632-5623

**Project Summary:** Providing effluent disposal from the Mystic Harbour Wastewater Treatment Plant by spraying on the Eagle's Landing Golf Course

**Purpose:** The new Mystic Harbour Wastewater Treatment Plant has a design capacity of 450,000 gallons per day while the effluent disposal well are only permitted for 250,000 gpd. This project will increase the plant disposal capacity by constructing facilities to apply the plant effluent to the Eagle's Landing Golf Course.

**Location:** Mystic Harbour Service Area

**Impacts on General Fund Operating, Personnel or Maintenance:** As the actual spray activities will be performed by the Golf Course personnel, there will be no change to staffing. However, as more information is developed on monitoring of the system and other potential additional tasks, a need may yet arise.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	200,000	170,000	70,000					440,000
Land Acquisition	300,000							300,000
Site Work								0
Construction	1,700,000	660,000	100,000					2,460,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>2,200,000</b>	<b>830,000</b>	<b>170,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,200,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	1,100,000	415,000	85,000					1,600,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	1,100,000	415,000	85,000					1,600,000
General Bonds								0
								0

<b>TOTAL</b>	<b>2,200,000</b>	<b>830,000</b>	<b>170,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,200,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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# **Project: Mystic Harbour Effluent Disposal**

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Complete the following questions.

## **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project involves obtaining the required permits, reconstructing the current golf course irrigation system, making the required piping connections, purchasing the existing effluent holding tank from Sun Castaways and paying the negotiated fees for spray rights at the Eagle's Landing Golf Course.

## **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The primary benefit of this project is the need to provide additional disposal to take advantage of the full capacity of the Mystic Harbour Wastewater Treatment Plant for removal of septic systems, infill development and increased commercial development in the service area..

## **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was generated in-house based of similar projects. The cost for the irrigation improvements was provided by the Golf Course Operator.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

## **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

# Project: Newark Spray Irrigation

Dept Head, Title & Phone #: John H. Tustin, P.E. Director of Public Works (410) 632-5623

**Project Summary:** Transitioning of the Newark Wastewater Treatment Plant to Spray Irrigation for effluent disposal

**Purpose:** Because of the poor quality effluent produced by the Newark Wastewater Treatment plant, it will be necessary to transition this plant from surface discharge to spray irrigation for effluent disposal. In 2008, the County Commissioners identified this need and purchased a property that is suitable for spray.

**Location:** Newark Sanitary Service Area

**Impacts on General Fund Operating, Personnel or Maintenance:** Transitioning to spray irrigation will require additional staff time be dedicated to this facility.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	30,000	50,000	20,000	10,000				110,000
Land Acquisition								0
Site Work								0
Construction		250,000	400,000	240,000				890,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>30,000</b>	<b>300,000</b>	<b>420,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds		165,000	210,000	125,000				500,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	30,000	135,000	210,000	125,000				500,000
General Bonds								0
								0

<b>TOTAL</b>	<b>30,000</b>	<b>300,000</b>	<b>420,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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# **Project: Newark Spray Irrigation**

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Complete the following questions.

## **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The project involves constructing a pipeline between the Newark Treatment Plant and the Spray site, providing storage for effluent at the spray site, installation of spray piping and sprinkler heads and other features needed at the spray site.

## **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The primary benefit of this project is the reduction in nutrient discharges to the Newport Bay Watershed. If this project is not completed, the Newark Service Area will need to complete significant improvements to the existing wastewater Treatment Plant to comply with water quality regulations.

## **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate was generated in-house and could be subject to significant change as the final scope of the work is defined.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

## **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project may be mandated by orders from MDE.

# Project: Ocean Pines Belt Filter Press Replacement

Dept Head, Title & Phone #: John Tustin, P.E., Director of Public Works 410-632-5623

**Project Summary:** Replace the existing Belt Filter Press at the Ocean Pines Wastewater Treatment Plant.

**Purpose:** The existing filter press was installed in 1995 and is now in poor condition.

**Location:** Ocean Pines Wastewater Treatment Plant

**Impacts on General Fund Operating, Personnel or Maintenance:** These improvements will reduce needed operator time by installing a newer, more efficient belt filter press. Additionally, by obtaining a dried sludge cake, landfilling costs will be reduced because less water will be trucked to the landfill.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	20,000	10,000						30,000
Land Acquisition								0
Site Work								0
Construction		550,000						550,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	20,000	560,000	0	0	0	0	0	580,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds	20,000	560,000						580,000
								0

<b>TOTAL</b>	20,000	560,000	0	0	0	0	0	580,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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# **Project: Ocean Pines Belt Filter Press Replacement**

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Complete the following questions.

## **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

The project involves replacing the belt filter press in the Ocean Pines Wastewater Treatment Plant. The scope was determined by discussions with operating staff. The current press is nearly 20 years old and in poor condition. The critical nature of this piece of equipment dictates a need to plan for its eventual replacement.

## **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completing the project will result in less operator effort in handling sludge, a drier sludge cake and improved handling of waste solids from the treatment plant.

## **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was made from discussions with belt press vendors. This cost could increase as we investigate changes that may be needed to the plant features to accommodate the new press.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

## **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

**Project: Snow Hill Gas Remediation Project**

Dept Head, Title & Phon: John H. Tustin, P.E., Director of Public Works -- 410-632-5623

Project: Snow Hill Gas Remediation Project

**Purpose/Description:** Levels above acceptable levels have been present along the property boundaries at the capped and closed Snow Hill Landfill. And by regulations and MDE enforcement gas mitigation measures must be put in place to lower the current levels of Methane Gas.

**Location:** Former Landfill in Snow Hill, Holly Lane

**Impacts on General Fund Operating, Personnel or Maintenance:** None

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	200,000					400,000		600,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>0</b>	<b>600,000</b>
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<b>SOURCES OF FUNDS</b>								
	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
General Fund	200,000					400,000		600,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0

<b>TOTAL</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>0</b>	<b>600,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
	10,000	10,000	10,000	10,000	10,000			50,000

## **Project: Snow Hill Gas Remediation Project**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by State or Federal Law?

Elevated methane levels along the property boundaries of the closed landfill. These levels must be mitigated by law and directives from MDE.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Possible benefits to adjacent property owners by lowering the level of methane that may migrate onto the adjacent property. Project must move forward to comply with COMAR.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Preliminary cost estimates were completed by EA Engineering our Solid Waste Consultant.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Pilot study ongoing. 330 FL trench installed monitored during FY 15. 1200 LF in FY 15/16 if pilot study is successful.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Timing is being mandated by MDE.

# Project: Central Site Cell #5 Construction

Dept Head, Title & Phone #: John H. Tustin, P.E., Director of Public Works - 410-632 - 5623

**Project Summary:** Central Site Cell #5 Construction at Prior Rubberfill

**Purpose:** Construct Cell #5 to expand landfill space

**Location:** Central Landfill

**Impacts on General Fund Operating, Personnel or Maintenance:** None

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	284,231							284,231
Land Acquisition								0
Site Work								0
Construction	8,350,000							8,350,000
Equipment/Furnishings								0
Other								0

**EXPENDITURES**

<b>TOTAL</b>	<b>8,634,231</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,634,231</b>
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**SOURCES OF FUNDS**

General Fund								0
User Fees	7,200,000							7,200,000
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	1,434,231							1,434,231
General Bonds								0

<b>TOTAL</b>	<b>8,634,231</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,634,231</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Central Site Cell #5 Construction**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Construction of a new Cell #5 to increase space at the landfill.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

This project will benefit the county in general as this is the only landfill located in the county and construction of Cell # 5 is necessary.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was from EA Engineering; estimate is based on preliminary design and historical costs.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project was moved back due to MDE permitting issues.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project needs to be done in the near future as the landfill will run out of space.

# Project: Landfill Admin Scale Bldg Renovation & Addition

Dept Head, Title & Phone #: John Tustin, P.E., Director of Public Works 410-632-5623

**Project Summary:** Administration Scale House Renovation & Addition

**Purpose:** Renovate and Add on the Landfill Administration Office to increase and modernize space to become ADA compliant

**Location:** Central Landfill

**Impacts on General Fund Operating, Personnel or Maintenance:** None

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		70,000						70,000
Land Acquisition								0
Site Work								0
Construction		450,000	450,000					900,000
Equipment/Furnishings			30,000					30,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	520,000	480,000	0	0	0	0	1,000,000
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<b>SOURCES OF FUNDS</b>								
	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees		520,000	480,000					1,000,000
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0

<b>TOTAL</b>	0	520,000	480,000	0	0	0	0	1,000,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Landfill Admin Scale Bldg Renovation & Addition**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Renovate and construct an addition to the existing scale house/administration office at the landfill.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

This project will benefit the landfill administrative employees. The building has not been renovated in over 20 years. They need updates and additions plus a separation from between landfill employees & administrative employees as well as updating the facilities for ADA compliance.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate is based on proposed scope of work and previous building costs.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new project that was added for FY17 & FY18.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is not critical, but it is something that would be good to do if resources are available.

# Project: Showell Park Land Acquisition & Development

Dept Head, Title & Phone #: Paige Hurley, Director, 410-632-2144 ext 105

Project: Showell Park Land Acquisition & Development.

**Purpose/Description:** To acquire approximately 40 acres of land (parcel 184) adjacent to existing Showell Park. In order to develop multipurpose fields and a centralized concession stand/bathroom facility. Also, additional parking would be included in this project. The main purpose for this project is to expand this park to provide the Worcester County Residents more programming opportunities. The department would be able to host our own tournaments to increase revenue. It will also allow the department to partner with other organizations to bring in tournaments.

**Location:** 11281 Racetrack Rd, Showell, MD 21862

**Impacts on General Fund Operating, Personnel or Maintenance:** This would increase our operating cost in the form of utilities, irrigation cost, field maintenance equipment/supplies. We would also need an additional seasonal part-time staff member in order to maintain this new area of fields. Then we would need an additional part-time monitor in order to be available to oversee the tournaments and one to three part-time monitors for the concession stand during operating times.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			25,000					25,000
Land Acquisition		900,000						900,000
Site Work			300,000					300,000
Construction				500,000	500,000			1,000,000
Equipment/Furnishings				25,000	65,000			90,000
Other				10,000	5,000			15,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>0</b>	<b>900,000</b>	<b>325,000</b>	<b>535,000</b>	<b>570,000</b>	<b>0</b>	<b>0</b>	<b>2,330,000</b>
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<b>SOURCES OF FUNDS</b>								
	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
General Fund		90,000	32,500	53,500	57,000			233,000
User Fees								0
Grant Funds		810,000	292,500	481,500	513,000			2,097,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0

<b>TOTAL</b>	<b>0</b>	<b>900,000</b>	<b>325,000</b>	<b>535,000</b>	<b>570,000</b>	<b>0</b>	<b>0</b>	<b>2,330,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,715</b>	<b>(175,285)</b>			<b>(165,570)</b>
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## **Project:            Showell Park Land Acquisition & Development**

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**Complete the following questions.**

**Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by State or Federal Law?**

Acquisition and development of land next to Showell Park in order expand this park into a premiere facility.

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

It will allow the department to increase our revenue by bringing in outside teams to participate in tournaments that will make a positive economic impact on the county as a whole by using hotels, restaurants, gas stations, etc. It will be a huge opportunity to Worcester County citizens by allowing the department to offer more programming in the northern end of the county.

Without this park expansion, our department will not be able to expand our programming offering. We will also not be able to keep up with current industry trends/standards. We will stay at status quo. This facility would allow us to become a premiere destination for larger sporting events. We would be able to host our own events instead of helping other area organizations. We currently do not have the facility to allow us to do this because we do not have a park that has premiere fields or enough fields at one park.

**Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

These estimates are all projections based on similar projects that were completed in other county recreation departments. These projections are geared toward the higher end and could come in under these estimates. In addition, the price of the land acquisition will be based on two state approved appraisals due to using Program Open Space Funding.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The timing of this project was moved up due to conversations that occurred with the Department of Natural Resources. Funding, from the State, may become available earlier which would allow us to move ahead with this project sooner than initially expected. In addition, the land that is needed may not be available in the future. We would like to purchase this land before it is no longer available

**Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This is an urgent project that can be completed in phases. The most critical part of this project is securing the land acquisition. Time is extremely critical for that part of the project.

# Project: Worcester County Jail Improvement Project

Dept Head, Title & Phone #:

Garry Mumford, Warden, 410-632-1300

**Project Summary:** Replacement of the current HVAC system to include (18) air handling units, ductwork, piping, pumps, and controls with modern and more efficient air handling units that will utilize the existing hot water boilers for the heating and new central air cooled chiller for cooling. Roof mounted energy recovery ventilators will be added to provide required exhaust and pre-treatment of the outside air to all rooftop air handling units. This project includes infrastructure improvements including plumbing, fire sprinkler, roof and generator replacement.

**Purpose:** The building Core systems are 30 plus years old and at the end of useful life. The building is in need of improved ventilation and efficiency improvements. The recommendation is to include major system and building improvements in the capital improvement plan including: plumbing and fire sprinkler systems estimated at \$1,446,000, roof replacement estimated at \$975,000 and a generator replacement estimated at \$400,000.

**Location:** Project is located just off Route 113 at the intersection of Bay Street and Joyner Road, Worcester County, Snow Hill, Worcester County Jail, 5022 Joyner Road, Snow Hill, MD 21863

**Impacts on General Fund Operating, Personnel or Maintenance:** This project does not increase the number of employees required at the Worcester County Jail. Upon completion, this project will result in decreased oil consumption and increased efficiency of the system. This project will also result in the reduction of maintenance costs associated with upkeep of the current 30 year old system. Additionally, the project will not increase any insurance costs and will only require (1) computer to control the system. This project will incur a one-time cost of the labor and equipment replacement.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Project Cost
Engineering/Design	500,000	300,000	200,000					1,000,000
Land Acquisition								0
Site Work								0
Construction		4,500,000	4,500,000					9,000,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>500,000</b>	<b>4,800,000</b>	<b>4,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000,000</b>
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match	250,000	2,400,000	2,350,000					5,000,000
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds	250,000	2,400,000	2,350,000					5,000,000
								0
								0

<b>TOTAL</b>	<b>500,000</b>	<b>4,800,000</b>	<b>4,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(15,000)</b>	<b>(15,000)</b>			<b>(30,000)</b>
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# **Project: Worcester County Jail Improvement Project**

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Complete the following questions.

## **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates. In addition, plumbing and sprinkler, roof, and generator improvements are included.

## **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The County saves money by replacing a thirty year old system with a newer and more efficient system. The County will save money on maintenance, oil, and electric consumption. If this project is not funded, or if it is delayed, the County will continue to pay high maintenance costs and potential failure of 30 plus year old equipment.

## **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was developed by Gipe Associates during their study. A scope study was completed. An engineer's square foot estimate was completed (50,000).

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

No changes.

## **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is very necessary, but not critical at this point. However, a long delay will cause this agency to continue paying high maintenance costs and increased risk of a failing antiquated system/equipment in order to keep the current system functioning properly.

# Project: Showell Elementary Replacement School

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer 410-632-5063

**Project Summary:** Showell Elementary Replacement School

**Purpose:** Demolish existing school and construct replacement school

**Location:** 11318 Showell School Road, Berlin, MD. 21811

**Impacts on General Fund Operating, Personnel or Maintenance:** The Showell Elementary Replacement School will provide more square footage than the existing 52,610 s.f. school. However, with energy efficiency elements included in the design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	(FY 21) Balance to Complete	Total Project Cost
Engineering/Design	955,000	1,455,000		232,000	240,000	93,000	664,000	3,639,000
Land Acquisition								0
Site Work								0
Construction				7,185,928	13,483,272	0	20,629,200	41,298,400
Equipment/Furnishings				96,471	187,268	0	2,264,487	2,548,226
Other (Construction Manager)				873,456	1,307,296	0	1,980,752	4,161,504
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>955,000</b>	<b>1,455,000</b>	<b>0</b>	<b>8,387,855</b>	<b>15,217,836</b>	<b>93,000</b>	<b>25,538,439</b>	<b>51,647,130</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match				4,068,000				4,068,000
State Loan								0
Designated Funds	955,000	1,455,000				93,000		2,503,000
Private Donation								0
Enterprise Bonds								0
General Bonds				4,319,855	15,217,836		25,538,439	45,076,130
<b>TOTAL</b>	<b>955,000</b>	<b>1,455,000</b>	<b>0</b>	<b>8,387,855</b>	<b>15,217,836</b>	<b>93,000</b>	<b>25,538,439</b>	<b>51,647,130</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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# **Project: Showell Elementary Replacement School**

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Complete the following questions.

## **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The Showell Elementary School Feasibility Study was completed in April 2014, approved by the Worcester County Board of Education in May 2014 and by the Worcester County Commissioners in August 2014. The Study recommended construction of a replacement school in lieu of renovating the existing school.

## **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the construction project will provide current and future students, faculty and Showell Elementary parents and community with a complete upgrade to the existing 38-year-old facility.

## **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of five major school construction projects over the past fourteen years. There are no concerns with the estimate.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Showell Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary project determines the start of the school construction project to follow, an addition to Stephen Decatur Middle School.

## **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The County Commissioners approved \$100,000 in FY14 to execute the Feasibility Study; the first step in the design process. Showell Elementary is a 38-year-old facility with aging structural/mechanical/electrical systems and nine portable classrooms are utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

# Project: Stephen Decatur Middle School Addition

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer, 410-632-5063

**Project Summary:** Addition to Stephen Decatur Middle School

**Purpose:** Provide additional classrooms to alleviate overcrowding.

**Location:** 9815 Seahawk Road, Berlin, MD. 21811

**Impacts on General Fund Operating, Personnel or Maintenance:**

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	(FY21) Balance to Complete	Total Project Cost
Engineering/Design			100,000	400,000	68,000	0	135,224	703,224
Land Acquisition								0
Site Work								0
Construction				2,414,402	2,414,402		2,414,403	7,243,207
Equipment/Furnishings					243,198		243,199	486,397
Other (Construction Manager)				257,848	257,849		257,849	773,546
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>3,072,250</b>	<b>2,983,449</b>	<b>0</b>	<b>3,050,675</b>	<b>9,206,374</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match					1,600,000			1,600,000
State Loan								0
Designated Funds			100,000	400,000				500,000
Private Donation								0
Enterprise Bonds								0
General Bonds				2,672,250	1,383,449		3,050,675	7,106,374
								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>3,072,250</b>	<b>2,983,449</b>	<b>0</b>	<b>3,050,675</b>	<b>9,206,374</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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# **Project: Stephen Decatur Middle School Addition**

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Complete the following questions.

## **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Stephen Decatur Middle School was constructed in 1997. During design of the new school, building systems were provided to allow for a 12-15 classroom addition in anticipation of future population growth in the north end of the county. SDMS currently utilizes nine portable classrooms for instruction. Projected SDMS enrollment projections indicate continued growth from the current 646 students.

## **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the addition project will provide current and future students and faculty the facilities necessary for high-quality instruction for the SDMS student population and will allow removal of the aging portable classrooms at the SDMS site.

## **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through five major school construction projects over the past thirteen years. There are no concerns with the estimate.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Stephen Decatur Middle School Addition project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary project determines the start of the Stephen Decatur Middle School Addition project.

## **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Enrollment projections through 2020 indicate that the SDMS student population will grow by approximately 90 students bringing the projected enrollment to 735 students. These students will be enrolled in a school with a local-rated capacity of 584 students and a school at which nine portable classrooms are currently being utilized for additional instructional space.

# Project: **WWCC AAB/MTC Building Renovation**

Dept Head, Title & Phone #: Jennifer Sandt, VP Admin Services, WWCC, 410-334-2911

CC-17-442

Project: Academic & Administrative/Maner Technology Building Renovation

**Purpose:** The major component of this project is replacing the heating, ventilation and air conditioning system that supports the Academic and Administrative Building (AAB), Maner Technology Center (MTC) and part of the Hazel Student Center (HC) with an energy-efficient geothermal system. Other aspects of the project include renovation of the two elevators in AAB and MTC and remodeling of two sets of restrooms in the HC and MTC on the first floor. Over the past three years all the remaining restrooms in these three buildings have been renovated. Finally, this project involves remodeling of the first floor of the MTC for an enlarged board room and additional administrative office space, necessitated by staffing changes to keep up with the growth of the last 20 years.

**Location:** Wor-Wic Community College

**Impacts on General Fund Operating, Personnel or Maintenance:** NA

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	126,705	291,828						418,533
Equipment/Furnishings	5,372							5,372
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>132,077</b>	<b>291,828</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>423,905</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	132,077	291,828						423,905
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0

<b>TOTAL</b>	<b>132,077</b>	<b>291,828</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>423,905</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: WWCC AAB/MTC Building Renovation**

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**Complete the following questions.**

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The project includes replacing the HVAC system with a high efficiency geothermal system. The work will be completed in the central boiler house and the attic areas of AAB and MTC. The work includes: the replacement of nine air handlers, the building control system, the heating piping system, coils, and VAV boxes; removing portions of a parking lot to drill 250 boreholes for the geothermal system, then leveling and repaving the lots.

The elevator controllers, hoists, and cabs will be replaced in the AAB and MTC and the first floor restrooms in the MTC and HC will be renovated with new tile, sink and toilet fixtures but the space will remain the same. Finally, this project involves remodeling of the first floor of the MTC for an enlarged board room and additional administrative office space, necessitated by staffing changes to keep up with the growth of the last 20 years.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The current HVAC is becoming more unreliable as time goes on, resulting in more hot and cold situations disrupting the learning atmosphere for our students and staff. The higher costs of maintaining the old system is reflected in our costs to attend the college. The renovation of the elevator will provide a more reliable access to the second and third floors of AAB and MTC, especially for our handicap students and staff. The two sets of bathrooms are the last of the original 20 year-old bathrooms in need of remodeling.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate for the renovation portion of the project was based upon a conceptual estimate and proposal from Whiting Turner Contracting Company submitted on February 15, 2013. Whiting Turner maintains a database of costs from all their projects country wide and the estimate was adjusted for our area. The elevator modernization costs were based upon a proposal from Delaware Elevator submitted to the College on February 2013. An updated cost estimate for the HVAC portion of the project was provided by Whiting-Turner in early Dec. 1, 2014. The budget for this portion increased significantly.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

We recently learned that the original budget estimates that were used to prepare the Part I State reports were not professionally developed or verified. The two college employees who were responsible for the figures are no longer employed by the college and we are unable to get an explanation of this error. Within the last few weeks, Whiting-Turner provided a project estimate, which stated that the project was underfunded by just over \$4 million. This would require an additional \$291,828 from Worcester County. The County share for FY '16 is \$132,077. The County could elect to fund the additional dollars in FY '16 or FY '17.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project has been approved by the Maryland Higher Education Commission, the Department of Budget and Management and the State. FY '15 State and County funding has been approved, and FY '16 State funding is pre-authorized.

# Project: **WWCC New Academic Building**

Dept Head, Title & Phone #: Jennifer Sandt, VP Admin Services, WWCC, 410-334-2911

Project: New Academic Building

**Purpose/Description:** A new academic building is proposed to begin design in FY 18, with a total cost of \$29,527,500. Worcester County's share is projected to be \$162,705 in FY 18, \$1,878,075 in FY 19 and \$74,126 in FY 20. The balance will be contributed by the State and Wicomico County. The college qualifies under state guidelines for the additional academic space. The new building will enable the college to continue to expand its programs offered to the local community. Design was originally submitted as an FY 17 request, but the project has been deferred by one year (FY 18).

**Location:** Wor-Wic Community College

**Impacts on General Fund Operating, Personnel or Maintenance:** None

	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			162,705					162,705
Land Acquisition								0
Site Work								0
Construction				1,878,075				1,878,075
Equipment/Furnishings					74,126			74,126
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	162,705	1,878,075	74,126	0	0	2,114,906
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<b>SOURCES OF FUNDS</b>								
	FY 16	FY 17	FY 18	FY 19	FY 20	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds			162,705	1,878,075	74,126			2,114,906
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0

<b>TOTAL</b>	0	0	162,705	1,878,075	74,126	0	0	2,114,906
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: WWCC New Academic Building**

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Complete the following questions.

### Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by State or Federal Law?

### County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

### Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

### Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?