

RESOLUTION NO. 18 - 1

RESOLUTION APPROVING AND ADOPTING THE WORCESTER COUNTY  
FIVE-YEAR CAPITAL IMPROVEMENT PLAN - FY 2019 TO FY 2023

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, 2018 through June 30, 2023 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 January 2, 2018 to receive public comment on the list of Capital Projects proposed for construction during the period of 2018-2023 as identified in the Worcester County Five-Year Capital Improvement Plan - FY 2019 to FY 2023.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the Worcester County Five-Year Capital Improvement Plan - FY 2019 to FY 2023 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 2019 to FY 2023 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 2<sup>nd</sup> day of January, 2018.

ATTEST:

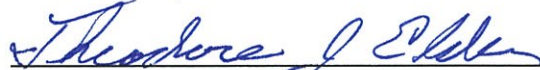


Harold L. Higgins  
Chief Administrative Officer

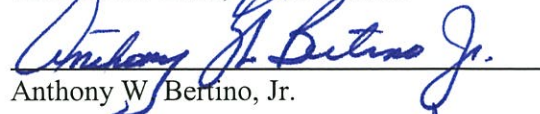
COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND



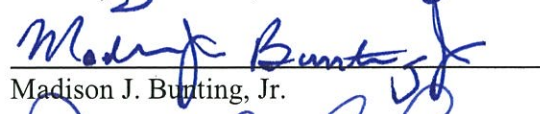
Diana Purnell, President



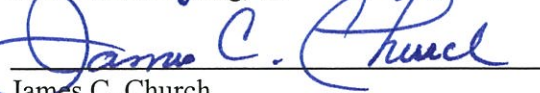
Theodore J. Elder, Vice President



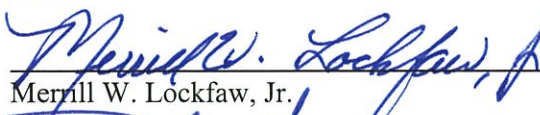
Anthony W. Bertino, Jr.



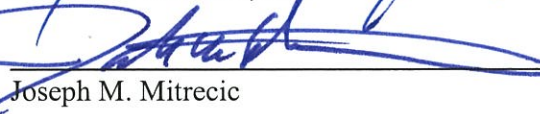
Madison J. Butting, Jr.



James C. Church



Merrill W. Lockfaw, Jr.



Joseph M. Mitrecic

# Worcester County

Approved

5 Year Capital Improvement Plan  
FY 2019 to FY 2023



**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.

January 2, 2018

**REQUESTED PLAN SUMMARY BY CATEGORY**

12/4/2017

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN  
FY 2019 to FY 2023 Project Summary**

<b>Project Category</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Five Year Project Cost Total</b>	<b>Five Year % to Total Costs</b>	<b>Actual Prior Years</b>	<b>Balance to Complete *</b>	<b>Total Project Cost</b>
General Government	1,375,000	500,000	0	0	550,000	2,425,000	2.42%	0	0	2,425,000
Public Safety	2,075,000	500,000	5,500,710	3,800,710	0	11,876,420	11.84%	425,000	0	12,301,420
Public Works	11,239,000	5,120,000	2,420,000	1,500,000	3,578,200	23,857,200	23.79%	9,749,000	0	33,606,200
Recreation & Parks	1,105,000	745,000	1,945,000	5,000	0	3,800,000	3.79%	0	0	3,800,000
Public Schools	10,412,016	19,511,415	10,865,403	6,589,695	8,344,169	55,722,698	55.56%	2,216,838	864,005	58,803,541
Community College	0	0	200,928	2,319,269	91,540	2,611,737	2.60%	0	0	2,611,737
<b>TOTAL</b>	<b>26,206,016</b>	<b>26,376,415</b>	<b>20,932,041</b>	<b>14,214,674</b>	<b>12,563,909</b>	<b>100,293,055</b>	<b>100.00%</b>	<b>12,390,838</b>	<b>864,005</b>	<b>113,547,898</b>

<b>Source of Funds</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Five Year Project Cost Total</b>	<b>Five Year % to Total Costs</b>	<b>Actual Prior Years</b>	<b>Balance to Complete</b>	<b>Total Project Cost</b>
General Fund	110,500	1,774,500	1,895,428	1,500,500	3,578,200	8,859,128	8.83%	1,000,000	0	9,859,128
User Fees	4,111,000	700,000	0	0	0	4,811,000	4.80%	4,054,000	0	8,865,000
Grant Funds	2,724,500	1,210,500	1,910,500	4,500	0	5,850,000	5.83%	0	0	5,850,000
State Match	4,336,000	5,186,000	0	4,548,000	1,952,000	16,022,000	15.98%	0	0	16,022,000
State Loan	570,000	380,000	760,000	0	0	1,710,000	1.71%	2,660,000	0	4,370,000
Designated Funds	2,875,000	1,615,451	433,691	190,000	275,000	5,389,142	5.37%	2,216,838	0	7,605,980
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	3,328,000	0	0	0	0	3,328,000	3.32%	2,035,000	0	5,363,000
General Bonds	8,151,016	15,509,964	15,932,422	7,971,674	6,758,709	54,323,785	54.17%	425,000	864,005	55,612,790
Local Bank Loan	0	0	0	0	0	0	0.00%	0	0	0
<b>TOTAL</b>	<b>26,206,016</b>	<b>26,376,415</b>	<b>20,932,041</b>	<b>14,214,674</b>	<b>12,563,909</b>	<b>100,293,055</b>	<b>100.00%</b>	<b>12,390,838</b>	<b>864,005</b>	<b>113,547,898</b>

\* Balance to Complete - Years FY2024 and future

**FY 2019 TO FY 2023 SUMMARY BY PROJECT  
REQUESTED**

12/4/2017

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>Prior Allocation</b>	<b>Balance To Complete</b>	<b>TOTAL</b>
<b>General Government Facilities</b>								
Courthouse Building Improvements	575,000	0	0	0	0	0	0	575,000
Ocean Pines Library Building Repairs	800,000	0	0	0	0	0	0	800,000
Pocomoke Library Building Improvements	0	500,000	0	0	0	0	0	500,000
Snow Hill Library Building Improvements	0	0	0	0	550,000	0	0	550,000
<b>Total General Government Facilities</b>	<b>1,375,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>550,000</b>	<b>0</b>	<b>0</b>	<b>2,425,000</b>
<b>Public Safety</b>								
Worcester County Jail Improvement Project	2,075,000	500,000	5,500,710	3,800,710	0	425,000	0	12,301,420
<b>Total</b>	<b>2,075,000</b>	<b>500,000</b>	<b>5,500,710</b>	<b>3,800,710</b>	<b>0</b>	<b>425,000</b>	<b>0</b>	<b>12,301,420</b>
<b>Public Works</b>								
Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000
Bridge Replacement -Bayside Road Bridge	0	2,000,000	0	0	0	0	0	2,000,000
Salt Program	0	0	0	0	2,078,200	0	0	2,078,200
<b>Water Wastewater</b>								
Mystic Harbour Effluent Disposal	630,000	0	0	0	0	2,570,000	0	3,200,000
Newark Spray Irrigation	1,610,000	380,000	0	0	0	90,000	0	2,080,000
Lewis Road Sewer Extension	60,000	540,000	920,000	0	0	0	0	1,520,000
<b>Solid Waste</b>								
Central Site Cell #5 Construction at Prior Rubblefill	6,639,000	0	0	0	0	6,089,000	0	12,728,000
Landfill Admin Scale Bldg Renovation & Addition	800,000	700,000	0	0	0	0	0	1,500,000
<b>Total Public Works</b>	<b>11,239,000</b>	<b>5,120,000</b>	<b>2,420,000</b>	<b>1,500,000</b>	<b>3,578,200</b>	<b>9,749,000</b>	<b>0</b>	<b>33,606,200</b>
<b>Recreation &amp; Parks</b>								
Greys Creek Nature Park Development	105,000	230,000	165,000	0	0	0	0	500,000
Northern Worcester Land Acquisition & Development	1,000,000	515,000	1,780,000	5,000	0	0	0	3,300,000
<b>Total</b>	<b>1,105,000</b>	<b>745,000</b>	<b>1,945,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,800,000</b>

**FY 2019 TO FY 2023 SUMMARY BY PROJECT  
REQUESTED**

12/4/2017

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2019	FY2020	FY2021	FY2022	FY2023	Prior Allocation	Balance To Complete	TOTAL
<b>Public Schools</b>								
Showell Elementary School Replacement	10,412,016	19,345,964	10,431,712	0	0	2,216,838	0	42,406,530
Stephen Decatur Middle School Addition	0	165,451	253,691	3,227,695	4,952,169	0	864,005	9,463,011
Pocomoke Middle School - Roof Replacement	0	0	180,000	3,172,000	0	0	0	3,352,000
Snow Hill Middle School - Roof Replacement				190,000	3,392,000	0	0	3,582,000
<b>Total Public Schools</b>	<b>10,412,016</b>	<b>19,511,415</b>	<b>10,865,403</b>	<b>6,589,695</b>	<b>8,344,169</b>	<b>2,216,838</b>	<b>864,005</b>	<b>58,803,541</b>
<b>Wor-Wic Community College</b>								
Wor-Wic New Academic Building	0	0	200,928	2,319,269	91,540	0	0	2,611,737
<b>Total Wor-Wic</b>	<b>0</b>	<b>0</b>	<b>200,928</b>	<b>2,319,269</b>	<b>91,540</b>	<b>0</b>	<b>0</b>	<b>2,611,737</b>
<b>CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS</b>								
Source of Funds	FY2019	FY2020	FY2021	FY2022	FY2023	Prior Allocation	Balance to Complete	TOTAL
General Fund	110,500	1,774,500	1,895,428	1,500,500	3,578,200	1,000,000		9,859,128
User Fees	4,111,000	700,000				4,054,000		8,865,000
Grant Funds	2,724,500	1,210,500	1,910,500	4,500				5,850,000
State Match	4,336,000	5,186,000		4,548,000	1,952,000			16,022,000
State Loan	570,000	380,000	760,000			2,660,000		4,370,000
Designated Funds	2,875,000	1,615,451	433,691	190,000	275,000	2,216,838		7,605,980
Developer Equity Contribution								0
Private Donation								0
Enterprise Bonds	3,328,000					2,035,000		5,363,000
General Bonds	8,151,016	15,509,964	15,932,422	7,971,674	6,758,709	425,000	864,005	55,612,790
Local Bank Loan								0
<b>TOTAL</b>	<b>26,206,016</b>	<b>26,376,415</b>	<b>20,932,041</b>	<b>14,214,674</b>	<b>12,563,909</b>	<b>12,390,838</b>	<b>864,005</b>	<b>113,547,898</b>

# Project: Courthouse Building Improvements

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

**Project Summary:** Courthouse - Replacement of heating, ventilation, air conditioning and flooring.

**Purpose:** To replace a 52 year old (1964 vintage) multizone air handling unit and replacement of excessively worn carpet and floor tiles in high use areas that have not been replaced since 2003.

**Location:** 1 West Market Street, Snow Hill, MD

**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	575,000							575,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	575,000	0	0	0	0	0	0	575,000
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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	575,000							575,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	575,000	0	0	0	0	0	0	575,000
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**NOTE:** Multizone Air Handling Unit est. @ \$425,000 + Carpet/Floor Tile est. @ \$150,000

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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# **Project: Courthouse Building Improvements**

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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:** The Courthouse received one of three additions in 1964 and a substantial renovation in 2003. The multizone HVAC system installed in the 1964 addition has never been replaced and is beyond its useful life. The Courthouse received a cosmetic renovation in 2003 and the facility has a high volume of Staff and Patrons which has attributed to degradation of the flooring materials. The flooring should be replaced.

1) The obsolete multizone HVAC system, installed in 1964, cannot maintain space cooling requirements so it needs to be replaced .

2) The carpet and vinyl tile flooring installed 2003 has become overly worn from the high volume of foot traffic. The worn flooring materials need to be replaced.

• **SCOPE DEVELOPMENT:** The project scopes and recommendations were developed by the engineering firm of Gipe Associates, Inc. for the HVAC and Becker Morgan Group, Inc. for design of carpet.

• **HISTORICAL INFORMATION:** There is substantial research that has been performed that can support the final engineering recommendations.

• **FEDERAL MANDATES:** Upgrades for the HVAC systems will require that all systems meet all applicable codes for indoor air quality and ozone depleting agents. There are Federal regulations that have to be met.

## **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?**

Currently, the citizens seeking services from this facility experience interruptions in cooling during court proceedings in the Orphan's Court and this highly-charged environment needs and benefits from space temperatures being maintained at stable set points. The loss of adequate cooling to the occupied spaces occurs on a regular basis when ambient temperatures rise to a level where the equipment is unable to perform to meet the requirements. This loss affects the services provided at Family Services, Orphan's Court, Register of Wills and the Clerk of Court areas of the facility. Replacement of the multizone HVAC system will ensure that comfortable operating environments are maintained. The replacement equipment will also address high humidity issues that have been problematic since the 1964 addition was constructed. If this project is not funded then the greatest negative impact to the citizens and County will be the stifling temperatures when loss of cooling occurs. Replacement of the flooring is paramount to maintaining a clean environment for the patrons and staff. Soil and dust laden carpet can create allergens that affect the occupants.

## **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 budgetary estimates for the repairs were developed by the engineering firm of Gipe Associates, Inc., and the architectural firm of Becker Morgan Group, Inc. and the Worcester County Department of Public Works-Maintenance Division. The final project scope with options has not been determined so conservative estimates were provided. Replacement of the multizone air handling unit system is estimated at \$425,000. Replacement of carpet and floor tile is estimated at \$150,000.

**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?**

Construction is estimated to take up to a year after formal bidding and project award. This is based on Owner selections, construction sequencing, availability of materials and project commissioning.

## **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 stated above, replacement of the multizone HVAC system is critical to maintaining proper temperatures in the office and courtroom spaces.

# Project: Ocean Pines Library Building Repairs

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

Project Summary: Ocean Pines library building repairs

Purpose: The library was built in 1999 and the current HVAC system needs to be replaced. The roof system has 2 chimneys that need to be repaired, replaced or removed. The roof system is in need of replacement and interior repairs will need to be completed in conjunction with work done on the building envelope.

Location: Ocean Pines Library, 11107 Cathell Road, Berlin, Maryland

Impacts on General Fund Operating, Personnel or Maintenance: No impact to personnel

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	800,000							800,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>800,000</b>
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	800,000							800,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
<b>TOTAL</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>800,000</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>



# **Project: Ocean Pines Library Building Repairs**

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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?

• SCOPE: The Ocean Pines library was built in 1999 and is in need of the following repairs.

- 1) The roof system leaks and damage is systemic. Roof sheathing, valley flashing and shingles need to be replaced to prevent water intrusion.
- 2) The brick chimneys (2) leak due to original construction deficiencies. The chimneys need to be partially demolished and reconstructed with proper techniques and construction methods.
- 3) Aged HVAC systems (4) cannot maintain space cooling requirements. The R22 condensers and evaporator coils are obsolete and need to be upgraded to R410A equipment.
- 4) Interior drywall repairs to be completed after building improvements.

• SCOPE DEVELOPMENT: The project scopes and final repair recommendations were developed by the engineering firm of Gipe Associates, Inc. for the HVAC and The Whiting-Turner Contracting Company for the building envelope.

• HISTORICAL INFORMATION: There is substantial research that has been performed that can support the final engineering recommendations.

• FEDERAL MANDATES: Upgrades for the HVAC systems will require that all systems meet all applicable codes for indoor air quality and ozone depleting agents. There are Federal regulations that have to be met.

## **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?

Maintaining the structural integrity of this building is paramount as this facility serves the residents of Ocean Pines and other non-resident patrons such as tourists. The consequences of not funding the repairs described will be short-term and long-term degradation of the structural elements resulting in loss of services to the patrons of this facility. Loss of adequate cooling to the occupied spaces occurs on a regular basis when ambient temperatures rise to a level where the equipment is unable to perform to meet the requirements.

## **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 budgetary estimates for the repairs were developed by the engineering firm of Gipe Associates, Inc., The Whiting-Turner Contracting Company and the Worcester County Department of Public Works-Maintenance Division. The final project scope with options has not been determined so conservative estimates were provided.

**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?

Construction is estimated to take up to a year after formal bidding and project award. This is based on construction sequencing, weather conditions/constraints.

## **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?

Currently, the facility leaks rain water through the roof and chimneys causing considerable interior damage. The occupants of the facility experience interruptions in cooling due to failing or failed equipment. So services to the staff and patrons are adversely affected.

# Project: Pocomoke Library Building Improvements

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

**Project Summary:** Pocomoke Library Building Improvements

**Purpose:** Replace roof, air conditioning unit and flooring; make energy improvements to plumbing and lighting systems; reallocate space to improve building functionality and staff visibility

**Location:** Pocomoke Library, 301 Market Street, Pocomoke, Maryland

**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel; operating and maintenance costs should decrease with more efficient equipment

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction		225,000						225,000
Equipment/Furnishings		225,000						225,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	500,000	0	0	0	0	0	500,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match		250,000						250,000
State Loan								0
Designated Funds		250,000						250,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	0	500,000	0	0	0	0	0	500,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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# **Project: Pocomoke Library Building Improvements**

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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?**

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of 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?**

The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and replacement equipment will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk.

## **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 estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$50,000); roof replacement (\$75,000); air conditioning unit replacement (\$75,000); plumbing and lighting improvements (\$75,000); new flooring (\$80,000); new furnishings and shelving (\$145,000).

**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?**

This is a new project which has been requested early in order to apply for state funding through the Public Library Capital Grant program.

## **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 necessary but not time critical. Building improvements should lower ongoing operating costs.

# Project: Snow Hill Library Building Improvements

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

**Project Summary:** Snow Hill Library Building Improvements

**Purpose:** Replace HVAC system and make energy improvements to plumbing and lighting systems

**Location:** Snow Hill Library, 307 N. Washington Street, Snow Hill, Maryland

**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel; operating and maintenance costs should decrease with more efficient equipment

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design					50,000			50,000
Land Acquisition								0
Site Work								0
Construction					500,000			500,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	0	0	550,000	0	0	550,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match					275,000			275,000
State Loan								0
Designated Funds					275,000			275,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	0	0	0	0	550,000	0	0	550,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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# **Project: Snow Hill Library Building Improvements**

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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?**

Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocomoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well.

## **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 residents and visitors to Snow Hill and the surrounding areas will benefit from this project. The Snow Hill branch houses the library's Worcester Room which contains the local history collection and includes some unique and one-of-a-kind items. Replacing the HVAC will help maintain proper temperature to help preserve those items. Improvements made to the lighting and plumbing will reduce the library's overall energy use.

## **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 estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$50,000); HVAC replacement (including air handling units, circulating pumps, and controls) (\$275,000); plumbing and lighting improvements (\$225,000).

**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?**

This is a new project which has been added to FY 2023. The library will apply for a matching grant Library Capital Grant program through the Maryland State Library.

## **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 necessary but not time critical. Building improvements should lower ongoing operating costs.

# Project: Worcester County Jail Improvement Project

Dept Head, Title & Phone #: Donna Bounds, Warden, 410-632-1300

**Project Summary:**

This project is being implemented in multiple phases to improve facility reliability. Phase 1 (FY 19 and prior) includes the replacement of high priority aging infrastructure equipment including electrical switchgear, generator, kitchen HVAC, corridor HVAC, gymnasium HVAC, laundry ventilation, services rooms HVAC and ancillary equipment with modern and more efficient equipment that will utilize the existing hot water boilers for the heating and cooling systems for select areas. Phase 2 (FY21, FY22, FY23) includes equipment for housing facilities, roofing replacement and infrastructure including mechanical piping and safety systems.

**Purpose:** This project is intended to replace infrastructure equipment based on priorities of need and intended to mitigate future operational outages and disruptions.

**Location:** The project is located off of Route 113 at the intersection of Bay Street and Joyner Road - Worcester County, Snow Hill, Maryland. 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 increased efficiency of the building systems replaced. This project will also result in the reduction of maintenance costs associated with the upkeep of the current 30 yr old system components. Additionally, the project will not increase costs and will only require (1) computer to control the system. This project will incur as a one-time cost of the labor and equipment replacement.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	75,000	500,000	150,000	100,000		250,000		1,075,000
Land Acquisition								0
Site Work								0
Construction	900,000		5,350,710	3,700,710		100,000		10,051,420
Equipment/Furnishings	900,000					50,000		950,000
Other	200,000					25,000		225,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>2,075,000</b>	<b>500,000</b>	<b>5,500,710</b>	<b>3,800,710</b>	<b>0</b>	<b>425,000</b>	<b>0</b>	<b>12,301,420</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	2,075,000	500,000	5,500,710	3,800,710		425,000		12,301,420
								0
								0

<b>TOTAL</b>	<b>2,075,000</b>	<b>500,000</b>	<b>5,500,710</b>	<b>3,800,710</b>	<b>0</b>	<b>425,000</b>	<b>0</b>	<b>12,301,420</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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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. Equipment failures during the winter 2016-2017 have escalated the need for replacement of equipment based on operational priority. Therefore the project has been split to multiple years beginning FY 18.

### **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 30 year old system with a newer, more efficient system components. If this project is not funded, or if it is delayed, the County will continue to pay high maintenance costs and fund emergency repairs.

### **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 engineering study. The current funding request was developed by priority determination of systems which upon failure disrupt facility operations. An inflationary adjustment of 3% was applied to the 2014 study 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?**

The original request based on engineering assessment of the entire facility has not been funded. Recent equipment failures and emergency repairs have resulted in a phased plan to address facility systems based on functional loss of use impact prioritization. The current request is \$2,500,000 (FY 18 and FY 19) for limited scope. Future estimates include the escalated balance from the original 2014 engineering study.

### **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?**

If not completed antiquated equipment will continue to fail, cause the need for emergency repairs and operational disruptions which is more costly than addressing the issues on a planned basis.

# 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 and maintain the condition of roads within Worcester County.

Location: Various roads throughout Worcester County.

Impacts on General Fund Operating, Personnel or Maintenance: In FY10 the Highway User Revenue was cut significantly; therefore, the General Fund has been funding the costs of our paving projects. The Highway User Revenue has not been restored to previous allocations which means the General Fund will have to continue to fund our paving projects. This does put a strain on the County's General Fund budget.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,000,000</b>	<b>0</b>	<b>8,500,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund		1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		7,000,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	1,500,000							1,500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
<b>TOTAL</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,000,000</b>	<b>0</b>	<b>8,500,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **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 costs; however, this allocation has been significantly reduced since FY10.

### **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 would benefit the County in general since the project covers all roads maintained by the County. Delay and discontinued funding will enhance deterioration of roads leading to unsafe vehicular 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 higher than previous funding, we feel that the roads in Worcester County are in need of more preservation and maintenance. The additional funding would result in a regular schedule of surface treatment and overlays which would provide safer transportation for vehicular traffic.

**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 preserve and maintain our County Roads. By addressing the road maintenance/resurfacing issues now it will avoid costly repair 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: Bridge Replacement - Bayside Road Bridge

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

Project Summary: Bridge Replacement

Purpose: To preserve and maintain bridges within Worcester County.

Location: Bayside Road Bridge over Paw Paw Creek

**Impacts on General Fund Operating, Personnel or Maintenance:** Bridge replacements are typically funded using State Aid and the County General Fund. State Aid covers 80% of the cost, while the County pays 20%. When budgeting for a bridge replacement project, the County budgets 100% of the total cost of the project then submits at the end of the project a reimbursement for 80% from State Aid. Due to several bridge replacements over the last couple of years, the balance available in State Aid has decreased significantly. We do not have sufficient funds in our State Aid to make the 80/20 split.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other		2,000,000						2,000,000
<b>EXPENDITURES</b>								

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

<b>TOTAL</b>	0	2,000,000	0	0	0	0	0	2,000,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Bridge Replacement - Bayside Road Bridge**

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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?

Worcester County bridges are inspected either on an annual or biennial cycle. The engineering consulting firm performs a structural evaluation for each bridge and creates the Bridge Sufficiency Rating (BSR). To be eligible for State funding the BSR must be rated at 50 or below. During the last inspection cycle Bayside Road Bridge (WO203) had a BSR rating of 27.9 making the bridge eligible for State Aid funding. Bridge inspections/replacements are mandated by the State Highway Administration Federal Bridge Program.

### **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 citizens and the County benefit from this project since it serves as a connecting point for property owners within the area. It also benefits the general public since various activities, such as the triathlons, are dependent upon its existence. Delaying this project could possibly cause this section of road to be closed to the public and would cause an inconvenience to property owners and citizens.

### **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 means of a comparison to our latest bridge replacement costs in 2016 and an engineers recommendation. The estimated structure costs is on a per foot basis. This estimate could possibly increase due to the rising costs of material and/or labor.

**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 imperative that this project be completed in a timely manner due to the fact that the rating of this bridge could drop significantly which could cause this structure to be closed to the general public.

# Project: Salt Program

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

**Project Summary:** Implementation of a salt program for Worcester County.

**Purpose:** To insure the best possible service to the citizens on the most intensely traveled roads of Worcester County during snow storm events.

**Location:** Various intensely traveled roads throughout Worcester County.

**Impacts on General Fund Operating, Personnel or Maintenance:** The General Fund will be heavily impacted by supporting this new project with 100% funding since HUR funds have not been restored to previous allocations. This project will require additional personnel, vehicles, equipment, and storage structures that are designed specifically for this project.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition					200,000			200,000
Site Work					10,000			10,000
Construction					600,000			600,000
Equipment/Furnishings					715,000			715,000
Other					553,200			553,200
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	0	0	2,078,200	0	0	2,078,200
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<b>SOURCES OF FUNDS</b>								
General Fund					2,078,200			2,078,200
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
								0

<b>TOTAL</b>	0	0	0	0	2,078,200	0	0	2,078,200
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	1,012,200			1,012,200
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# Project: Salt Program

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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 provide safer travel passages during snow and ice events. This project would require additional trucks, employees, land, salt barns, and salt. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation costs; however, this allocation has been significantly reduced since FY10.

**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 benefits of this particular project would mainly encompass areas with higher traffic volume and will not be available to the entire County. If this project is not funded, we will continue our snow removal operations as normal.

**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 similar on-going projects in nearby Counties. There may be other incidentals that are not included into the project costs due to unknown future requests.

**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?

Urgency for this project is determined by the demands of the public and the expectations of the County Commissioners.

# Project: Mystic Harbour Effluent Disposal

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

**Project Summary:** Provide required effluent disposal for the Mystic Harbour Wastewater Treatment Plant by spraying effluent 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 wells are only permitted of 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 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	80,000					150,000		230,000
Land Acquisition						300,000		300,000
Site Work								0
Construction	450,000					1,800,000		2,250,000
Equipment/Furnishings								0
Other	100,000					320,000		420,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>630,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,570,000</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	630,000							630,000
State Match								0
State Loan (USDA)						2,570,000		2,570,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>630,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,570,000</b>	<b>0</b>	<b>3,200,000</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: 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 Eagles 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 on 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?**

Without the ability to dispose of treatment plant effluent, there will be no ability to serve additional customers in the service area and no corresponding ability to receive the \$12.8 million expended on the Mystic Harbour Wastewater

# Project: Newark Spray Irrigation

Dept Head, Title & Phone #: John 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 the 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 from the Water Wastewater enterprise fund to be dedicated to this facility.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	60,000	30,000				90,000		180,000
Land Acquisition	750,000							750,000
Site Work								0
Construction	800,000	200,000						1,000,000
Equipment/Furnishings								0
Other		150,000						150,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>1,610,000</b>	<b>380,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,000</b>	<b>0</b>	<b>2,080,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	1,040,000							1,040,000
State Match								0
State Loan	570,000	380,000				90,000		1,040,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>1,610,000</b>	<b>380,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,000</b>	<b>0</b>	<b>2,080,000</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: 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. This would provide storage for effluent at the spray site, installation of spray piping , 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: Lewis Road Sewer Extension

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

**Project Summary:** Extension of sanitary sewer lines along Lewis Road to serve approximately 50 homes.

**Purpose:** The project is proposed to eliminate approximately 50 septic systems in an area of high groundwater

**Location:** Lewis Road behind the Landings Wastewater Treatment Plant

**Impacts on General Fund Operating, Personnel or Maintenance:** The project have no impact on the general fund Operating, Personnel of Maintenance expenses

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work		500,000	880,000					1,380,000
Construction								0
Equipment/Furnishings								0
Other	10,000	40,000	40,000					90,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>60,000</b>	<b>540,000</b>	<b>920,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,520,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	60,000	540,000	160,000					760,000
State Match								0
State Loan			760,000					760,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>60,000</b>	<b>540,000</b>	<b>920,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,520,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Lewis Road Sewer Extension**

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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 along Lewis Road and connecting the homes and businesses in that area to the Landings Wastewater Treatment Plant. Although the project is not currently under a mandate to be constructed, it is consistent with the goal of reducing nutrients to the Coastal Bays.

### **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 Coastal Bays Watershed. If this project is not constructed there is no potential for future growth along Lewis Road. It is expected that the project will be funded by outside sources. If no funding is awarded, the project will most likely not be built.

### **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?**

An estimate was completed as a part of the currently ongoing preliminary Engineering Report. That report developed the scope of the project, cost estimates and potential funding sources.

**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 identified as the top priority project for 2017/18 by the County Commissioners. It is a new addition to the CIP. Timing of the project will depend on available funding.

### **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 was identified as the top priority project for 2017/18 by the County Commissioners.

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

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 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	225,000					225,000		450,000
Land Acquisition								0
Site Work								0
Construction	5,864,000					5,864,000		11,728,000
Equipment/Furnishings								0
Other	550,000							550,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>6,639,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,089,000</b>	<b>0</b>	<b>12,728,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees	3,311,000					4,054,000		7,365,000
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	3,328,000					2,035,000		5,363,000
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>6,639,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,089,000</b>	<b>0</b>	<b>12,728,000</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 at Prior Rubberfill**

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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 Cell #5 to expand 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. Construction of Cell # 5 is necessary so the County does not run out of landfill space.

### **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?**

EA Engineering provided the cost estimate which 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 delayed 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 completed within a year to prevent the County from running out of landfill space.

# Project: Landfill Administration Scale House Renovation & Addition

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

Project Summary: Administration Scale House Renovation & Addition

Purpose: Renovate and add on to 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 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	150,000							150,000
Land Acquisition								0
Site Work								0
Construction	650,000	650,000						1,300,000
Equipment/Furnishings		50,000						50,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>800,000</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees	800,000	700,000						1,500,000
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>800,000</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Landfill Administration Scale House 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 between landfill employees and 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 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 FY19 & FY20.

### **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: Greys Creek Nature Park Development

Dept Head, Title & Phone #: Lisa Gebhardt, Recreation Superintendent/Bill Rodriguez, Parks Superintendent, 410-632-2144

**Project Summary:** Greys Creek Nature Park Development

**Purpose:** The property is planned to be used as a base for environmental education programs in conjunction with the Maryland Coastal Bays Program, Worcester County Recreation & Parks, and Worcester County Public School System. Area school children will utilize the site for potential overnight camps as well as a hands-on classroom for nature study, while kayaking in the properties secluded coves and salt marshes. In addition to its function as an environmental education area, plans are to construct an area of passive recreation with appropriate structures, a parking area, water access and a network of walking and water trails, throughout the property to allow all citizens and visitors of Worcester County access to this beautiful property while minimizing the impact to the environment.

**Location:** 13236 Rollie Rd. East, Bishopville, MD 21813

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

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	5,000							5,000
Land Acquisition								0
Site Work	100,000	100,000	100,000					300,000
Construction		120,000	65,000					185,000
Equipment/Furnishings		10,000						10,000
Other								0

## EXPENDITURES

<b>TOTAL</b>	<b>105,000</b>	<b>230,000</b>	<b>165,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
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## SOURCES OF FUNDS

General Fund	10,500	23,000	16,500					50,000
User Fees								0
Grant Funds	94,500	207,000	148,500					450,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0

<b>TOTAL</b>	<b>105,000</b>	<b>230,000</b>	<b>165,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>(15,530)</b>	<b>(15,905)</b>			<b>(21,435)</b>
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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 scope is to utilize the 574 acre property for the creation of an environmental education facility and passive park. This usage was mandated in the 2006 MOU between Worcester County and the State of Maryland. Furthering the environment education objective requires extensive renovation of the existing home, boathouse, remaining shoreline bulk heading and the creation of additional site amenities such as a teaching pavilion and public accessible restrooms. The passive park aspect will require public accessible parking, public assessable water craft launches, restrooms, a storm shelter, interpretive signage, observation decking, a network of both upland walking trails, as well as water trails, and limited boardwalk crossings.

**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 facility will be unique to Worcester County providing passive recreational opportunities such as birding, kayaking, hiking, and programmed overnight campouts. The environmental education aspect would focus on capturing and disseminating data, serve to provide a hands-on classroom for nature study in order to promote a larger understanding of natural systems and environmental stewardship. In addition, by emphasizing sustainable techniques, the project will yield a host of beneficial demonstration projects, while significantly reducing the long term cost of maintenance.

**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 construction estimates were generated from a itemized list of improvements associated with the existing home site and additional permanent structures required to fulfill the environmental educational aspect. This list was created with the assistance of County Maintenance. The site work estimate is a best guess as it pertains to the creation of the passive park element of the project. It includes clearing for upland trail development, the creation of water access and a trailhead which will account for adequate parking and washroom facilities. In addition, structures such as a pavilion, storm shelter, observation platforms, limited boardwalk crossings, signage (interpretive and otherwise) are typical amenities associated with such projects.

**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?**

The CIP timing is dictated by the following; The MOU between Worcester County and the State of Maryland was signed in 2006. A proposal for the site will go before the Commissioners in the first half of 2018. As the result of a County's 2017 request for technical assistance, DNR is currently in the process of preparing an analysis/plan for water access. DNR's lag time between planning and performing work is approximately 18 months which is 2019. Furthermore, funding up to \$100,000 may be available from the State for water access and trailhead development which will further reduce county cost.

**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 accepted the responsibilities as stated in the 2006 MOU. In 2008 a RFP for a Greys Creek Master Plan was developed, bid, and in 2009 a plan produced. Concurrently, issues concerning public access were raised by the neighboring communities, and matters associated with a severe economic downturn emerged. Since, a potential alternate access has been identified, and economic concerns have receded to the extent that more funding is now available. The State expects to see a Greys Creek Nature Park and is currently assisting us with the necessary information upon which a thoughtful proposal for Commissioner Approval can be based. If approved, the project would be ready to move forward. The urgency is created due to the fact that 11 years have passed with respect to the 2006 MOU, 6 million plus of state funding was associated with the original purchase, \$65,000 of local POS funds were committed to the Master Plan Development in 2009, and finally, the County can potentially capitalize on a additional \$100,000 in state funding with respect to trailhead/water access development if we make a reasonable attempt to develop sooner rather than later.

# Project: Northern Worcester Land Acquisition & Development (NWLA&D)

Dept Head, Title & Phone #: Lisa Gebhardt, Recreation Superintendent/Bill Rodriguez, Parks Superintendent, 410-632-2144

Project Summary: Northern Worcester Land Acquisition & Development

**Purpose:** To acquire up to 20 acres for the development of additional multi-purpose fields, restroom facilities, parking and concessions in the Northern end of the county. The main purpose for this project is to provide Worcester County residents more recreational programming opportunities, in addition to providing additional field space for local organizational use. The Department would then be able to meet the increasing demand for fields in the densely populated north, increase capacity to host tournaments, while also increasing our potential to drive revenue. It will also allow the Department to expand its partnership with existing organizations for the purpose of attracting more tournament play to the area.

**Location:** Northern Worcester County

**Impacts on General Fund Operating, Personnel or Maintenance:** The project 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 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		65,000						65,000
Land Acquisition	1,000,000							1,000,000
Site Work		450,000						450,000
Construction			1,675,000					1,675,000
Equipment/Furnishings			90,000					90,000
Other			15,000	5,000				20,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>1,000,000</b>	<b>515,000</b>	<b>1,780,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,300,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund	100,000	51,500	178,000	500				330,000
User Fees								0
Grant Funds	900,000	463,500	1,602,000	4,500				2,970,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>1,000,000</b>	<b>515,000</b>	<b>1,780,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,300,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	105,000	(34,075)	(43,275)			27,650
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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?**

Acquisition and development of land in the Northern section of the county for the construction of four high quality fields and complimentary amenities and infrastructure. The need was identified in the latest survey associated with our LPPRP, and supported by the population proximity analysis, which shows a deficiency of field space currently available in the north.

**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 increases our capacity to drive 'in house' revenue. Enhances capacity to host tournament play, thereby providing an economic benefit for Worcester County businesses. Rebalances a field space deficit identified in the LPPRP. Finally, it would offer large benefits by creating more programming opportunity for county citizens in the north.

**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, which is a stipulation of 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 the project remains the same. However, unknowns with regard to amounts associated with future POS funding allocations may cause an adjustment in the time line.

**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 most urgent aspect is identifying and securing a suitable parcel for the project as real estate continues to recover. So a case for the cost benefit of early land acquisition has merit.

**Project: Showell Elementary School Replacement**

**Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer, Board of Education, 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 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	154,472	158,647	753,004			2,036,838		3,102,961
Land Acquisition								0
Site Work	750,000	750,000	1,500,000					3,000,000
Construction	8,535,694	14,996,207	7,210,668					30,742,569
Equipment/Furnishings/Misc.	162,810	2,391,410	356,780					2,911,000
Other (Construction Manager)	809,040	1,049,700	611,260			180,000		2,650,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>10,412,016</b>	<b>19,345,964</b>	<b>10,431,712</b>	<b>0</b>	<b>0</b>	<b>2,216,838</b>	<b>0</b>	<b>42,406,530</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	4,336,000	4,336,000						8,672,000
State Loan								0
Designated Funds						2,216,838		2,216,838
Private Donation								0
Enterprise Bonds								0
General Bonds	6,076,016	15,009,964	10,431,712					31,517,692
								0
								0

<b>TOTAL</b>	<b>10,412,016</b>	<b>19,345,964</b>	<b>10,431,712</b>	<b>0</b>	<b>0</b>	<b>2,216,838</b>	<b>0</b>	<b>42,406,530</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: Showell Elementary School 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 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. Current project scope was determined through Conceptual Plan phase of the project completed in August 2016. Schematic Design and Design Development documents have been completed. Construction Documents are currently in progress.

## **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 41-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?**

Current working construction and project cost estimates were developed during Conceptual Plan design. Both estimates are based on estimates developed by three independent construction management firms and costs provided in the County Pro Forma cost estimate. 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?**

Showell Elementary is a 41-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. To date, the Worcester County Commissioners have approved design fee requisitions totaling \$1.27 million for the Showell project.



## **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 657 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 fifteen 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 2026 indicate that the SDMS student population will maintain a total of enrolment from 650-690 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: Pocomoke Middle School - Roof Replacement**

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

Project Summary: Replace Roof - Pocomoke Middle School

Purpose: Demolish existing and install 87,600 square feet of new roof.

Location: 800 Eighth Street, Pocomoke, MD. 21851

Impacts on General Fund Operating, Personnel or Maintenance: Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			180,000	34,000				214,000
Land Acquisition								0
Site Work								0
Construction				3,138,000				3,138,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	180,000	3,172,000	0	0	0	3,352,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match				1,569,000				1,569,000
State Loan								0
Designated Funds			180,000					180,000
Private Donation								0
Enterprise Bonds								0
General Bonds				1,603,000				1,603,000
								0
								0

<b>TOTAL</b>	0	0	180,000	3,172,000	0	0	0	3,352,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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# **Project: Pocomoke Middle School - Roof 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 is mandated by Federal Law?

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Middle School roof. The deteriorating condition of the Pocomoke Middle roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

## **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 roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

## **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?

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects. 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 Pocomoke Middle School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary Replacement School project and the addition to Stephen Decatur Middle School determine the start of the PMS roof 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?

As stated above, the Pocomoke Middle School roof continues to deteriorate over time. The project is the Board of Education's number one roof replacement priority as deficiencies with the roof system must be addressed in the near term.

# Project: Snow Hill Middle School - Roof Replacement

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

Project Summary: Replace Roof - Snow Hill Middle School

Purpose: Demolish existing and install 90,000 square feet of new roof.

Location: 522 Coulbourne Lane, Snow Hill, MD 21863

Impacts on General Fund Operating, Personnel or Maintenance: Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design				190,000	39,000			229,000
Land Acquisition								0
Site Work								0
Construction					3,353,000			3,353,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>190,000</b>	<b>3,392,000</b>	<b>0</b>	<b>0</b>	<b>3,582,000</b>
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match					1,677,000			1,677,000
State Loan								0
Designated Funds				190,000				190,000
Private Donation								0
Enterprise Bonds								0
General Bonds					1,715,000			1,715,000
								0
								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>190,000</b>	<b>3,392,000</b>	<b>0</b>	<b>0</b>	<b>3,582,000</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

## **Project: Snow Hill Middle School - Roof 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 is mandated by Federal Law?

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Snow Hill Middle School roof. The deteriorating condition of the Snow Hill Middle roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **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 roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **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?

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects. 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 Snow Hill Middle School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary Replacement School project, the addition to Stephen Decatur Middle School and the execution of a roof replacement project at Pocomoke Middle School determine the start of the SHMS roof 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?

As stated above, the Snow Hill Middle School roof continues to deteriorate over time. The project is the Board of Education's number two roof replacement priority as deficiencies with the roof system must be addressed in the near term.

**Project: Wor-Wic New Academic Building**

**Dept Head, Title & Phone #:**

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

**Project Summary:**

New Academic Building

**Purpose:**

To house academic programs and faculty offices, and to provide student study space

**Location:**

Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

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

NA

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			200,928					200,928
Land Acquisition								0
Site Work								0
Construction				2,319,269				2,319,269
Equipment/Furnishings					91,540			91,540
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	200,928	2,319,269	91,540	0	0	2,611,737
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<b>SOURCES OF FUNDS</b>								
	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
General Fund			200,928					200,928
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds				2,319,269	91,540			2,410,809
								0
								0

<b>TOTAL</b>	0	0	200,928	2,319,269	91,540	0	0	2,611,737
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project:           Wor-Wic 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 is mandated by Federal Law?**

The Wor-Wic campus facilities team is currently in the preliminary planning stages of developing the scope of this project.

### **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?**

Citizens attend courses at Wor-Wic.

### **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 estimate for the building was provided by a construction management company a few years ago. A new estimate will be provided in FY 2019 before the project has to be submitted to the State for approval. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

**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?**

NA

### **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 college has qualified for a new building for quite some time. The State space allocation guidelines base space needs on enrollment and projected future enrollment.