



Martin County

Capital Improvement Plan

FY 2021 – 2025

Martin County
Capital Improvement Plan
FY 2021-2025

TABLE OF CONTENTS

<u>Description</u>	<u>Page #</u>
1. Introductory Comments from the County Manager	1
2. Summary Exhibits	
◆ General Fund Summary	4
◆ Buildings & Grounds.....	5
◆ Elections.....	7
◆ Emergency Management.....	8
◆ Finance.....	9
◆ Information Technology.....	10
◆ Landfill.....	11
◆ Sheriff’s Office.....	13
◆ Social Services.....	14
◆ Tax Assessor.....	15
◆ Transit.....	16



TO: Board of Commissioners

FROM: David Bone, County Manager

DATE: January 8, 2020

Capital building projects and capital assets play an important role in the service delivery system of local government. This Capital Improvement Plan has been developed to ensure that adequate attention is given to the facilities and capital needs of Martin County Government in carrying out the many and various services to the taxpayers of Martin County.

The objective of a Capital Improvement Plan (CIP) is to organize long-term capital needs in a manner to promote discussion regarding priority, feasibility, timing, potential costs, financing options and future budgetary effect.

Two major functions of a capital improvement plan are the identification and prioritization of capital projects over a specified amount of time (in this case 5 years) and the financing choices used to fund planned capital projects. Projects included in the plan were limited to those costing \$25,000 and over (including capital outlay).

The development of this CIP is only one step in the maintenance and development of county-owned facilities and infrastructure. The CIP provides a guide for decision makers and the citizens. By fully examining alternatives and funding options during the planning process, the Board of Commissioners and management are able to make more fully informed

decisions and maximize county resources. Ideally, the preparation / update of a capital improvements plan occur on an annual basis.

The basic plan for financing capital projects is to review the financial capabilities of Martin County as current projects are completed and current debt is paid down that can then be dedicated to cover future capital needs. Historically, most of the capital projects are budgeted using funds available in the current year or Fund Balance, rather than through financing or bond programs – the main exception being with water utility infrastructure and new school construction. Additionally, as a Tier-1 county, potential grant funding sources are closely examined and considered.

As a county losing population and tax base, coupled with an ever-changing landscape in state and federal revenue, forecasting financial resources is challenging. This plan is developed with the understanding that projected costs are based on estimates, and the ability to finance capital needs changes on an annual basis.

Adoption of the CIP does NOT constitute a commitment to appropriate the funds, but rather signifies the board’s goal to fund capital at the indicated level during the annual budget process. During the development of the next year’s budget, staff will attempt to include funding in the appropriate fiscal year to proceed with the project. If funds are available and the board’s priorities and goals do not change, the Board of Commissioners would then appropriate funds in the annual budget for staff to be able to move forward with a project.

The Department Heads / Office Holders and I respectfully submit to you the Capital Improvement Plan (CIP) for Martin County for fiscal years (FY) 2021 through 2025. The CIP includes improvements / large capital outlay with a total estimated cost to the county of \$3,644,284 over the next five years. The 2021-25 CIP has been adjusted to reflect the adopted 2021-25 Budget. The Martin County staff and I look forward to jointly with the Board of Commissioners as we continue to address the current and future needs of the county and serve the citizens of Martin County.

Sincerely,

David Bone
County Manager

Summary Exhibits

Capital Improvement Plan

Martin County Capital Improvements Plan 2021-25 - Department / Office Totals

GENERAL FUND

	Totals					
Department		2020-21	2021-22	2022-23	2023-24	2024-25
Buildings & Grounds	\$655,000	\$290,000	\$60,000	\$65,000	\$240,000	\$0
Elections	\$175,000	\$0	\$0	\$175,000	\$0	\$0
Emergency Management	\$70,000	\$0	\$35,000	\$0	\$35,000	\$0
Finance	\$0	\$0	\$0	\$0	\$0	\$0
Information Tech./ Commun.	\$150,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Landfill	\$595,000	\$440,000	\$115,000	\$0	\$40,000	\$0
Sheriff's Office	\$930,000	\$180,000	\$185,000	\$185,000	\$190,000	\$190,000
Social Services	\$156,000	\$30,000	\$30,000	\$32,000	\$32,000	\$32,000
Tax Assessor	\$125,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Transit	\$788,284	\$248,284	\$135,000	\$135,000	\$135,000	\$135,000
General Fund Total	\$3,644,284	\$995,000	\$480,000	\$512,000	\$592,000	\$277,000

NOTES:

- 1) Without HAVA funds, the County may have to bear the full cost of the Elections equipment.
- 2) In general, the Airport is not included in this document - the Airport has its own Transportation Improvement Plan
- 3) The Water and Sewer Districts 1 & 2 do not currently have a CIP, but staff would like to address that in the future.
- 4) Equipment for 911 Communications CIP is funded through the NC 911 Board and is not included in the CIP.

Martin County Capital Improvements Plan 2021-25 - Buildings & Grounds

Department	Description	Comments	TOTAL	2020-21	2021-22	2022-23	2023-24	2024-25
Buildings & Grounds	Moratoc Park	Renovations to Barnes House to maintain it and prepare it as another facility that can be rented for meetings and smaller functions	\$20,000	\$0	\$20,000	\$0	\$0	\$0
Buildings & Grounds	Moratoc Park	Floor replacement	\$40,000	\$40,000	\$0	\$0	\$0	\$0
Buildings & Grounds	Main County Building	District Courtroom renovations (funded through court facility fees)	\$30,000	\$30,000	\$0	\$0	\$0	\$0
Buildings & Grounds	Main County Building	Courtyard concrete repairs	\$40,000	\$40,000	\$0	\$0	\$0	\$0
Buildings & Grounds	Vehicle Replacement	Purchase Heavy Duty pick-up	\$35,000	\$0	\$0	\$35,000	\$0	\$0
Buildings & Grounds	Vehicle Replacement	Used bucket truck	\$40,000	\$0	\$40,000	\$0	\$0	\$0
Buildings & Grounds	Building for workshop / storage	PHASE 1 - Site prep and open shelter for vehicle equipment and storage, fencing; PHASE 2 - 40x80 painted metal building with cement floor. Fence has a drive-through gate. Utility line installation to serve workshop and Sheriff's storage building.	\$360,000	\$120,000	\$0	\$0	\$240,000	\$0
Buildings & Grounds	Courthouse Complex	Fill catch basin, lift drains, fill-in dirt, add gravel	\$30,000	\$0	\$0	\$30,000	\$0	0

Buildings & Grounds	Courthouse Complex, Health Dept., Airport, Kehukee Park Office Building	Treat parking areas, repair cracks, repaint lines	\$60,000	\$60,000	\$0	\$0	\$0	\$0
TOTALS			\$655,000	\$290,000	\$60,000	\$65,000	\$240,000	\$0

Martin County Capital Improvements Plan 2021-25 - Elections

			TOTAL					
Department	Description	Comments		2020-21	2021-22	2022-23	2023-24	2024-25
Elections	Replacement of Voting Machines	County has approximately 20 machines of each type (20 M100s and 20 Automarks - total of 40). There is a possible need for replacement of these machines. With the loss of HAVA funds, the county would bear the full cost of replacement.	\$175,000	\$0	\$0	\$175,000	\$0	\$0
TOTALS			\$175,000	\$0	\$0	\$175,000	\$0	\$0

Martin County Capital Improvements Plan 2021-25 - Emergency Management /Inspections Departments

			TOTALS					
Department	Description	Comments		2020-21	2021-22	2022-23	2023-24	2024-25
Emergency Mgt.	Vehicle replacement	Regular vehicle replacement	\$70,000	\$0	\$35,000	\$0	\$35,000	\$0
TOTALS			\$70,000	\$0	\$35,000	\$0	\$35,000	\$0

Martin County Capital Improvements Plan 2021-25 - Finance

			TOTALS	2020-21	2021-22	2022-23	2023-24	2024-25
Department	Description	Comments						
Finance		(No projects expected to meet the CIP threshold.)	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$0	\$0	\$0	\$0	\$0	\$0

Martin County Capital Improvements Plan 2021-25 - Information Technology / Communications

Department	Description	Comments	Totals					
			2020-21	2021-22	2022-23	2023-24	2024-25	
Information Technology	Upgrade internet connection, data transfer, network capabilities		\$150,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
TOTALS			\$150,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000

Martin County Capital Improvements Plan 2021-25 - Landfill Department

Department	Description	Comments	TOTALS	2020-21	2021-22	2022-23	2023-24	2024-25
Landfill	Purchase refurbished compactor		\$350,000	\$350,000	\$0	\$0	\$0	\$0
Landfill	Construction of unloading zone for bulk containers	Would help address safety and efficiency	\$60,000	\$0	\$60,000	\$0	\$0	\$0
Landfill	Borrow Area Development	New basins / traps for soil borrow area (estimate included estimated contractor and associated engineering costs)	\$40,000	\$40,000	\$0	\$0	\$0	\$0
Landfill	C&D Landfill Fill Sequence No. 2 Subgrade	Estimate included estimated contractor and associated engineering costs	\$50,000	\$50,000	\$0	\$0	\$0	\$0
Landfill	Site Study - Future Landfill Expansion	The estimated budget for this project include estimated permitting fees. Based on the remaining life expectancy of the C&D Landfill, these projects could be delayed, if necessary. However, it is recommended that the site study be performed within the 5-year planing period.	\$55,000	\$0	\$55,000	\$0	\$0	\$0
Landfill	Permitting Process - Future Landfill Expansion	The estimated budget for this project include estimated permitting fees. Based on the remaining life expectancy of the C&D Landfill, these projects could be delayed, if necessary.	\$40,000	\$0	\$0	\$0	\$40,000	\$0

Landfill	Closing of current C&D Landfill site	Initial costs of \$550,000 to close current C&D Landfill expected in FY 2029 (as per 2016 Landfill Facility Plan).	\$0	\$0	\$0	\$0	\$0	\$0
Landfill	Monitoring, maintenance and inspection of closed C&D Landfill site (site is currently open)	Approximately \$25,000 per year (for 30 years) to begin in FY 2029-30, plus \$1.5 million recommended in contingency for any corrective action needed.	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$595,000	\$440,000	\$115,000	\$0	\$40,000	\$0

Martin County Capital Improvements Plan 2021-25 - Sheriff's Office

Department	Description	Comments	Totals					
			2020-21	2021-22	2022-23	2023-24	2024-25	
Sheriff's Office	Regular vehicle replacement program	Replace 6 cars per year.	\$930,000	\$180,000	\$185,000	\$185,000	\$190,000	\$190,000
TOTALS			\$930,000	\$180,000	\$185,000	\$185,000	\$190,000	\$190,000

Martin County Capital Improvements Plan 2021-25 - Social Services

Department	Description	Comments	Totals	2020-21	2021-22	2022-23	2023-24	2024-25
Social Services	Vehicle Replacement / Puchase	Replace 1 vehicle per year	\$156,000	\$30,000	\$30,000	\$32,000	\$32,000	\$32,000
TOTALS			\$156,000	\$30,000	\$30,000	\$32,000	\$32,000	\$32,000

Martin County Capital Improvements Plan 2021-25 - Tax Assessor Department

Department	Description	Comments	Totals					
			2020-21	2021-22	2022-23	2023-24	2024-25	
Tax Assessor	.New aerals with Pictometry technology (to show all four sides of a building); suggested to re-do aerals every 3 years; will help prepare for next revaluation in 2025	This technology allows for accurate measurements of structures from a desktop, instead of having to take measurements in the field. It allows for accurate measurements of length, height and width.	\$125,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
TOTALS			\$125,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

Martin County Capital Improvements Plan 2021-25 - Transit

			TOTALS					
Department	Description	Comments		2020-21	2021-22	2022-23	2023-24	2024-25
Transit	Vehicle replacement	Replacement vehicles (request for 3 buses in 2020-21, 2 buses thereafter)	\$745,000	\$205,000	\$135,000	\$135,000	\$135,000	\$135,000
Transit	Renovation of 2nd building	Complete remodel of back, construction of vehicle wash station, install concrete driveway (90% to be funded through 5311 grant, 10% match)	\$43,284	\$43,284	\$0	\$0	\$0	\$0
TOTALS			\$788,284	\$248,284	\$135,000	\$135,000	\$135,000	\$135,000

NOTES:

The Transit projects listed above are expected to be funded on 90-10 split with the 5311 grant funds. A 10% local match is required.