



PENDER

COUNTY NC

Capital Improvement Plan

FY 2019-2023

Approved by the Pender County Board of Commissioners on June 4, 2018



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**A Resolution of the Pender County Board of Commissioners
Adopting the Pender County Capital Improvement Plan for Fiscal Years
2019-2023**

WHEREAS, Pender County is seeking to adhere to a high standard of professional financial management to ensure the provision of adequate public facilities and services for its citizens; and

WHEREAS, the Board of Commissioners are striving to enhance opportunities for all the citizens of the county and therefore are mandating that this Capital Improvement Plan (CIP) become an annual portion of the county's budgetary and financial management process; and

WHEREAS, the Board of Commissioners is also adopting financial policies to guide major decisions related to capital financing, debt capacity, and capital reserve appropriation; and

WHEREAS, the projects included in the CIP will improve the quality of life for all the citizens of Pender County, and

NOW, THEREFORE BE IT RESOLVED that the Pender County Board of Commissioners does hereby adopt the attached Capital Improvements Plan schedule for Fiscal Years 2019-2023; and

BE IT FURTHER RESOLVED that the Board of Commissioners directs County Staff to use the adopted document as a guide for proceeding with the implementation of projects detailed in fiscal year 2019.

This 4th day of June, 2018.

George R. Brown, Jr., Chairman

ATTEST:

Melissa Long, Clerk to the Board

Date: June 4, 2018

To: Pender County Board of Commissioners
George Brown, Chair
Fred McCoy, Vice Chair
Jacqueline A. Newton, Commissioner
David Piepmeyer, Commissioner
David Williams, Commissioner

From: Randell Woodruff, County Manager

Re: Fiscal Years 2019-2023 Capital Improvement Program

As Pender County moves forward to enhance its financial planning, the adoption of a new Capital Improvement Program is a major step towards making sure the County wisely and prudently uses its financial resources. Engaging in the process of annually reviewing and adopting this Plan will provide much needed analysis to determine the feasibility and necessity of all County funded capital projects. While in the past the County has informally gone through a process to individually evaluate numerous capital projects over the years, there has not traditionally been a thorough and detailed annual process to accomplish this by the staff or the governing body. This is the third year that Pender County has used this process. As you are aware, economic conditions constantly dictate the County's ability to move forward on all capital projects no matter the degree of need or necessity that exists. Therefore, it is incumbent upon us as public officials to continue to excel at organized and thoughtful planning to make sure the County gets the most effective benefit and utilization out of all capital projects.

Directly tied to this process will be the adherence to the County's established financial management policies which were adopted October 21, 2013 by the Board of Commissioners. These policies address such items as debt management, fees and user charges, maintenance of an adequate and healthy fund balance, competitive employment (benefits & salaries), and the maintenance of a fair and equitable ad valorem tax rate that will allow the County Government to provide the necessary services for the citizens of Pender County. A very important and key portion of the capital planning process will be to always be up to date on the best and most affordable financing methods for all capital projects rather than rushing into a financing option that may not be the best long-term or may not have some less attractive features in later years.

While there are currently many positive developments taking place in Pender County, it is important to continue the momentum already achieved by officially adopting a thorough budgeting process for long range capital improvement planning to support future needs. If the present growth rate maintains, the County is poised for a transition to a much larger population which will in turn increase the needs for services and new facilities to house the County staff and programming. Indeed, Pender County is fortunate to be a part of a healthy and vibrant economic region of Southeastern North

Carolina where the challenges of growth allow and require local governments to be focused on the future.

I encourage each of you to get involved in this process and to feel free to ask questions which you are interested in that will add to the plan. Along with the annual budget, reviewing and adopting the CIP will be a positive focused and two of the most important tasks the Board will complete during your tenure as a Commissioner.

Thank you all for your willingness to participate and I look forward to working together with you to further strengthen the County's financial management and capital planning ensuring a strong future.

Respectfully Submitted,

Randell Woodruff
County Manager

Introduction

The Capital Improvements Program (CIP) is a multi-year plan that processes projects which improve the county's infrastructure, The Pender County CIP is a five-year plan that consists of capital projects for various departments/agencies of the county government. These projects are major non-recurring expenditures for large items such as county facilities, infrastructure expansion, IT upgrades, and water and sewer improvements. A well-functioning CIP includes not only multiyear projects, but also large expensive projects that require acquisition, multi-year planning, and present future planning for operating budgets. In a time that is so economically challenging, it is important to outline what current and future costs may exist that will allow for planning of our financial resources. This document will be used as a directive for staff in the coming year as well as future years. The CIP will be reviewed and adjusted accordingly on an annual basis depending on the changing needs and the strengthening financial condition of the county.

Planning Process

Planning for the Capital Improvements Program began in February 2018. Department Heads were requested to submit to the County Manager detailed information relating to upcoming items that represent one-time costs over \$75,000 or projects that will result in debt services or recurring costs. The CIP does not include the acquisition of motor vehicles or personnel. These are included in the operational budgets of each department. The proposed plan for the CIP presentation and adoption process involves the County Manager and Assistant County Manager reviewing and studying all items submitted by the department heads and then developing a recommended plan that will be forwarded to the Board of Commissioners. After a recommended plan has been submitted to the Board, a public hearing is held to receive citizen input. Then the recommended plan is finalized by resolution of the Board.

For the past three years Pender County has embarked on a very conservative fiscal policy enacted by both the Board of Commissioners and staff working to ensure growth in the fund balance and a stronger financial position for the county government. The total General Fund unassigned fund balance has grown from \$8,069,088 million in Fiscal year 2014 to \$23,444,772 million at the end of Fiscal Year 2017. Increasing fund balance must be continued if the County will be able to arrange financing for the large projects that will be needed in future years.

Project Evaluation

During Fiscal Year 2018, project evaluation was done through interaction and discussion between the Manager and the Commissioners as well as input from the Department Heads. Once projects are put into the CIP, the entire plan will be reviewed and studied annually by the Board of Commissioners to review the merits of each project.

Project Evaluation Criteria

Sections	Questions Considered When Evaluating Projects
Department Ranking	What is the departmental priority/ranking for the project?
Legal Mandates/Safety	Does the Project enable the County to fulfil a new or existing state or federal mandate? Does the project eliminate an immediate safety hazard for county citizens or employees?
Demonstrated Need/Timing	When does the project need to be completed? Is the project related to another priority project?
Impacts on Operating & Maintenance Costs	Will the project save the county future operating costs? Will the project improve operating efficiency? Will maintenance costs be reduced if the project were undertaken? Will the project generate additional operating revenue or will it generate additional expense?
Impact on Quality of Life	Will the project improve the quality of life for the County's citizens?
Addresses a Deficiency in Provision of Public Services	Is the County unable to provide basic services if the project is not completed? Are current services in the project area inadequate? Does the project improve county services?
Linkages to Board of Commissioners' Vision Statement, other Long Range Plans, or Community Support	Does the project help to meet the priorities established by the Vision Statement/goals or other long-range plans? How will the project help further these priorities? Does the project have citizen or community support? Does the project serve a special need in the community?
Funds/grants available from state, federal, and other sources	Besides County general fund revenues, what funding sources are available to fund the project? Can fees or revenues other than taxes be raised to cover this projects cost?
Extent of Secondary Benefits	Are there intangible benefits to completing this project? Are there benefits to the project that are not otherwise considered in the evaluation?

Comments	What comments do you have about the project that needs to be considered by the Board of Commissioners?
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Revenue Sources & Debt Service

There are several funding sources that will be used in the CIP. The sources are dependent on the type of project and the financial impact on the taxpayers of the county:

1. General Fund Revenues — may be used to fund smaller pay as you go capital projects such as those that fall under \$300,000.
2. General Obligation (GO) Bonds — the county may issue general obligation bonds for larger projects such as schools. These bonds are legally binding and are a pledge of the county's full faith, credit, and taxing power.
3. Installment Financing Agreements — Usually private placement financing.
4. Limited Obligation Bonds (LOBs) — basically a large installment financing agreement (banks are limited on how much they can lend). LOB's are usually rated on step below GO rating.
5. State and Federal Revenues — projects may be financed through low interest federal loans from USDA Rural Development such as the water and sewer extension projects.
6. Private Contributions — private contributions from developers or adjoining landowners that will become a part of a larger project the county is working on.

Revenue Sources

Resources	Project Types	Advantages	Disadvantages
Pay As You Go	<p>Assets with short useful lives, or where most benefit is achieved early</p> <p>Assets for which matching local funds are required</p> <p>Assets that are not expensive to acquire and relative to the total Pay As You Go plan</p> <p>Projects can be phased with reasonable annual expenditures</p>	<p>Saves interest and other of issuance</p> <p>Preserves financial flexibility</p> <p>Projects borrowing capacity</p> <p>Enhances credit quality</p>	<p>Limits funding for capital needs</p> <p>Created an uneven flow of expenditures</p>
General Obligation Bonds	<p>Assets with long useful lives</p> <p>Projects that are expensive to acquire or that exceed the capacity of the Pay As You Go plan</p>	<p>Permits governments to acquire assets needed</p> <p>Smooths out capital expenditures</p> <p>Lower interest rates</p>	<p>Adds financial and administrative costs</p> <p>Adds to debt ratio</p>
Limited Obligation Bonds	<p>Projects that are expensive to acquire or that exceed the capacity of the Pay As You Go plan</p> <p>Used frequently for purchases of equipment, buildings, and real property</p>	<p>Permits governments to acquire assets needed</p>	<p>Interest costs may be higher relative to issuing debt</p>
Grants	<p>Assets qualifying for grant assistance</p>	<p>Expands size of capital program with little or no cost to local taxpayers</p>	<p>Limited amount of unrestricted grants available</p> <p>Added Administrative or compliance costs</p>
Private Contributions	<p>Facilities adjacent to private properties</p>	<p>Lowers governments capital and/or operating costs</p>	<p>Adds time to identify contributors/ coordinate activities</p>

Pender County CIP 2019-2023 Recommended Project List-Dashboard

Project Title/Requesting Dept(s)	Estimated Cost	Fiscal Year/Requested Action				
		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Utilities						
WTP Upgrade (6 MGD)	\$2,000,000	Design/Permit/ Funding Determination	Design/Permit/ Funding Determination	Construction	Construction	
Maple Hill Water Sys. Interconnection	\$685,392	Design/Permit/ Funding Determination	Design/Permit/ Funding Determination	Construction	Construction	
NC210 Transmission Line and Booster Pump Upgrade	\$25,000,000	Design/Permit/ Funding Determination	Design/Permit/ Funding Determination	Construction	Construction	
Water Master Plan-Alternative Water Sources	\$300,000	Study Period	Study Period and Final Report			
CFPUA Interconnection and Elevated Tank (Scotts Hill)	\$2,175,000	Design/Permit/ Funding Determination	Design/Permit/ Funding Determination/ Construction	Construction		
Sheriffs Dept./Courts/Others						
Judicial Complex/ Jail and Law Enforcement Center (New)	\$23,000,000	Site Selection/ Design/ Permitting	Site Selection/ Design/ Permitting	Construction	Construction	
Planning						
Highway 17 Sidewalk Improvements	\$760,000			Construction	Construction	
Planning/ GIS/ Sheriffs Dept./Tax/ Inspections						
Pictometry Project	\$427,857		Implement.	Implement.	Implement.	
Library						
Topsail Regional Library (New)	\$4,550,000- \$7,190,000		Site Selection/ Design/ Permitting	Site Selection/ Design/ Permitting/ Construction	Construction	
Housing						
Country Court Apartments Rehab.	\$219,309	TBD				
Health and Human Services						
Animal Shelter (New)	TBD		Site Selection/ Design/ Permitting	Construction		
Health and Human Services Building (New)	TBD		Design/ Permitting	Design/ Permitting/ Construction	Construction	
Public Works						
Storage Building/ Drop Yard	\$350,000			Design/ Construction		
Admin. Building Renovations (Interior)	\$130,000	Construction				
Admin. Building Renovations (Exterior)	\$115,000	Construction				
Pender Commerce Park Sign	\$90,000	Construction				

Capital Project Narratives:

The presented capital project narratives will be organized in the following categories. Some of the projects presented in the Capital Improvement Plan have already been approved but are included as they provide the Board with long range insight on planning other projects:

- Approved/funded— approved and funded by vote of the Pender County Board of Commissioners;
- Recommended/unfunded— recommended projects by the Pender County Manager but are currently unfunded; and
- Other projects/unfunded— projects that have been identified by management but are not currently funded are not necessarily recommended by the County Manager at this time.



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000.)

Date Submitted: March 2018

1. Project Details

Project Name: Upgrade of Surface Water Treatment Plant from 2 MGD to 6 MGD Life (Years): +/- 20 Years

Project Originator (Name): Bryan McCabe

Department: Pender County Utilities

Location: Pender Commerce Park

Project Ongoing: Yes No

Desired Project Timing: Start Date: June 2018

Completion Date: January 2022



2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

Define the Problem	Demand projections indicate the finished water demand will be 6 MGD by year 2032. The current water treatment plant is designed and built for 2 MGD but expandable up to 6 MGD with minimal equipment upgrades. By law, once the water treatment plant is operating at 80% design capacity (1.6 MGD), design and permitting to expand capacity is mandated. Demand will essentially outpace production if pre-emptive measures are not taken.
Recommended Solution	A two-stage solution is proposed to keep pace with water demand. Initially the plant will be expanded to 4 MGD. This is scheduled to occur late 2018 into mid-2019 to coincide with the anticipated IBT issuance in September 2018 and construction completion of the

	parallel NC 210 water main in mid-2021. These collective improvements are needed to keep pace with the water demands of eastern Pender County. The second stage of the long-term water demand solution is to expand the plant to its full capacity of 6 MGD. This is anticipated to occur when the maximum water demand is at 80% design capacity (3.2 MGD). Staff is recommending the 4 MGD upgrades to be permitted and constructed in FY 18 and FY 19.
Alternatives	N/A
Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.	C – This project was introduced to the Board at their Annual Board Retreat. PCU will seek USDA-RD Loan and/or Grant Funding.

3. Project Cost Estimate Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.

Included in Fiscal Year Budget: Yes No

Amount: _____

Total Project Cost: \$2,000,000

Timing of Project Costs

FY	18	Amount \$	\$1,000,000
FY	21	Amount \$	\$1,000,000
FY		Amount \$	
FY		Amount \$	
		Total \$	2,000,000

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:

Funding Type or Source	Water System Development Fees	Amount \$	\$ 2,000,000
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance/Operations Costs:		
Energy Costs:	\$24,000	
Salary Costs:		

Other:	Debt Service Principal		
Other:	Debt Service Interest		
Total:			



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000.)

Date Submitted: March 2018

1. Project Details

Project Name: Maple Hill Water System Interconnection to ONWASA Life (Years): +/- 75 Years

Project Originator (Name): Bryan McCabe Department: Pender County Utilities

Location: Maple Hill Water and Sewer District Project Ongoing: Yes No

Desired Project Timing: Start Date: June 2018 Completion Date: January 2022

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

<p>Define the Problem</p>	<p>The project is to provide an alternative finished water supply to existing customers within the Maple Hill Water and Sewer District (MHWS) which now receive their finished water from the Chinquapin Water Association (CWA). The original water purchase contract between MHWS and CWA was executed on February 21, 1989. In late 2016 the CWA issued an Addendum to this contract stating "The Water Purchase Contract dated 21st day of February, 1989 and this Addendum, will terminate on July 31, 2018 that Seller will no longer be a source of water for Purchaser as of July 31, 2018." The existing customer base for the MHWS is stable at 361 (342 residential/19 commercial).</p>
<p>Recommended Solution</p>	<p>The new source of finished water for these customers will be from the Onslow Water and Sewer Authority (ONWASA). The existing Pender County Utilities water distribution system which serves the MHWS will be expanded to interconnect with ONWASA's water distribution system at an estimated cost of \$685,392. The customer base will remain the same. PCU applied for a loan/grant from the NCDEQ – Water Infrastructure SRF to fully fund the project. Results of the application are expected in March 2018.</p>
<p>Alternatives</p>	<p>N/A</p>
<p>Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.</p>	<p>\$50,000 was requested and provided in the FY18 Budget for this project. That funding was used to pursue preliminary engineering documents. The funding application has been submitted to NC DEQ DWI for SRF Funding, announcements expected March 2018.</p>

3. Project Cost Estimate Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.

Included in Fiscal Year Budget: Yes No Amount: \$ 685,392

Total Project Cost: \$685,392

Timing of Project Costs

FY	19	Amount \$	\$ 22,000
FY		Amount \$	\$ 22,000
FY		Amount \$	\$ 22,000
FY	39	Amount \$	\$ 22,000
		Total \$	440,000

Note: Annual Payment Assumes 50% Grant, 20 Year Term, 2.5% Interest

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:

Funding Type or Source	NCDEQ – DWI – SRF (Loan)	Amount \$	342,696
Funding Type or Source	NCDEQ – DWI – SRF (Grant)	Amount \$	342,696
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance/Operations Costs:		
Energy Costs:		
Salary Costs:		
Other: Debt Service Principal	\$ 17,000	
Other: Debt Service Interest	\$ 5,000	
Total:	\$ 22,000	



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000.)

Date Submitted: March 2018

1. Project Details

Project Name: 16" -20" Parallel Water Transmission Main & Booster Pump Station Upgrade on NC 210

Life (Years): +/- 75 Years

Project Originator (Name): Bryan McCabe

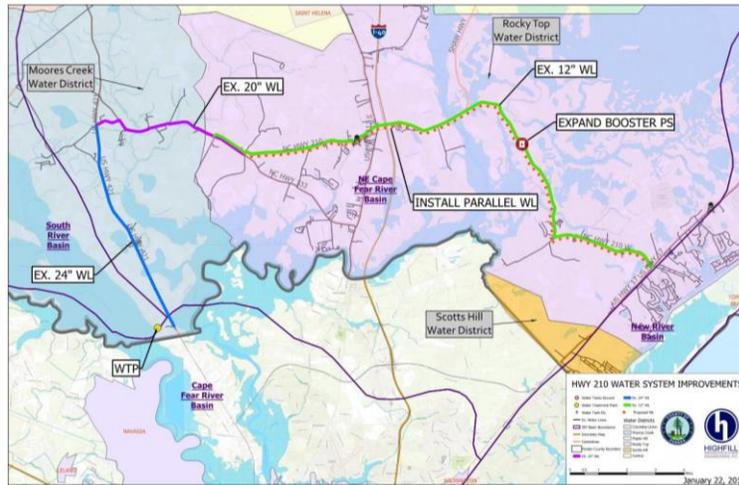
Department: Pender County Utilities

Location: Rocky Point/Topsail Water & Sewer District

Project Ongoing: Yes No

Desired Project Timing: Start Date: July 2018

Completion Date: May 2022



2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

Define the Problem	In order to convey more than 1 million gallons per day to the Hampstead area of the Rocky Point/Topsail Water & Sewer District with a projected 2025 water demand in excess of 2 mgd, a new 16" – 20" water transmission main will be required to parallel the existing 12" water transmission main from Little Kelly Road (Moore’s Creek District) east along NC 210 approximately 19 miles to Highway 17 in Hampstead. The project will also require the upgrade of the existing Rocky Point Booster Pump Station in order to pump more than 650 gallons per minute to the Hampstead Elevated Water Storage Tank.
Recommended Solution	In advance of the 14.5 MGD IBT Certificate in September 2018, PCU will engage a consulting engineering firm to update the 2006 Master Water

	System Plan and complete the Preliminary Engineering Report and Environmental Assessment for the project to submit to funding documents to USDA RD for the approximately 19 miles of 16" through 20" parallel water main on NC 210.
Alternatives	Provide drinking water in the Hampstead/Scotts Hill area.
Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.	C – This project was introduced to the Board at their Annual Board retreat. PCU will seek USDA-RD Loan and/or Grant Funding.

3. Project Cost Estimate Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.

Included in Fiscal Year Budget: Yes No

Amount: \$ 275,000 (Prel. Engineering)

Total Project Cost: \$25,000,000

Timing of Project Costs

FY	21	Amount \$	\$1,360,000
FY		Amount \$	
FY		Amount \$	
FY	61	Amount \$	\$1,360,000
		Total \$	54,400,000

Note: Assumes USDA RD Loan, 40 Years, 4.5% Interest

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:

Funding Type or Source	USDA-RD Loan-Grant	Amount \$	\$ 24,750,000
Funding Type or Source	Local Match – RPTWSD	Amount \$	\$ 250,000
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance/Operations Costs:		
Energy Costs:	\$36,000	
Salary Costs:		
Other: Debt Service Principal	\$ 620,000	
Other: Debt Service Interest	\$ 740,000	
Total:	\$1,396,000	



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000.)

Date Submitted: March 2018

1. Project Details

Project Name: Update Pender County Water Master Plan – Study Alternative Water Sources

Life (Years): +/- 75 Years

Project Originator (Name): Bryan McCabe Department: Pender County Utilities

Location: Pender County Utilities Service Area Project Ongoing: Yes No

Desired Project Timing: Start Date: July 2018 Completion Date: March 2019

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

Define the Problem	The water demand is projected to exceed the existing WTP Maximum Capacity of 6 MGD around 2032. The 2006 Pender County Water Master Plan needs to be updated to evaluate long term drinking water solutions for Pender County.
Recommended Solution	The Water Master Plan update will evaluate Alternative Drinking Water Sources, impacts on the distribution system (including the NC 210 Parallel Water Main), and cost estimates for these improvements with recommended alternatives and options.
Alternatives	Additional Raw Water Purchase from LCFWASA, Existing WTP Expansion Beyond 6 MGD, and associated distribution system expansion.
Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.	C – This project was introduced to the Board during the FY 18 Budget Preparation at their Annual Board retreat. PCU will seek USDA-RD Loan and/or Grant Funding.

3. Project Cost Estimate Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.

Included in Fiscal Year Budget: Yes No Amount: _____ \$ 300,000

Total Project Cost: \$300,000

Timing of Project Costs

FY	19	Amount \$	300,000
FY		Amount \$	
FY		Amount \$	
FY		Amount \$	
		Total \$	300,000

Note: Assumes USDA RD Loan, 40 Years, 4.5% Interest

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:

Funding Type or Source	Enterprise Fund/GF Appropriation	Amount \$	300,000
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

		Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance/Operations Costs:			
Energy Costs:			
Salary Costs:			
Other:	Debt Service Principal		
Other:	Debt Service Interest		
Total:			



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000.)

Date Submitted: March 2018

1. Project Details

Project Name: SHWSD Inter Connect with CFPUA and 0.5 MGD Elevated Storage Tank

Life (Years): +/- 75 Years

Project Originator (Name): Bryan McCabe Department: Pender County Utilities

Location: SHWSD Project Ongoing: Yes No

Desired Project Timing: Start Date: AUG 2018 Completion Date: AUG 2019

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

Define the Problem	Increase available storage, flow, and pressure to the SHWSD Service Area. Reduce Demand on the RPTWSD NC 210 Pipeline.
Recommended Solution	Pursue Inter-Connection with CFPUA. Construct 0.5 MGD Elevated Tank.
Alternatives	Status Quo
Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.	C – This project has been discussed with the Board and Management. We have begun negotiations with CFPUA and the project appears viable.

3. Project Cost Estimate *Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.*

Included in Fiscal Year Budget: Yes No Amount: \$ 2,175,000

Total Project Cost: \$2,175,000

Timing of Project Costs

FY	19	Amount \$	0
FY	20	Amount \$	0
FY	21	Amount \$	110,000
FY	41	Amount \$	110,000
		Total \$	2,200,000

Note: Assume GF Fund Loan (20 Years, 0% Interest, Repayment begins FY 21)

4. Project Funding Sources *If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:*

Funding Type or Source	GF Fund Loan (20 Years, 0% Interest)	Amount \$	2,175,000
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact *Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.*

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance/Operations Costs:	\$1,200	
Energy Costs:	\$1,200	
Salary Costs:		
Other: Debt Service Principal	\$110,000 (begin FY 21)	
Other: Debt Service Interest	0%	
Total:	\$112,400	



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000.)

Date Submitted: March 8, 2018

1. Project Details

Project Name: Jail/LEC Life(Years): 40 years

Project Originator (Name): Carson Smith Department: Sheriff

Location: Burgaw Area Project Ongoing: Yes No

Desired Project Timing: Start Date: July 2019 Completion Date: July 2022

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

Define the Problem	<p>The Pender County Jail is not capable of housing all the inmates in the custody of the county sheriff. The 92 bed jail becomes overcrowded in some cases when the population reaches 50-60 depending on inmate classification. Inmates are kept in other county jails on a daily basis. The existing Law Enforcement Center (LEC) has also become too small as the Sheriff's Office has grown along with the county population. We have detectives sharing offices, a very small evidence area, and are using three outbuildings to store records.</p>
Recommended Solution	<p>Construct a new jail/LEC</p>
Alternatives	<p>Add-on to existing jail is not practical. We can continue increasing funding to other county jails for the purpose of housing inmates. This also increases transportation costs and increases liability.</p>
Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.	<p>B</p>

3. Project Cost Estimate Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.

Included in Fiscal Year Budget: Yes No

Amount: _____

Total Project Cost: \$ 23,000,000

Timing of Project Costs

FY	2019	Amount \$	
FY	2020	Amount \$	
FY	2021	Amount \$	
FY		Amount \$	
		Total \$	

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:

Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance Costs:	\$ 50,000	
Energy Costs:	\$ 20,000	
Salary Costs:	\$ 1,125,000	
Other: Contract Detention		\$ 484,000
Other:		
Total:	\$ 1,195,000	\$ 484,000

Additional Estimated Revenue to be generated: \$781,000 / year

6. Financial Analysis Only Required on Some Projects

Payback Period	
Internal Rate of Return	
Net Present Value	

New Jail - EXPENDITURES

	<u>Current Yearly Spending</u>	<u>Yearly Spending w/New Jail</u>	
Debt Service	\$0	\$1,100,000	\$1,100,000
Additional Personnel	\$0	\$1,125,000	\$1,125,000
Additional Energy/Maint. Costs	\$0	\$0	\$0
Contract Detention	\$500,000	\$80,000	-\$420,000
Transport Personnel Salary/Benefits	\$135,000	\$90,000	-\$45,000
Gasoline 5,500 gal	\$11,000	\$2,200	-\$8,800
Vehicles 88,000 miles/yr	\$16,000	\$6,000	-\$10,000

Additional Expenditure Total: **\$1,741,200**

New Jail - REVENUE

	<u>Current Yearly Revenue</u>	<u>Yearly Revenue w/New Jail</u>	
Contract Detention - 30	\$0	\$548,000	\$548,000
Statewide Misd Confinement Program - 16	\$0	\$292,000	\$233,000

Additional Revenue Total: **\$781,000**

Additional Funding Required: **\$960,200**



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$50,000.)

Date Submitted: _____

1. Project Details

Project Name: US Highway 17 Sidewalk Improvements

Life(Years): 25+

Project Originator (Name): Kyle Breuer

Department: Planning/Comm Dev

Location: STIP U-5732 Project Parameters

Project Ongoing: Yes No

Desired Project Timing: Start Date: July 1, 2020

Completion Date: June 30, 2021

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

Define the Problem	Lack of pedestrian facilities in and around the US HWY 17 corridor.
Recommended Solution	Partner with NCDOT to provide pedestrian facilities during the construction of the US HWY 17 median project.
Alternatives	Scenarios include: Multi-use path and sidewalk; sidewalk on both sides, and sidewalk on a single side of US HWY 17.
Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded;	

C – Identified as a need, not funded or recommended by the Manager at this time.	
--	--

3. Project Cost Estimate Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.

Included in Fiscal Year Budget: Yes No Amount: _____

Total Project Cost: \$760,000

Timing of Project Costs

FY	18-19	Amount \$	100,000
FY	19-20	Amount \$	100,000
FY	20-21	Amount \$	100,000
		Total \$	300,000

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:

Funding Type or Source	Payment in lieu of Sidewalk Const.	Amount \$	160,000
Funding Type or Source	Health Dept.	Amount \$	300,000
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance Costs:	*\$17,424.00	
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

*Maintenance costs based on total lineal feet (29,040 lf) * (1%) * (\$30)

Additional Estimated Revenue to be generated: _____

6. Financial Analysis Only Required on Some Projects

Payback Period	
Internal Rate of Return	
Net Present Value	



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000)

Date Submitted: 03/08/2018

1. Project Details

Project Name: Pender County Pictometry

Life(Years): 1 Year with option to Continue

Project Originator (Name): Justian Pound

Department: Tax Assessor

Location: Pender County

Project Ongoing: Yes No

Desired Project Timing:

Start Date: 2019

Completion Date: 2020

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

<p>Define the Problem</p>	<p>Limitations on county departments to access list and capture information that is inaccessible to county departments. Tracking changes to infrastructure that is unpermitted or does not require a permit. No ability to capture immediate storm damage in mass for federal and local service.</p>
<p>Recommended Solution</p>	<p>Oblique imagery provides support for multiple county departments outside of tax. First responder's EMS fire law enforcement can all benefit from multi-dimensional photos of county.</p> <ol style="list-style-type: none"> 1. Time and date stamp has been upheld in court for proof condition and quality 2. Obliques can reduce the number of field assessments we need to do annually 3. Avg county has found 8% increase in value because of Pictometry 4. Change finder overlays sketches with existing obliques and checks measurement against actual buildings

	<ul style="list-style-type: none"> 5. Change finder allows tax office to target appraisers to actual improvements less hunting and fishing 6. Complements our current street level imaging and offers the 3rd dimension of rear property review from desktop 7. Eagle Pictometry interfaces with our new Appraisal software allowing appraisers to view obliques inside the tax appraisal software (only company that does that)
<p>Alternatives</p>	<p>State funded orhos which are overhead photos and dependent on federal funding. Counties only get updated arials once every 4 years. Time from flight to use can be 6 months to a year.</p>
<p>Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.</p>	<p>B Recommended and unfunded</p>

3. Project Cost Estimate *Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.*

Included in Fiscal Year Budget: Yes No Amount: \$142,619

Total Project Cost: \$427,857

Timing of Project Costs

FY	18	Amount \$	71309
FY	19	Amount \$	71309
FY	20	Amount \$	TBD
FY	21	Amount \$	TBD
		Total \$	

4. Project Funding Sources *If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:*

Funding Type or Source		Amount \$	
-------------------------------	--	------------------	--

Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact *Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.*

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance Costs:	Minor	
Energy Costs:	Minor	
Salary Costs:	None	
Other:		
Other:		
Total:		

Additional Estimated Revenue to be generated: _____

6. Financial Analysis *Only Required on Some Projects*

Payback Period	
Internal Rate of Return	
Net Present Value	



Budget Proposal

Proposal for: Pender County, NC

EagleView Rep: Erin Ford

Project Name: 9/6" and 3"

Phone Number: 704-301-5283

Quote Number: Q-20557

Email: erin.ford@eagleview.com

Contract Term: 6 Year(s)

Expiration Date: 8/31/2018

Number of Projects: 3

Targeted Capture: 2019-a-Winter

Multi-Project Summary

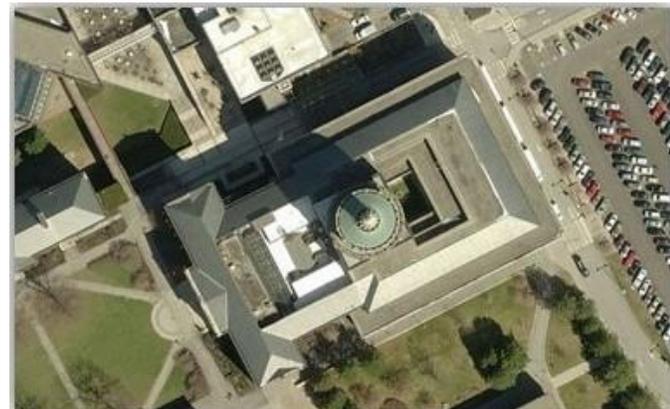
3 Projects over 6 year(s)

Project 1 Total: \$142,619.00

Project 2 Total: \$142,619.00

Project 3 Total: \$142,619.00

Annual Payments: \$71,309.50





Budget Proposal

Proposal for: Pender County, NC

EagleView Rep: Erin Ford

Project Name: 9/6" and 3"

Expiration Date: 8/31/2018

Contract Term: 6 Year(s)

Targeted Capture: 2019-a-Winter

Number of Projects: 3

Project 1

Qty	Product	List Price	Discount (%)	Subtotal
1	Media Drive Capacity 931G - Drive Model 1T - EXTPOWER	\$199.00		\$199.00
1	RapidAccess - Disaster Response Program	\$0.00		\$0.00
1	Oblique Imagery Bundle with Two (2) Years of EFS Maintenance & Support	\$0.00		\$0.00
2	Pictometry Connect - CA - 100	\$3,300.00	50	\$3,300.00
1	FutureView Adv Training	\$2,499.00		\$2,499.00
850	IMAGERY - COMMUNITY - 9in (6in Ortho) - Per Sector	\$125.00	20	\$85,000.00
850	Tiles - Standard (Community 6in GSD; JPG format) Per Sector	\$10.00	50	\$4,250.00
850	Mosaic - Area Wide (6in GSD; MrSID format; individual) Per Sector	\$1.00		\$850.00
850	Mosaic - Area Wide (6in GSD; MrSID format, combined) Per Sector	\$1.00		\$850.00
109	IMAGERY - NEIGHBORHOOD - 4-way (N5) (3in) Per Sector	\$450.00	10	\$44,145.00
109	Tiles - Standard (3in GSD; JPG format) Per Sector	\$20.00	50	\$1,090.00
109	Mosaic - Area Wide (3in GSD; MrSID format; individual) Per Sector	\$2.00		\$218.00
109	Mosaic - Area Wide (3in GSD; MrSID format, combined) Per Sector	\$2.00		\$218.00
Project 1 TOTAL:				\$142,619.00

Project 2

109	Tiles - Standard (3in GSD; JPG format) Per Sector	\$20.00	50	\$1,090.00
109	Mosaic - Area Wide (3in GSD; MrSID format; individual) Per Sector	\$2.00		\$218.00
109	Mosaic - Area Wide (3in GSD; MrSID format, combined) Per Sector	\$2.00		\$218.00
Project 2 TOTAL:				\$142,619.00

Project 3

Qty	Product	List Price	Discount (%)	Subtotal
1	Media Drive Capacity 931G - Drive Model 1T - EXTPOWER	\$199.00		\$199.00
1	RapidAccess - Disaster Response Program	\$0.00		\$0.00
1	Oblique Imagery Bundle with Two (2) Years of EFS Maintenance & Support	\$0.00		\$0.00
2	Pictometry Connect - CA - 100	\$3,300.00	50	\$3,300.00
1	FutureView Adv Training	\$2,499.00		\$2,499.00
850	IMAGERY - COMMUNITY - 9in (6in Ortho) - Per Sector	\$125.00	20	\$85,000.00
850	Tiles - Standard (Community 6in GSD; JPG format) Per Sector	\$10.00	50	\$4,250.00
850	Mosaic - Area Wide (6in GSD; MrSID format; individual) Per Sector	\$1.00		\$850.00
850	Mosaic - Area Wide (6in GSD; MrSID format, combined) Per Sector	\$1.00		\$850.00
109	IMAGERY - NEIGHBORHOOD - 4-way (N5) (3in) Per Sector	\$450.00	10	\$44,145.00
109	Tiles - Standard (3in GSD; JPG format) Per Sector	\$20.00	50	\$1,090.00
109	Mosaic - Area Wide (3in GSD; MrSID format; individual) Per Sector	\$2.00		\$218.00
109	Mosaic - Area Wide (3in GSD; MrSID format, combined) Per Sector	\$2.00		\$218.00
Project 3 TOTAL:				\$142,619.00
TOTAL:				\$427,857.00

PICTOMETRY® GROUND SAMPLE DISTANCE COMPARISONS

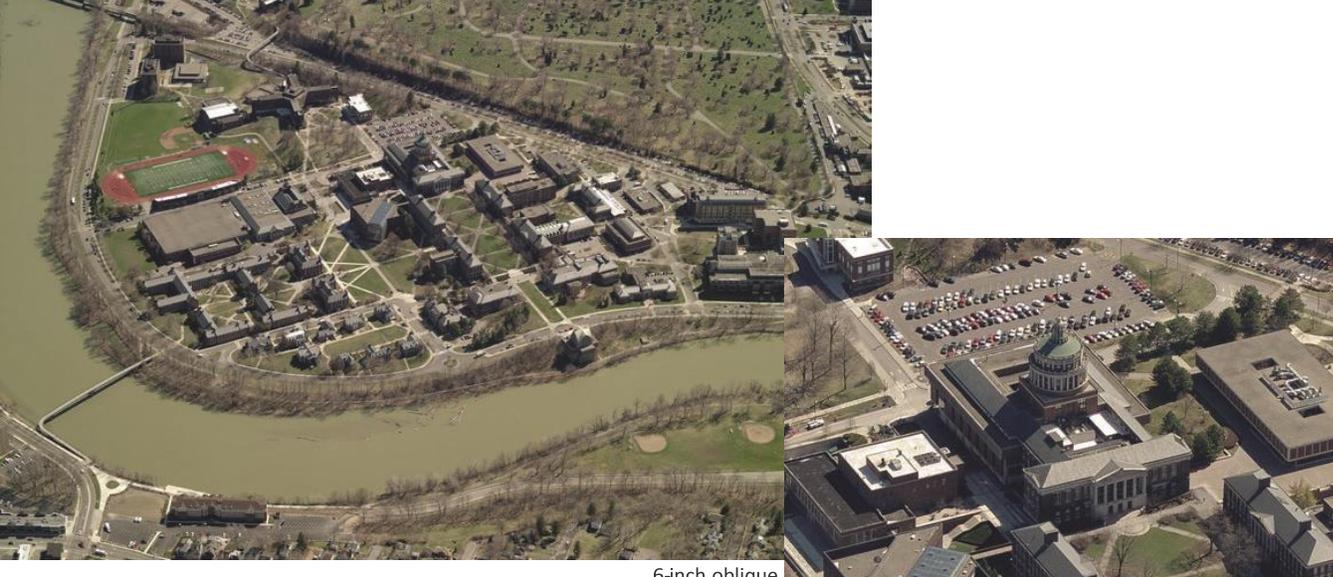


3-inch oblique

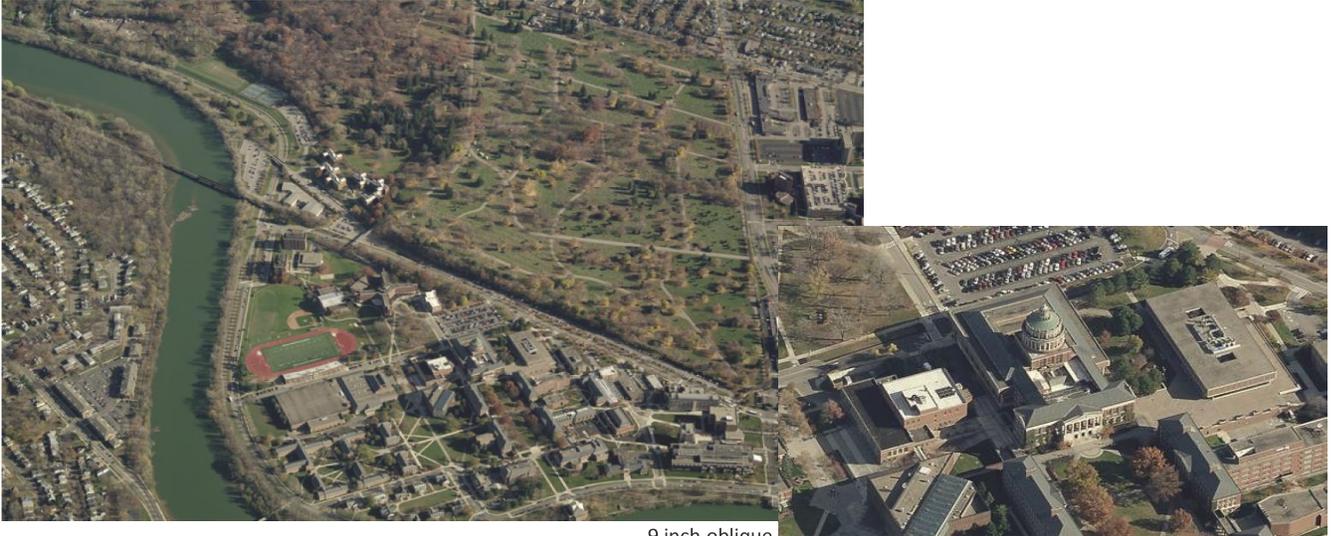


4-inch oblique

PICTOMETRY® GROUND SAMPLE DISTANCE COMPARISONS



6-inch oblique



9-inch oblique



PICTOMETRY[®]

INTELLIGENT IMAGES



Erin Ford 704-301-5283

Senior District Manager NC/SC
erin.ford@pictometry.com

Agenda• Introductions

- Brief Overview PPT
- A couple of videos
- Product Demonstration
- Pricing Options
- Questions



Company Background

- **Headquartered in Bothell, WA & Rochester, NY USA**
- **I'm out of Charlotte, NC**
- **450+ Employees USGS Certified**
- **100 Patents / Pending Patents**
- **115+ Aircraft in the United States**

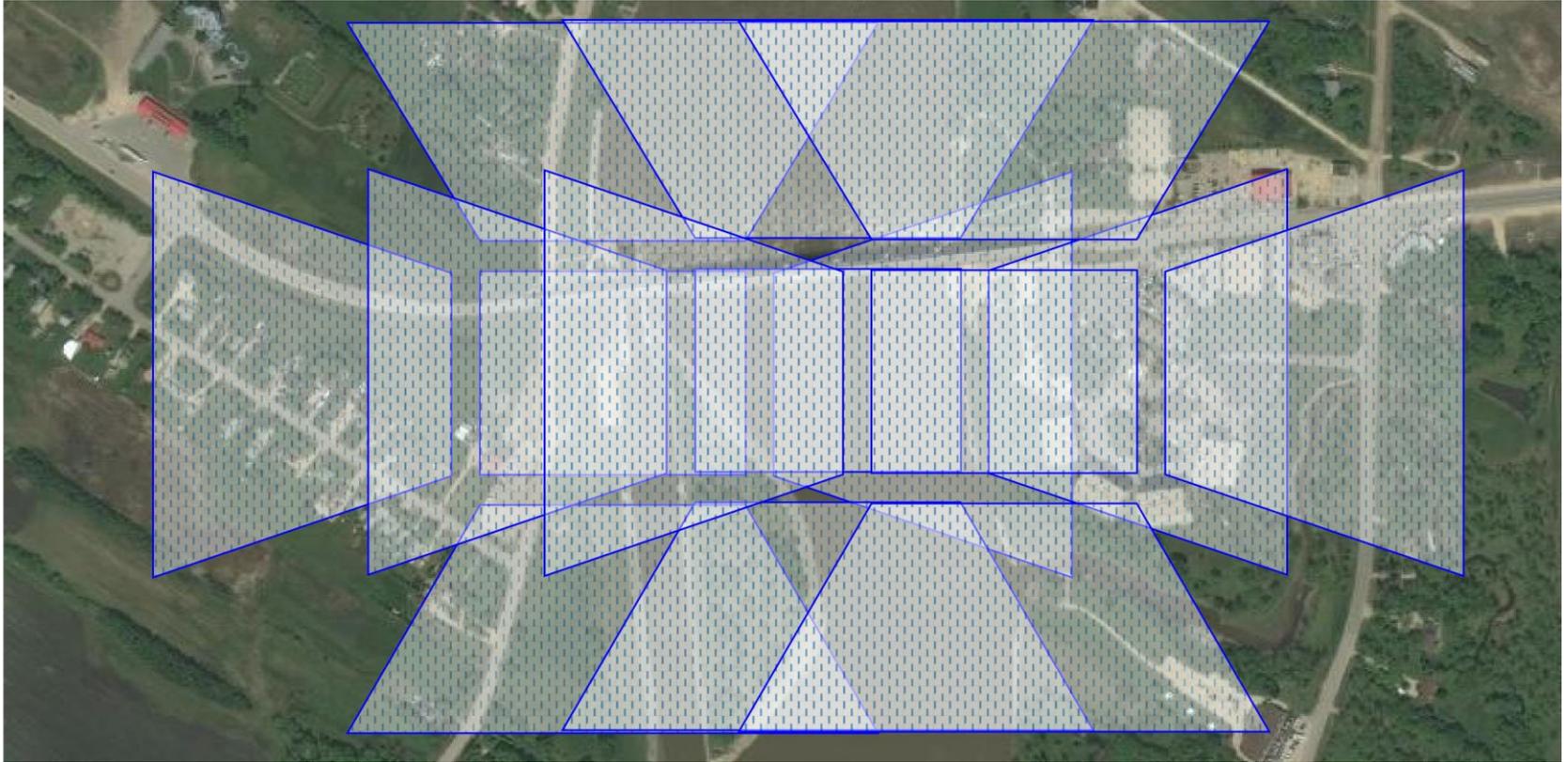






Area-wide Capture (5 way viewing)

Many overlapping images make tens of millions of overlapping geo-referenced



pixels



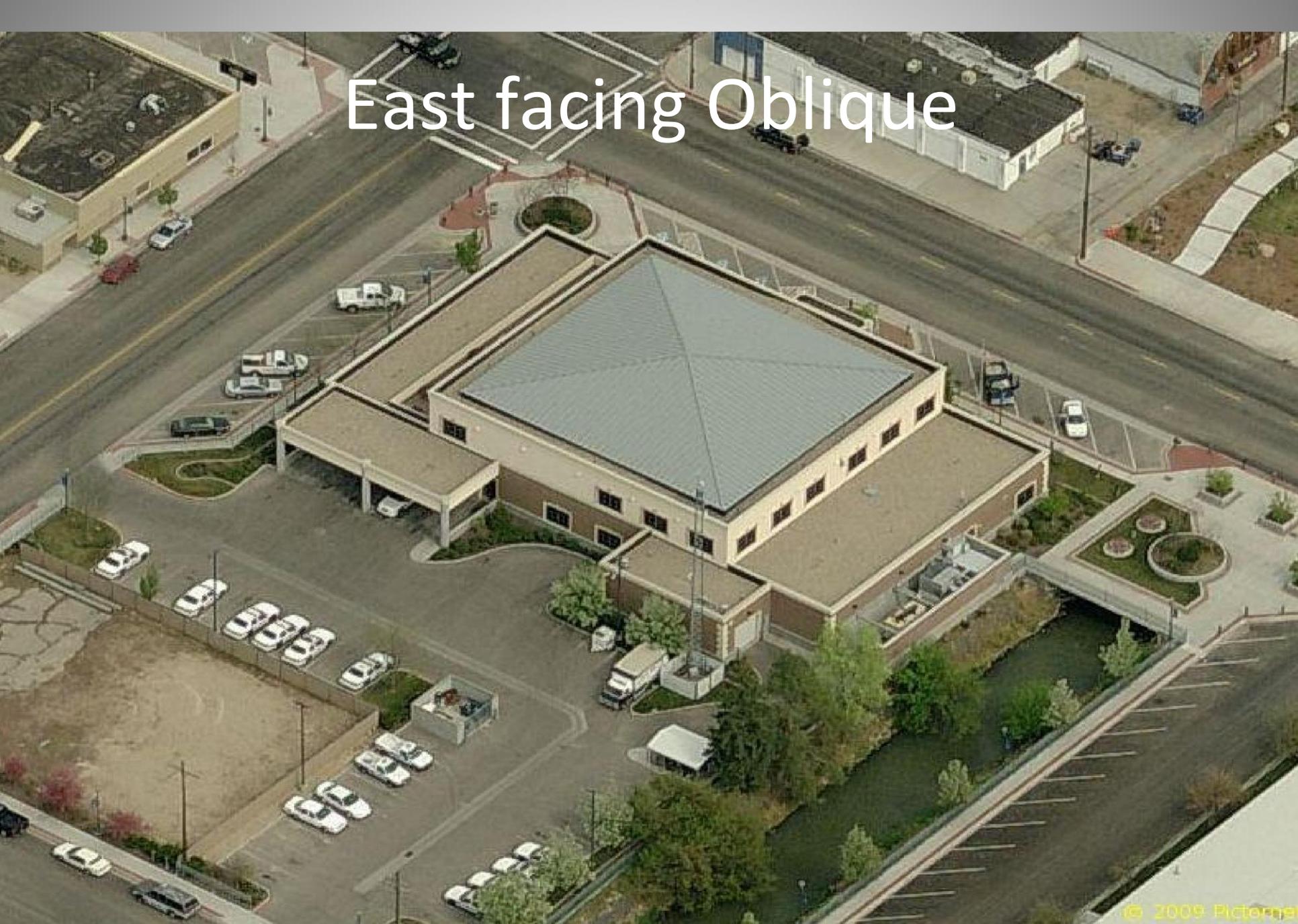
Standard Ortho Image



North facing Oblique



East facing Oblique



West facing Oblique



How Pictometry Is Different

- Authoritative
 - Every Image Has a Date Stamp
- Customized
 - Capture Where Our Customer's Tell Us
 - We Fly When Our Customers Tell Us
- Pictometry Provides Access To All Historical Imagery
- Pictometry Imagery Uses Your Existing GIS Data
- Pictometry Imagery Is Intelligent
- Pictometry Imagery Fits Into Your Existing Workflow

Who uses Authoritative Oblique Imagery?

DOT & Public Works

Police Department

Fire Department

Parks and Recreation

Engineering

E-911

Property Valuation

GIS/Mapping

Planning & Zoning

Legal Departments

Emergency Management

Economic Development

Environmental Management

Human Resources

Enterprise Wide Solution

PRID: 012011A131.
PHD: 04435000
OWNER: TERRY D & CINDY

RO
4298 TRC

Navigation icons: Home, Refresh, Map, Zoom In, Zoom Out, Hand, Search, Pin, Home, Layers, Full Screen, Print, Date: 12/01/2013



1 of 4
Return to Search Results

- Reports**
- Commercial PRC
 - Comp Sheet
 - Mailing List
 - Residential PRC

View Report Status **Go**

Pictometry Increases Productivity and Decreases Expenses AT THE SAME TIME

The comparison duration was one calendar year

Office staff checked **281%** more parcels than the year before

Field staff checked **284%** more parcels than the year before

Total Field Costs were cut by **69%**

Miles Driven (per parcel) were cut by **70%**



Average cost benefits

- NC Department of Revenue estimates for 2017:
- Reval cost \$21 per parcel on average
- With ChangeFinder cost \$13.50 per parcel
- **Cost savings of \$7.50 per parcel**
- **Total savings \$1,575,000**



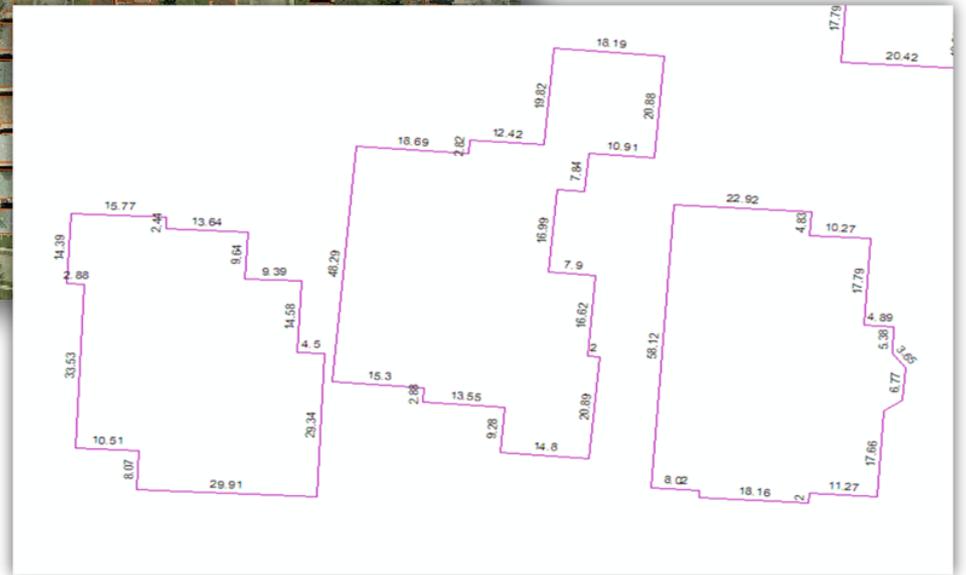
Case Study

Bear Lake County, ID

- Bear Lake County is located in the far Southeast corner of Idaho along the Wyoming and Utah borders.
- It is largely rural, ~1,000 sq. miles, with an total population of ~6,000.
- Because of its size and low population density, and a small staff, the task of fair and equitable property appraisal can be challenging.
- Considered requesting funding for an additional staff employee to help with revaluation (~\$60,300/year cost);
- Instead funded a Pictometry flight for ~\$43,000 per year for two years. Their existing staff became more efficient and productive and saved ~\$17,000 per year!
- Bear Lake County also found 62 parcels that had buildings without permits, resulting in the addition of ~\$390,000 to the tax roll annually.



Building Outlines



CONNECTAssessment

The screenshot displays the CONNECTAssessment web application interface. At the top, there is a search bar with the text "Enter an Address, Landmark, or other Location" and a search icon. To the right of the search bar are buttons for "Address" and "Bookmarks", and a user profile dropdown labeled "A Admin". Below the search bar is a toolbar with various icons for navigation and map interaction.

The main content area is split into two panels, each showing an aerial map of a property. The left panel is dated "11/21/2012" and shows a house with a white outline and a purple rectangle highlighting a specific area. The right panel is dated "12/09/2006" and shows the same house with a white outline and a purple rectangle highlighting a different area. Both maps include a compass rose, a scale bar (20 ft / 10 m), and a copyright notice "© 2014 Pictometry".

On the left side of the interface, there is a sidebar with several sections:

- Review Legend**
- Filters**: Includes dropdown menus for "Change Type" (set to "Any"), "Change %" (set to "> 75%"), "Tax Jurisdiction" (set to "Any"), and "Review Status" (set to "Any"). Below these is a "Matches: 23" indicator and a "Start" button.
- Actions**: Shows "9 of 23" items. It includes buttons for "< Previous", "Next >", "Set Review Status ...", "View/Add Comments ...", and "Export Selected".
- Data**: Lists the following information:
 - Review Status: Not Reviewed
 - Determination:
 - Est. Value Change:
 - Parcel ID: 09-558
 - Change Type: Changed
 - Previous Area: 2269.03
 - Area: 4538.35
 - Change %: 100.01
 - Area Change: 2269.32
 - Value: 0
 - Tax Jurisdiction: 06067
 - objectid: 2984
 - action_req:
 - reviewer:

At the bottom of the sidebar, there are buttons for "Permit Info ..." and "Activity History ...".

Hurricane Harvey

22 planes staged & flying around TX

First to fly post-storm

- In the air scouting on Monday
- Permitted access into the airspace on Tuesday
- First imagery processed on Wednesday

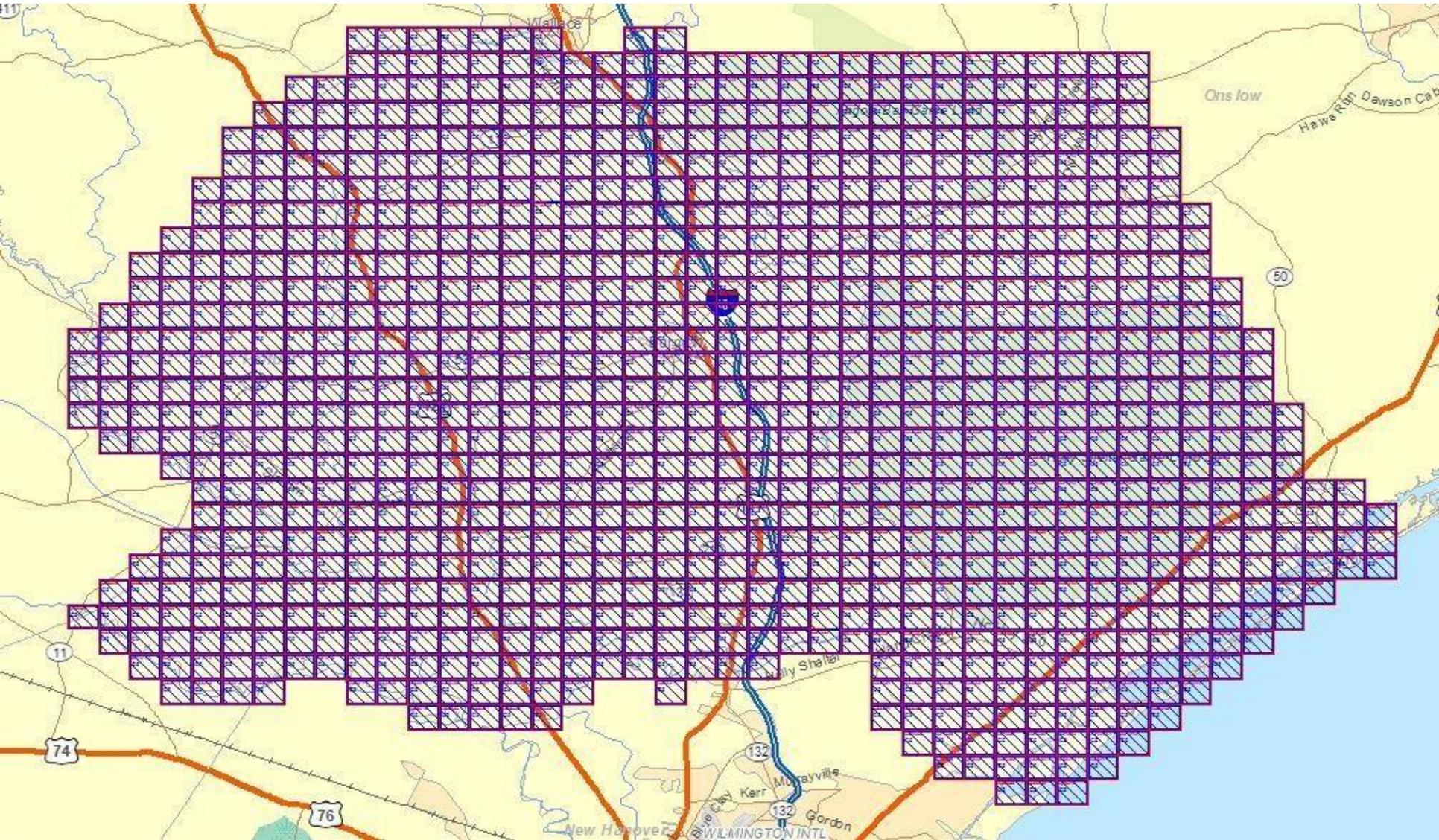
Over 6,000 sq. miles of imagery captured

Estimated 340 hours of flight time



Ferried planes to TX from all across the country

<http://harvey2017.eagleview.com/>





- Proposal 1-
9" imagery county-wide
= \$74,000 (payable over two years)
- Proposal 2-
9" imagery west of 17 and 3" imagery east of 17
= \$101,360 (payable over two years)
- Add \$38,000 to either proposal to add ChangeFinder

PICTOMETRY® GROUND SAMPLE DISTANCE COMPARISONS



3-inch oblique



4-inch oblique

PICTOMETRY® GROUND SAMPLE DISTANCE COMPARISONS



6-inch oblique



9-inch oblique





Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$50,000.)

Date Submitted: March 8, 2018

1. Project Details

Project Name: Topsail Regional Library Life (Years): 30 – 40 years

Project Originator (Name): Mike Taylor Department: Library

Location: Hampstead Annex site, north side designated Project Ongoing: Yes No

Desired Project Timing: Start Date: FY2019-20 Completion Date: FY21-22

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

<p>Define the Problem</p>	<p>The 2008 Pender County Strategic Plan for Library Facilities provides a need analysis for more library square footage in Topsail Township. The current 7,800 SF facility will not adequately serve the projected 2020 population of 31,615 or the 37,379 by 2030. The current building was built in 1983 with 3,400 SF and expanded to 7,800 SF in 1998. Including the increased parking needs, the 1.7 acre of usable land is practically built out. See Addendum 1: <i>Pender County Public Library Strategic Plan for Library Facilities</i>. Pp. 11-28, 30-31.</p>
<p>Recommended Solution</p>	<p>Build a new facility on the north side of the Hampstead Government Annex. A new facility of 21,000 SF was recommended in 2009. If this is cost prohibitive, a smaller building could be built and so designed that it could be expanded in future years. The building in Burgaw is 14,000 and a suggest minimum size for Topsail Township could be 16,000 in a purposeful planning process identifying the size and function of future additions. For details for the 2008 square foot allocation, see Addendum 2: <i>Topsail Regional Library – Building Program</i>.</p> <p>As the project becomes a higher priority, four funding phases are suggested. Phase 1: contract with an architect to work with staff in a reallocation of space based on updated trends and service priorities within the project budget and projected construction costs. Costs include architectural design, engineering, and preparation of bid documents; construction supervision. Phase 2: Current library construction costs based on a branch library contracted and being built in New Hanover County to be completed in FY FY2018-19 is about \$325/SF not including</p>

	furnishings/equipment and design related fees. An architect and cost estimating service would provide best estimates. Phase 3: Bid and award of furnishing contract for shelving, seating and related items. Phase 4: fund for additional staffing and operational expenses. A doubling of staff size is recommended, but is subject to change pending a revision of the size and services recommended in a new building program.
Alternatives	<p>An alternative would be to build two smaller branches in northern and southern Topsail Township. Site selection would be critical and appropriate criteria should guide. Land acquisition could be costly as a previous survey indicated by a previous county manager, Rick Benton.</p> <p>Two or three branches would be more expensive to operate with duplication of staffing/hours and resources and smaller collections. On the positive side, neighborhood branches would reduce travel distance for some. A regional approach is viewed preferable and more cost efficient/beneficial.</p> <p>Expanding the current library building at current site is not feasible with design, septic and parking requirements on the small site.</p>
Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.	B – Recommended by the Manager and unfunded.

3. Project Cost Estimate Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.

Included in Fiscal Year Budget: Yes No Amount: _____

Total Project Cost: \$4,550,000 to \$7,190,000

Timing of Project Costs

FY 2019-20	PHASE 1	PLANNING: Architectural Services: Revise building plan, space allocations, design including civil engineering tests and overseeing project.	Amount \$	600,000
FY 2019-20 FY 2020-21	PHASE 2	CONSTRUCTION 20,000 SF @ 325/SF	Amount \$	6,500,000
	Alternative A	18,000 SF @ \$325	Amount \$	5,850,000

	Alternative B	16,000 SF @ \$325/SF	Amount \$	5,200,000
	Alternative C	14,000 SF @ \$325/SF	Amount \$	4,550,000
	PHASE 3	FURNISHINGS/SHELVING	Amount \$	90,000
		Total Capital Project	Grand Total \$	
FY 2021-22	PHASE 4	Additional Operating cost/yr.	Amount \$	220,000

4. Project Funding Sources *If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:*

Funding Type or Source		Amount \$	
Funding Type or Source	A grant from the Topsail Township Friends of the Library to be requested.	Amount \$	Possibly up to \$250,000
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact *Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.*

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance Costs:	\$10,000	
Energy Costs:	\$15,000	
Salary Costs:	180,000	
Other: Software licenses, etc.	15,000	
Other:		
Total:	220,000	

Additional Estimated Revenue to be generated: _____ n/a _____

6. Financial Analysis *Only Required on Some Projects*

Payback Period	
Internal Rate of Return	
Net Present Value	



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000)

Date Submitted: __3/16/2018 (revised)

1. Project Details

Project Name: __Country Court Apartments__

Life(Years): __40 Years__

Project Originator (Name): __Judy Herring__

Department: __Housing Authority__

Location: __10260 Hwy 421, Currie, NC__

Project Ongoing: Yes No

Desired Project Timing: Start Date: __unsure__ Completion Date: _____

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

<p>Define the Problem</p>	<p>Country Court is a 40 year old, 8-unit apartment complex in Currie. It was originally built as farm labor housing but converted to family housing in 1983 when the HA bought the property out of foreclosure. The units have never been fully rehabbed, but only "patched". Ideally, properties such as this should be rehabbed about every 15 years, but should not go longer than 20 years without rehabilitation.</p>
<p>Recommended Solution</p>	<p>With the assistance of USDA funds, we are proposing to fully rehabilitate the property.</p>
<p>Alternatives</p>	<p>The property has significant deficiencies related to overdue rehabilitation. There is no alternative if we wish to keep the property up to basic standards of livability.</p>
<p>Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded;</p>	<p>C- We have identified the need and are working with USDA to secure funding. We are hoping to receive grant funds from USDA as well as to refinance the existing loan.</p>

C – Identified as a need, not funded or recommended by the Manager at this time.	
--	--

3. Project Cost Estimate *Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.*

Included in Fiscal Year Budget: Yes No Amount: _____

Total Project Cost: __\$219,309 __

Timing of Project Costs

FY	2019	Amount \$	219,309
FY		Amount \$	
		Total \$	219,309

4. Project Funding Sources *If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:*

Funding Type or Source	USDA Grant	Amount \$??
Funding Type or Source	USDA Loan	Amount \$??
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact *Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.*

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be generated: _____

6. Financial Analysis *Only Required on Some Projects*

Payback Period	
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Internal Rate of Return	
Net Present Value	



Capital Needs Assessment Project Summary



Project: Country Court Apartments

Date: June 16, 2017

Provider

Name: EMG
Addr1: 10461 Mill Run Circle
Addr2: Suite 1100
City: Owings Mills
Zip
State: MD **Code:** 21117
Phone: 800-733-0660
Email: mnelson@emgcorp.com

Owner

Name: Pender County Housing Dept.
Addr1: 805 S. Walker Street
Addr2: P.O. Box 1149
City: Burgaw
Zip
State: NC **Code:** 28425
Phone: 910.259.1370
Email: jherring@pendercountync.gov

Site Information / Unit Mix

Type: Family
Year Built: 1978
Last Renovated: NA
1 Bedroom Apts: 0
2 Bedroom Apts: 0
3 Bedroom Apts: 8
4 Bedroom Apts: 0
Handicap Acc. Apts: 0
Total Dwelling Units: 8

Project

Name: Country Court Apartments
Addr1: 10260 Hwy 421
Addr2: _____
City: Currie
Zip
State: NC **Code:** 28435
County: Pender
Phone: 910.259.1370
Email: jherring@pendercountync.gov

Inspection Report

Date: June 16, 2017
Inspector: Mary Lonski



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$50,000.)

Date Submitted: 03/06/2018

1. Project Details

Project Name: Pender County Animal Shelter

Life(Years): 30+ years

Project Originator (Name): Carolyn Moser

Department: HHS

Location: Burgaw-TBD

Project Ongoing: Yes No

Desired Project Timing: Start Date: Late 2019 Completion Date: Mid 2020

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification Include a detailed description of the project and justification. Please attach additional documentation as necessary.

<p>Define the Problem</p>	<p>The Animal Shelter is a small concrete, un-insulated concrete building with a front office/lobby for 6.5 staff and visitors; a cat room; kitchen/laundry room; surgical room; sick cat room and indoor dog run for quarantined and animal cruelty cases primarily. An additional outdoor dog run and an equine facility occupy additional space on the site. Heating and plumbing/septic are repaired often. There are 2 outdoor sheds due to lack of storage space. Over 3000 animals enter the shelter in a year. Repairs are costly "band-aid" solutions.</p>
<p>Recommended Solution</p>	<p>Construct a new Animal Shelter (preferably at the present location) to accommodate the increases in visitors and animals. The shelter has had excellent results with fundraising for the past two years as it is considered to be one of the best in the region (for services, not the facility). Possible donors have already been identified.</p>
<p>Alternatives</p>	<p>Continue the "band-aids" until the building literally crumbles.</p>
<p>Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.</p>	<p>B- The County Manager recognizes need for new facility, but unfunded.</p>

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3. Project Cost Estimate *Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.*

Included in Fiscal Year Budget: Yes No

Amount: _____

Begin Fundraising process

Total Project Cost: **TBD** _____

Timing of Project Costs

FY		Amount \$	
		Total \$	

4. Project Funding Sources *If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:*

Funding Type or Source	Fundraising	Amount \$	
Funding Type or Source	County funds	Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact *Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.*

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be generated: _____

6. Financial Analysis *Only Required on Some Projects*

Payback Period	
Internal Rate of Return	
Net Present Value	



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$50,000.)

Date Submitted: 03/06/2018

1. Project Details

Project Name: **Pender County Health and Human Services Building** Life(Years): **Health 25+ years; DSS 5+ years**

Project Originator (Name): **Carolyn Moser** _____ Department: **HHS** _____

Location: **Burgaw-TBD** _____ Project Ongoing: **XX Yes** **No**

Desired Project Timing: Start Date: **2019-2020** _ Completion Date: **2021-2022** _

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

<p>Define the Problem</p>	<p>The health department is 25 years old. There are at least 65 employees and no room for growth. Current square footage is 20,857. DSS building is about 50 years old and was constructed as the Shady Haven Nursing Home, not for office use. There are 95 employees occupying 20,037 square feet and 5 employees work in a rented space for Child Support. Although multiple improvements have been made in both buildings, the DSS building has frequent/multiple problems with electrical, heating and air and plumbing. These are “band-aid” solutions that are costly. DSS had to close for 2.5 days in January because of frozen pipes and no heat</p>
<p>Recommended Solution</p>	<p>Construct a new combine HHS facility, preferably on or near the current health department location. Anticipated size=60,000 square feet. Child Support employees would be moved from the rented office space.</p>
<p>Alternatives</p>	<p>1-Status Quo with on-going costs for facility repairs. 2-DSS building renovations and expansion, however additional land would be needed as the building and parking lot occupy the current plot. 3-Health department renovations and expansion on-site.</p>

Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.	B- Manager recognizes needs but unfunded at this time.
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3. Project Cost Estimate *Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.*

Included in Fiscal Year Budget: Yes No

Amount: _____

Total Project Cost: **TBD** _____

Timing of Project Costs

FY		Amount \$	
		Total \$	

4. Project Funding Sources *If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:*

Funding Type or Source	State and Fed. Reimbursement-DSS	Amount \$	Approx.. 46% DSS
Funding Type or Source	Child Support office rent saved	Amount \$	\$25,000/year
Funding Type or Source	Office of Rural Health grant	Amount \$	
Funding Type or Source	Medicaid Escrow from Health	Amount \$	

County funds

5. Annual Operating Cost Impact *Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.*

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be generated: _____

6. Financial Analysis *Only Required on Some Projects*

Payback Period	
Internal Rate of Return	
Net Present Value	



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000)

Date Submitted: March 15, 2018

1. Project Details

Project Name: Storage Building/Drop Yard – Centrally Located Life(Years): 30+

Project Originator (Name): Allen Vann Department: Public Works – Buildings and Grounds

Location: Burgaw – Land Behind County Office Complex Project Ongoing: Yes No

Desired Project Timing: Start Date: _____ Completion Date: _____

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

Define the Problem	Presently, Public Works has various equipment, trucks, and trailers stationed at various county owned facilities/property throughout Pender County. This is because there is not enough room to store these items at Public Works in Burgaw.
Recommended Solution	Pender Public Works needs a storage building as well as a drop yard in order to house all necessary equipment – centrally located, perhaps utilizing the land behind the County Office Complex. It is recommended that the storage building be at least 60’ x 100’ with a 40’ overhang/shelter.
Alternatives	Locate land to utilize for this purpose in the Rocky Point area as opposed to Burgaw, to allow a more central location to both sides of the county. The downside to this would be the main Public Works office would be further away from where the equipment is housed.
Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.	B – Recommended by the Assistant Manager and Allen Vann and unfunded at this time.

3. Project Cost Estimate *Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.*

Included in Fiscal Year Budget: Yes No

Amount: \$350,000

Total Project Cost: \$350,000

Timing of Project Costs

FY		Amount \$	
		Total \$	

4. Project Funding Sources *If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:*

Funding Type or Source	County Funds	Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000)

Date Submitted: 3/21/18

1. Project Details

Project Name: Administrative Building Renovations (Interior)

Life(Years): 25 years

Project Originator (Name): Chad McEwen/Randell Woodruff

Department: Various

Location: Administrative Building 805 South Walker Street

Project Ongoing: Yes No

Desired Project Timing:

Start Date: 7/1/18 Completion Date: 12/31/18

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

<p>Define the Problem</p>	<ul style="list-style-type: none"> • Lack of a “front desk” in admin building which causes confusion among visitors regarding which/building department they need to visit • Lack of door/access control within admin building • Outdated public and employee restrooms • Need to utilize former DMV space as additional office space for finance department and assistant county manager • Desire to enlarge office current used by housing department (housing office and HR may be switched
<p>Recommended Solution</p>	<ul style="list-style-type: none"> • Renovate building/bathrooms, connect offices, add control access doors. • Redirect all visitors to front doors along Walker St. (side doors will be employee access/emergency exit only) • Convert former FSA Executive Director’s office to office space and conference room for current HR office
<p>Alternatives</p>	
<p>Stage of the Project: A – Approved and Funded by the Board;</p>	<p>B – Recommended by the Manager and unfunded</p>

B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.	
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3. Project Cost Estimate Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.

Included in Fiscal Year Budget: Yes No

Amount: _____

Total Project Cost: \$130,000

Timing of Project Costs

FY	19	Amount \$	130,000
FY		Amount \$	
FY		Amount \$	
FY		Amount \$	
		Total \$	

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:

Funding Type or Source	General Fund	Amount \$	130,000
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance Costs:	none	none
Energy Costs:	none	Nominal savings due to low flow toilets being installed in restrooms
Salary Costs:	none	none
Other:		
Other:		
Total:		

Additional Estimated Revenue to be generated: N/A

6. Financial Analysis Only Required on Some Projects

Payback Period	N/A
Internal Rate of Return	N/A
Net Present Value	N/A



Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000)

Date Submitted: 3/21/18

1. Project Details

Project Name: Administrative Building Renovations (Exterior)

Life(Years): 25 years

Project Originator (Name): Chad McEwen/Randell Woodruff

Department: Various

Location: Administrative Building 805 South Walker Street

Project Ongoing: Yes No

Desired Project Timing:

Start Date: 7/1/18 Completion Date: 12/31/18

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

Define the Problem	<ul style="list-style-type: none"> • Lack of prominent signage along S. Walker Street • Lack of sign that allows display of messages • Lack of interior “wayfarer” signs internal of the county complex property (people don’t know which building to go to when they enter complex) • Poor/inefficient (energy) parking lot lighting
Recommended Solution	<ul style="list-style-type: none"> • Central sign on property that denotes “county complex” • Sign would include a full color digital message sign • Interior wayfarer signs for each building • New LED parking lot lighting and other amenities (trash cans, bike racks, etc.)
Alternatives	<p>No action</p>
Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded;	<p>B – Recommended by the Manager and unfunded</p>

C – Identified as a need, not funded or recommended by the Manager at this time.	
--	--

3. Project Cost Estimate Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.

Included in Fiscal Year Budget: Yes No

Amount: _____

Total Project Cost: \$115,000

Timing of Project Costs

FY	19	Amount \$	115,000
FY		Amount \$	
FY		Amount \$	
FY		Amount \$	
		Total \$	

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:

Funding Type or Source	General Fund	Amount \$	115,000
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance Costs:	none	none
Energy Costs:	none	none
Salary Costs:	none	none
Other:		
Other:		
Total:		

Additional Estimated Revenue to be generated: N/A

6. Financial Analysis Only Required on Some Projects

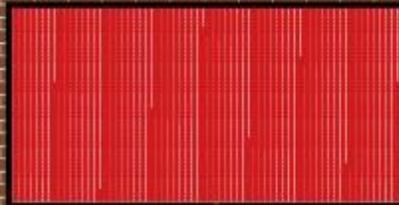
Payback Period	N/A
Internal Rate of Return	N/A
Net Present Value	N/A



PENDER
COUNTY
FLORIDA

**PENDER
COUNTY**

GOVERNMENT COMPLEX



805



NEW MONUMENT SIGN WITH FULL COLOR MESSAGE CENTER

LED internally illuminated Channel Letters installed on the wall. Faces to be 3/16" white acrylic.
Returns to be black with white trim.
Small letters 1/2" acrylic non lit
Full color LED message center.

NOTE: Ventilation is required for the message center. If there is to be no raceway for the channel letters than we need access behind them for wiring,

Internally illuminated Channel letters mounted to brick.

FULL COLOR LED Message center (MUST HAVE VENTILATION)

Electrical to the sign by others.

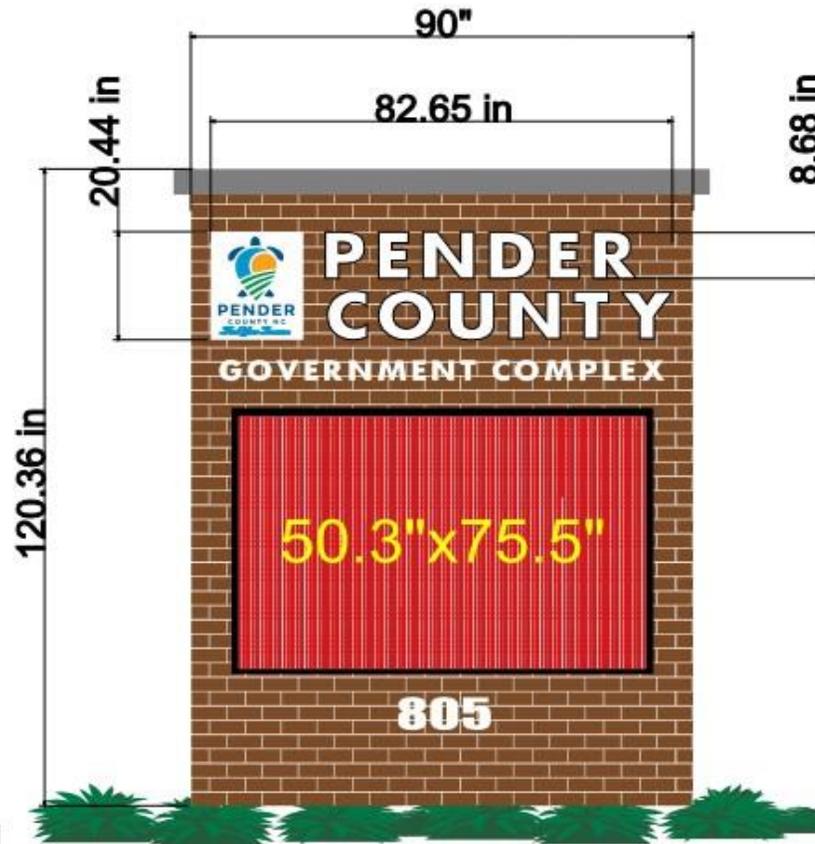
Date: 03/16/08

Name: Pender County
Address: 805 Walker St.
Town: Burgaw
Contact Name: Chad
Phone number:

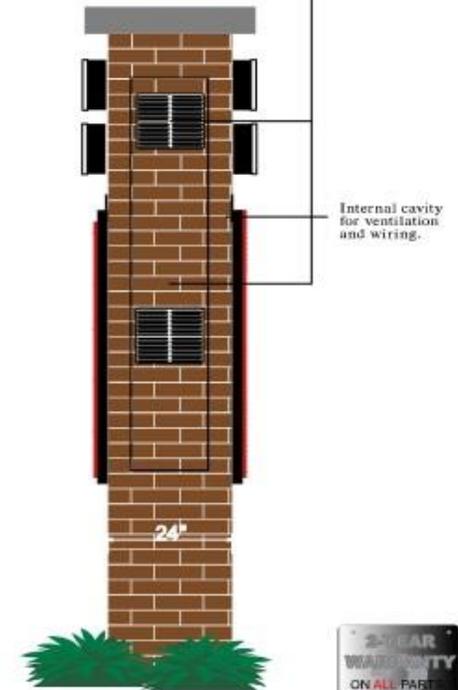


6731-4 Amsterdam Way, Wilmington, NC 28405
910-791-9084, cell 910-352-1341
e-mail: bob @ SeptemberSigns.com

2-Sided Sign



For ventilation of message center and access to wire in channel letters



All of our signs are UL approved. LED Channel Letters come with TWO year parts and labor WARRANTY.

COPY RIGHTS RESERVED:
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Customer Approval

sign print date



NOTE:
All footing entrances are based on round holes with or without some tube. If a square footing is required because of soil conditions beyond our control the price will be adjusted to reflect the cost increase. If the scope of work changes the price will be revised accordingly.





Pender County Capital Improvement Program

Detailed Capital Project Request Form

(To be completed for all individual expenditures/projects > \$75,000)

Date Submitted: 3/21/18

1. Project Details

Project Name: Pender Commerce Park Sign Life(Years): 25 years

Project Originator (Name): Chad McEwen/Randell Woodruff Department: NA

Location: Pender Commerce Park-US 421 Project Ongoing: Yes No

Desired Project Timing: Start Date: 7/1/18 Completion Date: 12/31/18

Please attach a photo or drawing of desired project or similar facility.

2. Project Description/Justification *Include a detailed description of the project and justification. Please attach additional documentation as necessary.*

Define the Problem	<ul style="list-style-type: none"> Lack of any signage for Pender Commerce Park Lack of any signage for tenant of Pender Commerce Park
Recommended Solution	<ul style="list-style-type: none">
Alternatives	No action
Stage of the Project: A – Approved and Funded by the Board; B – Recommended by the Manager and unfunded; C – Identified as a need, not funded or recommended by the Manager at this time.	B – Recommended by the Manager and unfunded

3. Project Cost Estimate *Attach a detailed breakdown of costs. If this project relates to construction/remodeling, please attach a Public Works Department Cost Estimate.*

Included in Fiscal Year Budget: Yes No

Amount: _____

Total Project Cost: \$90,000

Timing of Project Costs

FY	19	Amount \$	90,000
FY		Amount \$	
FY		Amount \$	

FY		Amount \$	
		Total \$	

4. Project Funding Sources *If the project is going to be funded/partially funded by a specific grant/gift account rather than the capital budget pool, please specify the account number and amount of funding below:*

Funding Type or Source	General Fund	Amount \$	90,000
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	
Funding Type or Source		Amount \$	

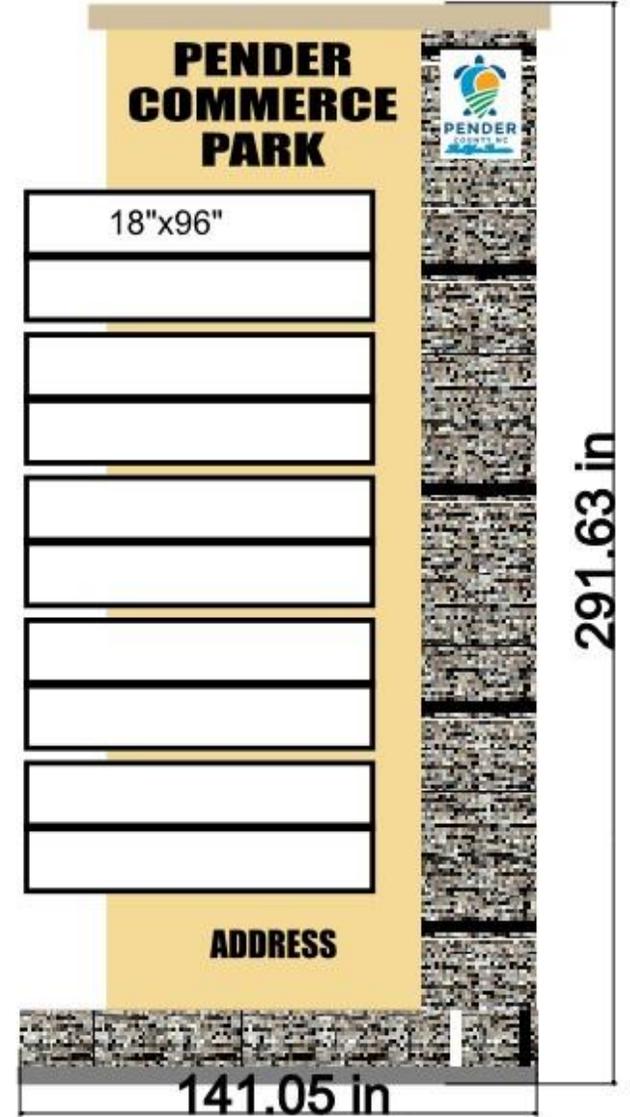
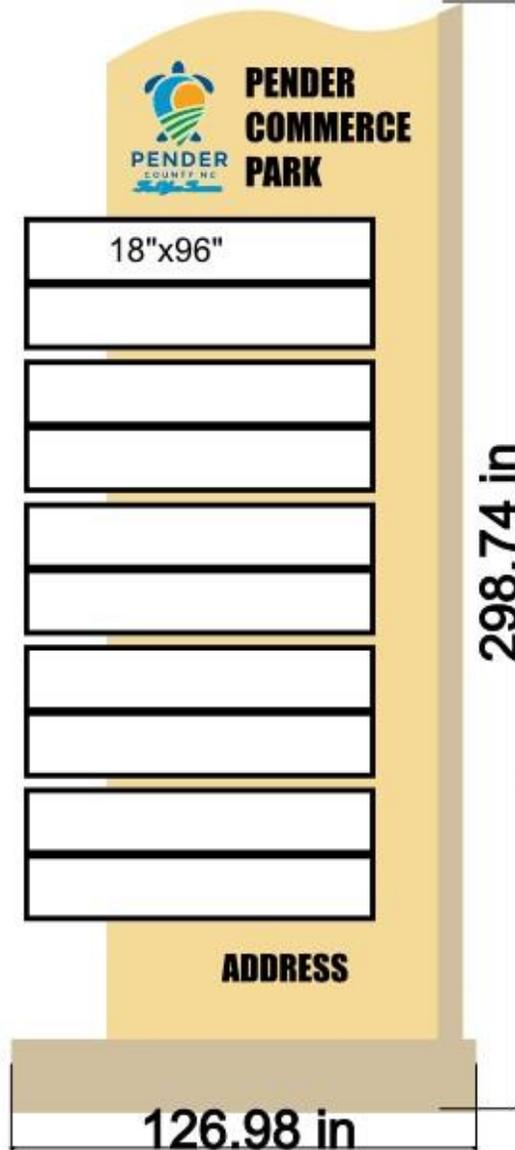
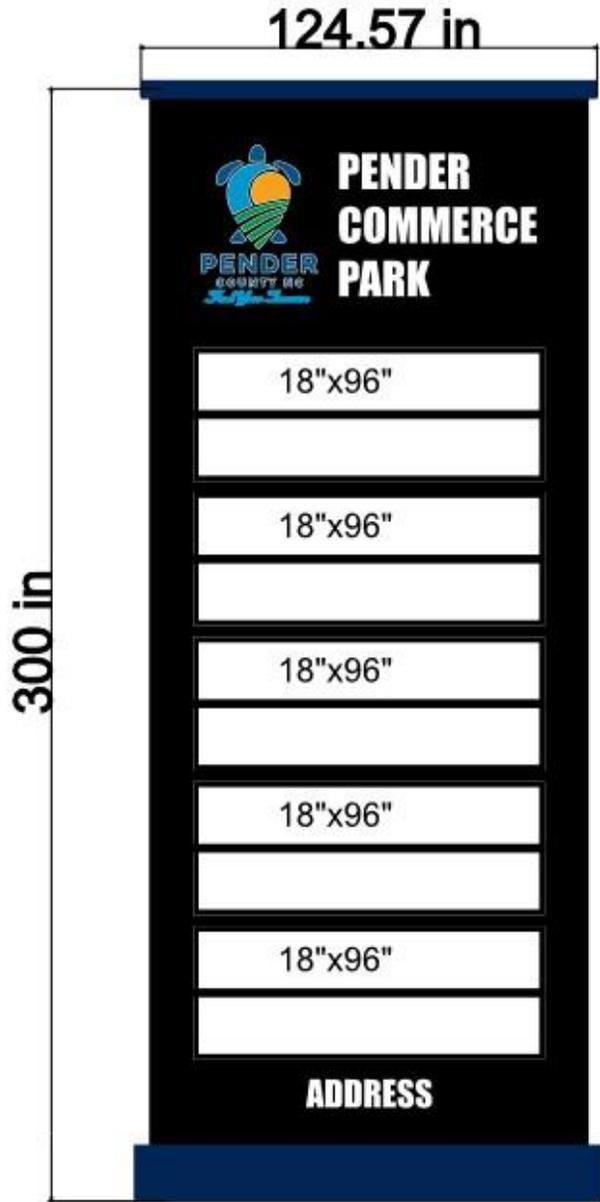
5. Annual Operating Cost Impact *Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation projector reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.*

	Annual Increase In Operating Expenses	Annual Operating Savings
Maintenance Costs:	none	none
Energy Costs:	none	none
Salary Costs:	none	none
Other:		
Other:		
Total:		

Additional Estimated Revenue to be generated: N/A

6. Financial Analysis *Only Required on Some Projects*

Payback Period	N/A
Internal Rate of Return	N/A
Net Present Value	N/A



 All of our signs are UL approved. LED Channel Letters come with TWO year parts and labor WARRANTY.	DRAWING #	DRAWN BY: VM		6731-4 Amalindan Way • Wilmington, NC 28405 910-781-9334 • Cell: 910-616-2110 • Fax: 910-686-7767 E-mail: VM@SeptemberSigns.com
	DATE:	APPROVED BY:		
		SCALE: NTS	COPY RIGHTS RESERVED: ANY COPY OR REPRODUCTION OF THIS DRAWING WITHOUT THE EXPRESS WRITTEN PERMISSION FROM SEPTEMBER SIGNS & GRAPHICS IS PROHIBITED.	

Fiscal Guidelines



Pender County, North Carolina

Adopted:

October 21, 2013

FISCAL POLICY GUIDELINES - OBJECTIVES

This fiscal policy will influence and guide the financial management practice of Pender County, North Carolina. A fiscal policy that is adopted, to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes to the County's ability to insulate itself from fiscal crisis,
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible,
- Promotes long-term financial stability by establishing clear and consistent guidelines,
- Directs attention to the total financial picture of the County rather than single issue
- Promotes the view of linking long-run financial planning with day-to-day operations, and
- Provides the County Staff, the County Board of Commissioners and the County citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.
- 'Y's policy will be reviewed periodically by County staff and any recommended changes will be reviewed by the Board of Commissioners for approval.

To these ends, the following fiscal policy statements are presented.

CAPITAL IMPROVMENT BUDGET POLICIES

1. It is the responsibility of the County Board of Commissioners to provide for the capital facilities necessary to deliver services to the of the County, as well as facilities for the Pender County Public Schools and Cape Fear Community College.
2. The County will consider all capital improvements in accordance with an adopted Capital Improvement Plan.
3. The Capital Improvement Plan is inclusive of Capital Improvements (renovations), Capital Replacement (vehicles and heavy equipment) and Major Capital Projects (new building).
4. The County will develop a five-year Capital Improvement Plan and review and update the plan annually. The County Public Schools and Cape Fear Community College will submit their respective five-year capital improvement requests annually and will provide a prioritization for the improvements within their request for the County Commissioner's review.
5. The County will enact an annual capital budget based on the five-year Capital Improvement Plan.
6. The County, in consultation with the Pender County Public School and Cape Fear Community College, will coordinate development of the capital improvement budget with development of the budget. Future operating costs associated with new capital improvements will be projected and included in budget forecasts.

7. The Capital Improvement Plan will include the estimated costs for the County to maintain all County, Public School and, if applicable, Cape Fear Community College assets at a level adequate to protect the public's welfare and safety, the County's capital investment and to minimize future maintenance and replacement costs. A maintenance and replacement schedule will be developed and followed based upon these estimates.
8. The County, in consultation with the Pender County Public School and Cape Fear Community College, will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
9. The County will pursue the most cost-effective financing consistent with prudent financial management.

DEBT POLICIES

1. The County will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues except where approved justification is provided.
2. The County will take a balanced approach to capital funding utilizing debt financing, capital reserves and pay-as-you-go funding that will provide the least financial impact on the taxpayer.
3. When the County finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project.
4. Net debt as a percentage of estimated market value of taxable property shall not exceed 2.5%. Net debt is defined as any and all debt that is tax-supported.
5. Debt Service expenditures as a percentage of total governmental fund expenditures shall not exceed 15.0%. Should this exceed 15%, staff must request an exception from the Board of Commissioners stating the justification and expected duration of the policy exception.
6. Payout of aggregate outstanding tax-supported debt principal shall be no less than 55% repaid in 10 years.

RESERVE POLICY

1. The County will strive to maintain a targeted Unassigned Fund Balance, as defined by the Governmental Accounting Standards Board, at the close of each fiscal year equal to 20% of General Fund Expenditures. Unassigned Fund Balance in excess of 20% of General Fund Expenditures may be appropriated from time to time for pay-as-you-go capital and other one-time uses.
2. The County Board may, from time to time utilize fund balances that will reduce Unassigned Fund Balance below the 20% target for the purposes of a declared fiscal emergency or such purpose

as to protect or enhance the long-term fiscal security of Pender County. In such circumstances, the Board will adopt a plan to restore the Unassigned Fund Balance to the target level within 36 months. If restoration cannot be accomplished within such period without hardship to the County, then the Board will establish a different but appropriate time period.

BUDGET DEVELOPMENT POLICIES

1. The Budget Process will be compliant with the North Carolina Local Government Budget and Fiscal Control Act.
2. One-time or other special revenues will not be used to finance continuing County operations but instead will be used for funding special projects.
3. The County will pursue an aggressive policy seeking the collection of current and delinquent property taxes, license, penalties and other fees due to the County.
4. Budget amendments will be brought to County Board for consideration as needed.

CASH MANAGEMENT / INVESTMENT POLICIES

1. It is the intent of the County that public funds will be invested to the extent possible to reduce the dependence upon property tax Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that all deposits and statements of County funds will be in accordance with N.C.G.S. 159.
2. Up to fifty percent (50%) of the appropriations to Non-County Agencies and to non-debt supported capital outlays for County Departments can be encumbered prior to December 31. Any additional authorization shall require the County Manager' s approval upon verification. The balance of these appropriations may be encumbered after January 1, upon a finding by the County Manager that is a reasonable expectation that the County' s Budgeted Revenues will be realized.
3. The County will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally and practically combined.
4. Liquidity: No less than 20% of funds available for investment will be maintained in liquid investments at any point in time.
5. Maturity: All investments will mature in no more than thirty-six (36) months from their purchase date.
6. Custody: All investments will be purchased "payment-verses-delivery" and if certified will be held by the Finance Office in the name of the County. All non-certificated investments will be held in book-entry form in the name of the County with the County's third-party Custodian (Safekeeping Agent).

7. Authorized Investments: The County may deposit County Funds into any Board approved Official Depository, if such funds are secured in accordance with NCGS-159 (31). The County may invest County Funds in: the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in GS-159 and Commercial meeting the requirements of NCGS-159 plus having a national bond rating.
8. Diversification: No more than 5% of the County's investment funds may be invested in a specific company's commercial paper and no more than 20% of the County's investment funds may be invested in commercial paper. No more than 25% of the County's investments may be invested in any one US Agency's Securities.
9. Allocation: Investment income will be allocated to each participating former account based on a fair and equitable formula determined by the Finance Director.

