



## REQUEST FOR BOARD ACTION

ITEM NO. 12

**DATE OF MEETING:** June 22, 2015

**REQUESTED BY:** Michael G. Mack, Utilities Director

**SHORT TITLE:** Approval and Adoption of a Capital Project Budget Ordinance for Interior Renovations to the Probation and Parole Office Building Located at 310 West Williams Street in Burgaw.

**BACKGROUND:** According to the Judicial District Manager, Pender County has an increasing demand for probation and parole services, and as such, 6 additional officers and a supervisor have already been added to the Pender County staff with 4 additional staff in training. In order to accommodate the additional office spaces to house up to 10 Probation and Parole officers, Public Works received three proposals from Contractors to renovate available open spaces within the existing Probation and Parole office building. Funds for the estimated cost of the renovation were secured by the June 2015 LOBS financing.

**SPECIFIC ACTION REQUESTED:** To adopt the Capital Project Budget Ordinance for the necessary renovations of the Probation and Parole Office Building located at 310 West Williams Street to accommodate up to 10 additional employees of the Division of Adult Corrections and to document the proposed project expenditures and funding proceeds in the amount of \$177,225.

**CAPITAL PROJECT BUDGET ORDINANCE  
FOR THE INTERIOR RENOVATIONS OF THE PROBATION AND PAROLE OFFICE  
BUILDING LOCATED AT 310 WEST WILLIAMS STREET IN BURGAW**

**WHEREAS**, the Pender County Board of Commissioners desires to adopt a capital project budget ordinance pursuant to and as provided by NCGS 159- 13.2; and

**WHEREAS**, due to the Judicial District Manager, Pender County has an increasing demand for probation and parole services, and as such, 6 additional officers and a supervisor have already been added to the Pender County staff with 4 additional staff in training. In order to accommodate the additional office spaces to house up to 10 Probation and Parole officers, Public Works received three proposals from Contractors to renovate available open spaces within the existing Probation and Parole office building. Funds for the estimated cost of the renovation in the amount of \$175,000 were secured by the June 2015 LOBS financing.

**NOW, THEREFORE, BE IT ORDAINED**, by the Pender County Board of Commissioners, as follows:

SECTION 1: The amounts herein set forth are hereby appropriated for the expenses related to the project:

Estimated Engineering Design	\$ 7,500.00
Estimated Construction Costs	\$ 150,000.00
Contingency	\$ 17,500.00
Bond Closing Cost	\$ <u>2,225.00</u>
	\$ 177,225.00

SECTION 2: The amounts herein set forth are hereby designated as the revenues to be made available for the project to meet the foregoing appropriations:

General Fund Loan Proceeds (LOBs)	\$ 175,000.00
Premium on Debt Issued	\$ <u>2,225.00</u>
	\$ 177,225.00

SECTION 3: Authorized activities for the Interior Renovation of the existing Probation and Parole Office Building located at 301 West Williams Street in Burgaw includes the expenditure of local funds and loan proceeds for the estimated cost of the necessary renovations to add 10 additional office spaces to the interior of the existing building. The officials of Pender County including the Project Manager are hereby directed to proceed with the project within the terms of the contract documents and the budget contained herein,

SECTION 4: The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to provide for the accounting of the project as required by federal, state and local regulations.

SECTION 5: Funds may be advanced from the General Fund for the purpose of making payments as due until the project is complete.

SECTION 6: Copies of this ordinance shall be filed with the Finance Director and the Clerk to the Board of Commissioners to be kept by them for their direction in carrying out this project.

This ordinance was introduced and passed at this meeting of the Pender County Board of Commissioners, and was adopted this the 22<sup>nd</sup> day of June, 2015.

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J. David Williams, Jr., Chairman

ATTEST:

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Randell Woodruff, Clerk to the Board