

Appendices A-F

[Appendix A: FY2021-2026 Board of Education Capital Improvements Program](#)

[Appendix B: Proposed Calendar for the FY2021 Capital Budget and the FY2021-2026 Capital Improvement Program](#)

[Appendix C: State IAC Funding Priorities](#)

[Appendix D: Frederick County Capital Improvement Program Policies](#)

[Appendix E: Frederick County Approved FY2019-2024 Capital Improvement Program - Board of Education Projects](#)

[Appendix F: Facilities Services Division Systemic Renovations Procedure](#)

VI. APPENDICES

VI

Appendix A: Draft FY2021-2026 Board of Education
Capital Improvements Program

Source: Frederick County Public Schools, May 2019

A



FREDERICK COUNTY PUBLIC SCHOOLS

Proposed FY 2021-2026 Capital Improvement Program - Total Costs

(in 000's dollars)

PROJECT NAME	TOTAL COST	PRIOR APPROVAL	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	COSTS AFTER 2026
Rock Creek - replacement	\$48,506	\$22,218	\$26,288						
Waverley ES - replacement	\$64,635	\$4,537	\$10,147	\$49,951					
Blue Heron ES - new	\$44,582	\$13,070	\$31,512						
Oakdale MS - addition	\$14,751	\$14,251	\$500						
Brunswick area ES - new	\$47,506		\$3,542	\$8,000	\$35,964				
Liberty ES - replacement	\$47,652	\$200	\$5,001	\$8,000	\$34,451				
Northern Frederick area ES - new	\$47,487					\$3,358	\$6,626	\$37,503	
Valley ES - modernization/add	\$48,294		\$200		\$4,312		\$6,726	\$37,056	
Brunswick HS - replacement	\$80,470	\$200			\$7,954		\$30,000	\$42,316	
Middletown MS - modernization	\$54,284			\$200		\$5,030		\$5,000	\$44,054
Walkersville MS - modernization	\$57,339				\$200		\$5,605		\$51,534
Middletown HS - modernization	\$113,811				\$200		\$8,828		\$104,783
South Frederick area ES - new	\$46,346							\$3,659	\$42,687
Yellow Springs ES - feasibility study	\$200				\$200				
Green Valley ES - feasibility study	\$200					\$200			
Monocacy ES - feasibility study	\$200					\$200			
Middletown ES - feasibility study	\$200							\$200	
Limited Renovations (Location TBD)	\$37,359		\$800	\$8,000	\$8,636	\$6,362	\$7,926	\$5,635	
Portable Classrooms	\$7,200		\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	
Systemic Emergency Projects	\$4,200		\$700	\$700	\$700	\$700	\$700	\$700	
Systemic Projects	\$26,692			\$5,117	\$5,100	\$5,175	\$6,050	\$5,250	
Twin Ridge ES Playground	\$125		\$125						
Governor Thomas Johnson HS: Roof Replacement (Phase 2)	\$854		\$854						
Lincoln ES "A": Roof Replacement	\$878		\$878						
Middletown HS; Roof Section B Repair	\$263		\$263						
Heather Ridge Roofing Replacement	\$892		\$892						
Ballenger Creek MS: Roof Replacement (Phase 1)	\$1,686		\$1,686						
Valley ES: Connect to Public Water System	\$200		\$200						
Myersville ES: Underground Fuel Oil Tank Replacement	\$150		\$150						
Catoctin HS Pavement Reconst/Lighting Replacement (Phase 2)	\$800		\$800						
Security Improvements	\$400		\$400						
Spring Ridge ES Playground Equipment Replacement	\$140		\$140						
Totals	\$798,302	\$54,476	\$86,278	\$81,168	\$98,917	\$22,225	\$73,661	\$138,519	\$243,058





Appendix B: Proposed Calendar for the FY2021 Capital Budget and the
FY2021-2026 Capital Improvement Program

Source: Frederick County Public Schools, May 2019

B

**RECOMMENDED CALENDAR
for the
EDUCATIONAL FACILITIES MASTER PLAN
and the
FY 2021-2026 CAPITAL IMPROVEMENT PROGRAM**

June 2019	Superintendent Recommended Educational Facilities Master Plan presented to the Board of Education
June 2019	Board of Education public hearing and action to adopt the Educational Facilities Master Plan and confirmation of FY21 priorities
October 2019	Board of Education FY 2021-2026 requests for state funded projects due to the Interagency Commission (IAC) on School Construction. County Executive communicates support to IAC
October 2019	FY 2021-2026 CIP requests due to county staff
October and November 2019	IAC staff review of requests for state funded projects
December 2019	IAC preliminary approval of school construction allocation
January and February 2020	County staff workshops on CIP requests
April 2020	County Executive proposed FY 2021-2026 CIP issued
May 2020	County Council's public hearings on County Executive proposed FY 2021 Capital Budget and FY 2021-2026 CIP
June 2020	IAC final approval of school construction allocation
June 2020	County adopts FY 2021 Capital Budget and FY 2021-2026 CIP

B

Appendix C: State IAC Funding Priorities

Source: Maryland Interagency Committee on School Construction, September 27, 2013



**APPROVED BY THE IAC
SEPTEMBER 27, 2013**

- (3) If amendments change the priority order of projects, submit the projects in new priority order, and change the Table of Contents and Form 102.4 appropriately.
 - b. All amendments must be approved by the local board of education. A cover letter signed by the superintendent indicating local board approval is sufficient.
 - c. The letter of support from the local government (see Section 102.1.B.6) must address all amended as well as unchanged project requests.
 - d. Late submission of extensive amendments to the scope or priority of projects, or inclusion of new projects, may jeopardize the inclusion of these projects in the recommendations that the PSCP staff will make to the IAC in early December for January approval by the BPW.
2. Amendments to an Approved Capital Improvement Program
 - a. Amendments to an approved CIP may be requested at any time.
 - b. The LEA should prepare the appropriate Forms 102.1, 102.2, and 102.4, and submit them along with appropriate justification and back-up information.
 - (1) Forms shall be clearly marked "Amendment," dated, and must be approved in writing by the board of education and the local government.
 - (2) After review, the LEA will be informed of IAC staff recommendations and IAC and BPW action. Opportunities for LEA appeal before the IAC and the BPW are the same as for the normal CIP approval process.

102.5 EVALUATION AND APPROVAL OF PROJECT REQUESTS

A. General

1. Projects will generally be evaluated on the basis of past and projected enrollments, not only at the school in question, but at adjacent or nearby schools, and on consistency with the EFMP.
 - a. Projects for additional capacity may not be recommended for planning approval or funding where adequate capacity is available at adjacent schools. See Section 102.4.B.2. and 102.4.B.4.b.
 - b. In most cases, enrollment projections of the subject and adjacent schools must show that the school will be at least 50% occupied at the completion of the project and will be fully utilized within seven years of the date of project submission.
2. Priority Order.
 - a. Although the LEA establishes priorities for its local capital program, the evaluation of these priorities with respect to other projects in the State and the limited State funds available is a function of the IAC and the BPW.
 - b. Generally, the IAC will follow the local priority order to the extent that projects are eligible and funds are anticipated to be available. Exceptions may be made:
 - (1) To approve projects that address State statutory mandates (e.g. full day kindergarten or prekindergarten for economically disadvantaged children) or State initiatives (e.g. high school science classroom renovations).

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SEPTEMBER 27, 2013**

- (2) At the request of the local Board, with concurrence by the local government.
- c. Projects may be recommended for deferral or modification so that the most critically needed projects in the subdivision or in other subdivisions may proceed.
- d. The IAC may also place a higher priority on projects that respond to State mandates or initiatives.

B. Procedure

- 1. Projects will be evaluated and assigned a project status code of "A," "B," "C," or "D." Project approval status is determined and assigned to a project based upon an evaluation of project merit and a number of technical factors specific to the project type, as follows:
 - a. "A" - Approved for planning or construction funding. All PSCP and LEA staff questions, problems, or comments are currently resolved; the project is approved; and project development should proceed. (Note: Projects will be shown as "A" in CIP documents submitted to the BPW following IAC approval, pending approval by the BPW.)
 - b. "B" - Deferred but eligible for planning or construction funding. All PSCP and LEA staff questions, problems, or comments are resolved; the project is eligible for funding but is deferred due to fiscal constraints.
 - c. "C" - Deferred based on issues yet to be resolved. The project as currently proposed or as it currently stands in the planning process is not eligible for approval until outstanding technical questions or problems have been resolved. Problem areas differ for different types of projects, and may include but are not necessarily limited to: site approval, capacity/enrollment, scope, estimated cost, availability of local funds, alternative solutions available, master plan inconsistency, other agency approvals, and progress of educational specifications or design documents,.
 - d. "D" - Denied: Ineligible project. The Project does not meet PSCP funding guidelines and is therefore ineligible for State approval of planning or funding. Typical causes for denial include but are not limited to:
 - (1) Systemic Renovation project has a total construction value less than the required minimum;
 - (2) Project type does not correspond to a CIP category (Section 102.1.C). The project may be eligible through another State funding program.
 - (3) School was renovated or system was installed too recently (Section 102.1.C.1)
- 2. All projects will be reviewed periodically prior to mid-April based on the stated criteria in order to be considered for planning approval or funding in the next fiscal year. New information submitted by the LEA may be considered for reclassification of project approval status. LEAs will be regularly notified of project status and outstanding issues of concern through formal and informal communications.
- 3. All requests will be reviewed for consistency with existing State and local priorities, rules, regulations, procedures, and laws that are applicable to State funded public school construction projects.

C. State Prioritization Methodology for Planning Requests

- 1. Steps in the Planning Prioritization Process

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- a. For each submitted CIP project that is eligible for planning approval (Project Status Code B, see above Section 102.5.B.1), a numerical score will be calculated based on the factors in 2. below, and the criteria factors that involve judgment outlined in 3. below will also be reviewed.
 - b. The points are intended to provide guidance to the staff of the Program in developing recommendations for consideration by the IAC. Other factors, including the judgment factors cited below as well as knowledge of each school system's needs and priorities, will influence the recommendations.
 - c. For each LEA that submits a request for planning, the eligible project that has the highest local priority will be assessed in order to ensure that each LEA that makes a request for planning approval receives consideration for at least one project.
 - d. The prioritized list that results from Step (3) will be continually revised until early April to incorporate new project information received during the CIP process as well as new estimates of total project funding.
2. Quantifiable Planning Criteria (each factor has a range of 1 to 5 (low to high))
- a. State Educational Priority. Reflects scope of the project in terms of minor or major impact on educational programs and numbers of students, and whether the project addresses State educational mandates or initiatives, such as full day kindergarten, pre-kindergarten for economically disadvantaged children, or high school science.
 - b. Enrollment Priority. This factor measures the degree of overcrowding at a proposed school and its adjacent schools.
 - (1) For a renovation or addition project, the projected enrollment of the school for the seventh school year following the year of submission is divided by the current State Rated Capacity (SRC) to arrive at a decimal figure.
 - (2) For new schools, the aggregate projected enrollment of the adjacent schools for the seventh school year as shown in Form 102.2 is divided by their respective SRCs.
 - (3) The highest points go to the 20% of projects that have the greatest impacts, with lower point values awarded similarly by quintiles.
 - c. State Planning Goals. Reflects the impact that the proposed project will have on statewide planning goals to foster communities and mitigate sprawl. The possible points are awarded for school location as follows:

5 points: Community location (within Designated Neighborhoods or within corporate limits).
4 points: Certified Priority Funding Area adjacent to residential development.
3 points: Certified Priority Funding Area not adjacent to residential development.
2 points: County Growth Area with water and sewer planned.
1 point: Rural Area
 - d. Average Age of Building Area - This factor gives priority to older buildings. In order to determine the average age of the square footage for each building, the date of each addition and renovation is listed with its respective square footage. To determine the average of square footage:
 - (1) The proportion of area built or renovated in each year, based on the total square footage, is calculated.

**APPROVED BY THE IAC
SEPTEMBER 27, 2013**

- (2) The age of each area of the building is multiplied by the proportion of total area it represents; the sum of these calculations is the average age of the building.
 - e. Special Populations - Beyond a certain threshold for each category of student, this factor reflects the percentage of students at the school who are receiving special education services outside the regular classroom, are eligible for free and reduced price meals (FRPM), and/or are English language learners reported as Limited English Proficient (LEP). The respective thresholds are:
 - (1) Greater than 10% of students receive special education services outside of the regular classroom more than 60% of the time;
 - (2) Greater than 40% of students receive FRPM; and/or
 - (3) Greater than 10% of students are LEP.
 - f. Other factors determined by the IAC, e.g.: One additional point for capacity projects that remove adequate public facility ordinance closure of housing in designated growth areas.
3. Planning Factors That Entail Judgment.
- a. LEA's Backlog of Previously Approved Projects. If an LEA has a large backlog of projects to which the State has committed funds, additional projects will generally not be added to the list. If, however, the LEA is able to carry projects in the backlog to construction without immediate reimbursement from the State, planning approval for pressing new projects may be considered. Planning approval may also be considered to ensure that all LEAs that need them have future projects at some stage of development.
 - b. Local Capacity to Proceed with the Project. Some LEAs and local governments may have the capacity to proceed with the design of a project even if they do not receive State planning approval; others may require the commitment of funding implicit in State planning approval before they will proceed.
 - c. Total Cost of the Project, and When State Funds Will Be Required. A very large project, although it has a high priority, may block several other projects of lower priority; in this case, the State may, in consultation with the LEA, consider by passing the higher priority project. On the other hand, it may be that the costly project will extend over several years, and the impact on State funds will be relatively small in any one funding year.
 - d. Eligibility for State Reimbursement Using Bond Proceeds. For a locally funded project that is submitted for both planning and funding approval, if a project schedule indicates that delayed approval will require the use of State Pay-go funds rather than bond proceeds for reimbursement, the project may receive higher consideration. However, a locally funded project that has been completed and is only eligible for reimbursement with State Pay-go funds will generally receive lower consideration, based on an assessment of Pay-go fund availability.
 - e. Impact on Local Growth Outside of Priority Funding Areas. A capacity project in a county-designated growth area that is currently closed because of a local Adequate Public Facility Ordinance restriction may receive higher consideration.
 - f. Other. Other factors will be considered that may be specific to a school system or to a particular school project. These may include the impact that the proposed school project will have on the fiscal viability of the school district; the effect of the project on significant student behavior and/or achievement issues; the requirements of rural schools; and schools where a safety issue is present.

Appendix D: Frederick County Capital Improvement Program Policies

Source: Frederick County Budget Office, September 2018

CAPITAL IMPROVEMENTS PROGRAM POLICIES

The Frederick County, Maryland Capital Improvement Program (CIP) is a schedule of public improvement projects planned by the County Government to occur over a six-year period and includes project descriptions, estimated costs and sources of funding. The Capital Budget is the first year of the CIP and includes those projects for which funds have been appropriated. The following CIP policies are intended to guide funding decisions during the CIP review process:

1. The County will prepare and adopt a six-year Capital Improvements Program (CIP), update it annually, and make all capital improvements in accordance with the Capital Budget.
2. The County will attempt to budget pay-go funding for capital improvements at an amount equal to 7% of General Fund operating revenues. All pay-go sources will be considered in total in reaching this goal except for direct third party donations or grants. Other capital funding will be obtained by general obligation bonds/leases state and federal grants, enterprise fund resources and other sources.
3. The Budget Office will annually review the County's debt affordability standards, update the study, and compare to the County's peer group. The results will be submitted to the County Executive for review.
4. It shall be the goal of each six-year CIP to provide sufficient funding to achieve a County-wide school capacity equal to 90% of the state-rated school capacity based on six-year projected enrollments system-wide.
5. The County will attempt to utilize funds collected through the school construction fee option (§ 1-20-62 of the Frederick County Code) for school improvements within the feeder pattern where the fee was collected.
6. A capital project in the CIP shall have the following characteristics:
 - a. The project will add to the government's public infrastructure.
OR
The project will result in a major repair of a fixed asset that significantly adds to or preserves the life of the original asset
 - OR
The project will establish or enhance internal computer/program systems. This excludes routine expenses such as maintenance, license renewals, etc.
 - OR
The project will meet long-term regulatory requirements

- b. The project will have an estimated individual project cost totaling \$100,000 or more. Projects of less than \$100,000 will only be permitted when required for State or Federal funding. Multiple projects in a single category, that total \$100,000 or more will also be considered if they meet all other characteristics.
 - c. Acquisition of land for future projects (land banking) will be eligible when it has been identified as a need in the six-year CIP, in the County Comprehensive Plan, or when it can be shown as necessary and based on recent growth trends or County policy decisions.
 - d. Municipal projects will be considered if the project is not exclusively for municipal residents or if the project is a cooperative effort by municipal, county and/or state agencies.
7. Eligible capital costs will include Land Acquisition, Site Improvements, Planning, Design, Construction, Inspection/Overhead, Technology Equipment/Infrastructure, Capital and Non-Capital Equipment/Vehicles (related to start-up costs or comprehensive replacement plan), and Project Management.
 8. All capital costs listed in the CIP will be in current dollars and updated annually when submitted for inclusion in the CIP. Any change in project costs from the previously approved CIP must be justified in writing and include a new project summary form along with the reasons for the change in the project cost.
 9. Construction of a project must be forecast within two years of completion of design work before funding for design will be approved, unless the nature of the project warrants otherwise. Some examples are large purchases of land easements and state concurrence on project documents.
 10. A project's construction bid process must be anticipated to begin in the upcoming fiscal year for it to be funded in the Capital Budget.
 11. When construction funds are approved and construction is not undertaken within two years, the project will be evaluated for possible dis-appropriation in the Capital Budget and re-appropriation in the revised construction year. Under §512 of the County Charter, a capital project is considered abandoned if 3 fiscal years elapse without any expenditure from or encumbrance of the appropriation.
 12. All capital projects will be reviewed and approved in accordance with Annotated Code of Maryland Land Use Article § 3-205 regarding consistency with the County Comprehensive Plan. The Planning Commission will vote on the consistency based on the County Executive's proposed budget.

13. A Capital Improvements Program Committee shall be established and managed by the Budget Office. At a minimum a representative from the Budget Office, Finance Division, Planning and Permitting Division, and the County Executive's Office shall serve on the committee.
14. The Capital Improvements Program Committee will evaluate the merits of each requested project and recommend to the County Executive projects for inclusion in the County Executive Proposed Budget based on the following criteria:
 - a. The project fosters the "Community Concept" of the County Comprehensive Plan by directing capital investments to designated growth areas.
 - b. The project implements a component of an approved facility or master plan.
 - c. The project is consistent with and timed with other capital projects.
 - d. The project does not duplicate service areas of other public facilities or services.
 - e. The project will be implemented in a timely manner.
 - f. The project reduces the cost of operations or energy consumption whenever possible.
 - g. The project provides for the health, safety, and welfare of the community.
 - h. The project meets regulatory requirements
15. Projects scheduled in previously approved CIP's should be considered when establishing priorities for future CIP programs.
16. Every project will have a designated division or agency responsible for the execution and management of the project. For projects funded under the categories of Community College, Board of Education, and Municipalities those respective organizations will be responsible for the execution and management of their projects.
17. Following adoption of the CIP a project may be split into "sub-projects" for tracking and accounting purposes. However, the adopted project will retain the definition of a "project" as it relates to County policies, the County Code, and the County Charter.
18. Following completion of a project, any and all remaining surplus of County capital funds will revert to an unallocated account until reallocated through the Annual Budget process or through an amendment to the Capital Budget as provided in §513 of the County Charter.



**FISCAL YEAR 2020
OPERATING BUDGET CALENDAR
FREDERICK COUNTY**

<u>DATE</u>	<u>ACTION</u>
October 1, 2018	Budget instructions released to departments
October 31, 2018	Budgets must be promoted to Budget Office in Questica
November 19, 2018	Base Budget Requests due to Budget Office
December 2018	County Executive's Public Hearing – Winchester Hall 1st Fl Hearing Rm Receive proposals for inclusion in the FY2020 Operating Budget
January 18, 2019	Appeal Budget Requests due to Budget Office
February 15, 2019	Operating Budgets Requested from BOE, FCC, FCPL
March 2019	County Executive's Public Hearing on Draft Operating Budget
April 2019	County Executive presents Proposed Budget to County Council <u>no later than April 15</u>
April/May 2019*	County Council's Public Hearing on the Proposed FY2020 Operating Budget and Constant Yield Property Tax Rate
April/May 2019*	County Council – Finalize the Operating Budget
May 2019*	County Council Adopts the FY2020 Operating Budget
May 2019*	County Council Adopts the FY2020 Property Tax Rate

* Please refer to the County Council Agenda/Calendar for more information on the times and dates

Appendix E: Frederick County Approved FY2019-2024 Capital Improvement
Program - Board of Education Projects

Source: Frederick County Government, July 2018

**FY2019-2024 CAPITAL IMPROVEMENT PROGRAM
ADOPTED**

BOARD OF EDUCATION

	6-Year	Project	Prior Budget	2019	2020	2021	2022	2023	2024	Costs After
Project										
New/Mondernizations										
Contingency	664,283	3,850,655	1,817,778	(600,000)	392,910	278,490	592,883	0	0	1,368,594
Waverley ES: Addition	55,820,816	56,020,816	200,000	4,638,500	0	7,563,543	43,618,773	0	0	0
Sugarloaf ES: New	0	40,451,763	40,451,763	0	0	0	0	0	0	0
Urbana ES: Replacement	43,157,655	47,168,655	4,011,000	10,500,000	32,657,655	0	0	0	0	0
North Frederick City Area ES: New	3,144,924	44,756,232	0	0	0	0	0	3,144,924	0	41,611,308
Butterfly Ridge ES: New	0	45,586,732	45,586,732	0	0	0	0	0	0	0
Liberty ES: Modernization	4,294,500	39,578,258	0	200,000	0	0	0	0	4,094,500	35,283,758
East County area ES: New	44,656,232	44,656,232	0	0	3,069,924	6,040,754	35,545,554	0	0	0
Rock Creek School: Replacement	43,070,262	46,721,042	3,650,780	0	5,725,654	37,344,608	0	0	0	0
Brunswick HS Modernization/Addition	8,911,000	90,628,020	0	0	200,000	0	0	8,711,000	0	81,717,020
Middletown HS: Renovation	200,000	100,982,750	0	0	0	0	0	0	200,000	100,782,750
Middle School Addition	14,075,000	14,075,000	0	0	0	0	800,000	13,275,000	0	0
Hayward Road Bus Facility	823,895	823,895	0	823,895	0	0	0	0	0	0
Total: New/Mondernizations	218,818,567	575,300,050	95,718,053	15,562,395	42,046,143	51,227,395	80,557,210	25,130,924	4,294,500	260,763,430
Systemic										
Systemics - Generic	26,373,105	34,973,105	0	4,873,105	4,300,000	4,300,000	4,300,000	4,300,000	4,300,000	8,600,000
IT Equipment Replacement	600,000	600,000	0	600,000	0	0	0	0	0	0
Portable Classrooms FY2019	3,000,000	4,000,000	0	500,000	500,000	500,000	500,000	500,000	500,000	1,000,000
Total: Systemic	29,994,810	39,573,105	0	5,973,105	4,800,000	4,800,000	4,800,000	4,800,000	4,800,000	9,600,000
Total Expense	248,813,377	614,873,155	95,718,053	21,535,500	46,846,143	56,027,395	85,357,210	29,930,924	9,094,500	270,363,430
FUNDING										
General Fund	4,050,000	10,183,280	983,280	175,000	575,000	1,575,000	575,000	575,000	575,000	5,150,000
General Fund Bonds & Capital Lease	74,945,360	232,152,971	27,626,768	8,865,573	15,821,302	20,858,733	14,644,252	7,936,000	6,819,500	129,580,843
Recordation Tax & Bonds	27,426,992	37,269,492	1,342,500	2,179,000	5,848,019	9,000,000	6,699,973	3,000,000	700,000	8,500,000
Impact Fee & Bonds	42,693,903	91,078,637	20,144,407	1,744,000	4,000,000	6,837,092	14,762,000	14,350,811	1,000,000	28,240,327
School Mitigation Fee	18,729,424	31,756,522	13,027,098	3,659,500	3,069,924	0	12,000,000	0	0	0
Grants	89,074,000	103,416,000	14,342,000	14,074,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	0
Other	(8,128,007)	109,016,253	18,252,000	(9,161,573)	2,531,898	2,756,570	21,675,985	(10,930,887)	(15,000,000)	98,892,260
Total Funding Source	248,791,672	614,873,155	95,718,053	21,535,500	46,846,143	56,027,395	85,357,210	29,930,924	9,094,500	270,363,430



Appendix F: Facilities Services Division Systemic Renovations Procedure

Source: Frederick County Public Schools, February 20, 2015

FREDERICK COUNTY PUBLIC SCHOOLS
DIVISION OF OPERATIONS

PROCEDURE #62

Systemic Renovations - Annual Update Procedure

DATE: April 1, 2011

Revised Feb 20, 2015

F

1) SUBJECT:

- a) The purpose of this procedure is to define the annual process used to classify, prioritize and estimate costs for systemic renovations as part of the annual Educational Facilities Master Plan (EFMP) and Capital Improvements Program (CIP) update.
- b) Systemic renovations are capital projects generally defined as renovations or replacements of a specific building system in a school facility which extends the useful life of a facility for a minimum of 15 years
- c) This process is coordinated annually by the Supervisor of Facilities Planning with the assistance of a Project Coordination Team and the staff of the Construction Management Department and the Maintenance and Operations Department.

2) PROCEDURE:

- a) In conjunction with the annual update of the EFMP and CIP, systemic renovations meeting the definition of a capital project must comply with the policies of the Frederick County Government and, when appropriate, the State Public School Construction Program (PSCP).
- b) In general, individual systemic renovations must have a total project budget of at least \$100,000 if only local County funds are used, or, \$200,000 if State funds are used in whole or part. Exceptions may be made for projects funded through special programs such as the Aging School Program or other programs as approved by the PSCP.
- c) The projects are selected by the systemic renovation Project Coordination Team. The project coordination team will include:
 - i) Chief Operating Officer
 - ii) The Supervisor of Facilities Planning
 - iii) The Facilities Planner
 - iv) The Director of Maintenance and Operations
 - v) The Director of Construction Management
 - vi) The Manager of Building Maintenance
 - vii) The Manager of Projects and Grounds

FREDERICK COUNTY PUBLIC SCHOOLS
DIVISION OF OPERATIONS

PROCEDURE #62

Systemic Renovations - Annual Update Procedure

DATE: April 1, 2011

Revised Feb 20, 2015

- d) The Project Coordination Team will provide their recommendations to the FCPS Chief Operating Officer and Superintendent. Following review by the Superintendent, the projects will be incorporated into the annual update of the Superintendent's Recommended EFMP and the 6 year CIP.

3) ANNUAL SCHEDULE

- a) January-February: The Supervisor of Facilities Planning will distribute the most recently updated FCPS Capital Systemic Needs list to the Project Coordination Team. The Capital Systemic Needs list is a comprehensive system wide list of all projects that may be eligible for funding over the next 6 years based on condition, instructional need, building operations improvement, or life cycle age
- i) The Director of Maintenance and Operations will review the Systemic Renovations Needs List and, using the CMMS software (School Dude) and other available resources, update the list with changes as needed. The list will include input from the Maintenance and Operations Department field and central office staff.
 - ii) The Director of Construction Management will review the Systemic Renovation Needs List and identify projects that have been completed or are scheduled to be completed, and make updates to the list as needed.
 - iii) This list will be sorted by school. Each project will be classified in one of the categories found in section D of this procedure.
- b) March-May: The Supervisor of Facilities Planning will convene the Project Coordination Team to review the Capital Systemic Needs list and prepare preliminary 6 year CIP systemic renovation list. The prior year's CIP, as approved by the Board of Education, will serve as the starting point for the annual update.
- i) The Supervisor of Facilities Planning will be responsible for providing estimates for total annual funding targets for capital systemic renovations
 - ii) Once projects have been selected for the preliminary CIP list, The Director of Construction Management will assign key staff responsibility for evaluating capital project scopes, priorities and budgets. Maintenance and Operations

FREDERICK COUNTY PUBLIC SCHOOLS
DIVISION OF OPERATIONS

PROCEDURE #62

Systemic Renovations - Annual Update Procedure

DATE: April 1, 2011

Revised Feb 20, 2015

staff may also be assigned a capital project by the CoOrdination Committee when special circumstances exist.

- iii) The Director of Construction Management will be responsible for maintaining records on the current status for all capital systemic projects that have been allocated design or construction funding.
 - iv) Preliminary cost estimates will be provided by the key Construction Management staff assigned to prepare project scopes and budgets using past costs of similar projects or other industry estimating publications. More detailed research and evaluation of specific projects proposed for the preliminary 6 year CIP will be completed as necessary by the assigned staff
 - v) The Supervisor of Facilities Planning will be responsible for determining if projects are generally consistent with County CIP funding policies or State regulations or procedures.
 - vi) The updated Capital Systemic Renovation Needs list will be included in the Superintendents Recommended EFMP compiled each year.
- c) June-July: Final systemic renovation priorities will be prepared for all projects in the CIP.
- i) A final recommended systemic renovation list for the 6 year CIP will be approved by the Project Coordination Team. Final cost estimates and project scope descriptions, including the breakdown of county/state funding allocation, will be provided to Supervisor of Facilities Planning by the key staff assigned to the projects.
 - ii) The Supervisor of Facilities Planning will be responsible for reviewing project requests for conformance with State and County policies regarding eligibility, information required, and procedures for funding. In this effort the Supervisor of Facilities Planning will coordinate with State and County staff as needed.
- d) The Supervisor of Facilities Planning will coordinate with the Superintendant and Board of Education to schedule presentations and final approval of systemic renovation priorities, EFMP and 6 Year CIP.

FREDERICK COUNTY PUBLIC SCHOOLS
DIVISION OF OPERATIONS

PROCEDURE #62

Systemic Renovations - Annual Update Procedure

DATE: April 1, 2011

Revised Feb 20, 2015

- e) The Supervisor of Facility Planning will coordinate submittal of required State and County Capital Improvement Program funding requests. The Construction Management Department and Operations and Maintenance Department will assist as needed in this effort.
- f) Funding applications will be submitted in October of each year to the PSCP and County in order to be eligible for the funding in the following fiscal year.

4) SYSTEMIC RENOVATION PROJECT CATEGORIES

- a) All capital systemic renovation projects will be classified on one of the categories listed below.
 - i) Critical System Repairs - Completion of the project is needed in the near term to address a critical a building system which, unless repaired or replaced, would result in significant damage to the buildings, requiring the school to close and significantly disrupt school operations or could present safety concerns for students and staff.
 - ii) Modifications , Renovations or Repairs Needed for Instructional Program - Completion of the project is necessary to support the system's instructional program due to a change in curriculum, outdated instructional equipment or support systems, instructional facilities that have exceeded their useful life, respond to mandated state requirements, or are needed to improve the classroom environment for students and staff.
 - iii) General Operational Improvement - Completion of the project is needed to improve the general operation of the school and address such issues as improvement to traffic flow, student safety, building security, floor and window systems, improvements to energy efficiency, compliance with environmental or other regulations, or whose completion results in a less costly and more reliable system.
 - iv) Life Cycle Program Replacement - Completion of this project is necessary because equipment/system is approaching or exceeded the end of its useful life as defined by industry or local standards but has not experienced significant need for repairs. Scheduling of a project in this category would be part of

FREDERICK COUNTY PUBLIC SCHOOLS
DIVISION OF OPERATIONS

PROCEDURE #62

Systemic Renovations - Annual Update Procedure

DATE: April 1, 2011

Revised Feb 20, 2015

ongoing program that proactively identifies projects which will be needed to maintain building systems in the future.

CIP SYSTEMIC PROJECT SELECTION CRITERIA

The Construction Management Department will maintain lists of key systemic renovation types. These lists will be updated annually and prioritized in order of repair or replacement need. These lists will serve as guidance in the project selection process.

Projects selected for inclusion in the 6 year annual CIP will have the following characteristics:

1. The project will have been approved by the Board of Education as part of the annual CIP update or by special approval separate from the CIP process.
2. The project will add to the FCPS infrastructure or result in the repair of a fixed asset that significantly adds to or preserves the life of the building or site improvements.
3. The Project will have a projected cost of \$100,000 if funded locally, or, \$200,000 if funded using State funds. Exceptions may be made for projects funded under specific state programs that allow for projects that need lower levels of funding.
4. A critical system repair, as defined in section (4) will have highest priority for funding. A critical system repair will be as defined by the Coordination Committee.
5. Projects requested in previously approved capital budgets, but not funded, should be given priority in the annual update of the CIP.
6. One of kind projects that are unique to a school or property will be evaluated on a case by case basis and funded if approved by the Board of Education.

FREDERICK COUNTY PUBLIC SCHOOLS
DIVISION OF OPERATIONS

PROCEDURE #62

Systemic Renovations - Annual Update Procedure

DATE: April 1, 2011

Revised Feb 20, 2015

Systemic Renovation Annual Review and Update Process

