

**JEFFERSON COUNTY
CAPITAL OUTLAY REQUEST**

DEPARTMENT Central Services - C&R
DATE 8/25/2017

INSTRUCTIONS:

1. A capital outlay item is defined as an article having a service life of two years or more and a value of \$5,000 or more.
2. Record information on the form below for each capital request. Indicate the use, justification and BARS number in the budget for each. List the items in order of priority.
3. Submit a copy of this request form to Central Services by Friday, August 25, 2018.
Rental rates will be determined to be included in preliminary budget submittal.
4. The requests will be discussed at your budget hearing. The capital requests will be compiled into a capital improvement budget. This compiled budget will identify the funding source for each item.

#	ITEM DESCRIPTION INCLUDE USE, JUSTIFICATION AND BARS NUMBER IN BUDGET	NEW OR REPLACE (N OR R)	PROJECTED IN-SERVICE DATE (mm/dd/yy)	UNIT COST	TOTAL COST	RENTAL RATE (do not fill in)	BUDGET TOTAL (do not fill in)
1	Courthouse Window Repair/Replace			30,000.00	\$ 30,000		
1	Elevator Repair			10,000.00	\$ 10,000		
1	Courthouse Roof Repair			15,000.00	\$ 15,000		
1	Courthouse Boiler Replacement			350,000.00	\$ 350,000		
1	Courthouse Assessor Electrical			20,000.00	\$ 20,000		
1	Courthouse Chimney Repair			3,000.00	\$ 3,000		
1	Courthouse BOCC Chambers Carpet			15,000.00	\$ 15,000		
1	Courthouse Woodwork Restoration			6,500.00	\$ 6,500		
1	Castle Hill Parking Lot Security Lighting			60,000.00	\$ 60,000		
1	Castle Hill Health Exterior Paint			20,000.00	\$ 20,000		
1	Castle Hill PW Exterior Paint			10,000.00	\$ 10,000		
1	Assessor Carpet/Paint			50,000.00	\$ 50,000		
1	Castle Hill Health/DCD Carpet			20,000.00	\$ 20,000		
1	Castle Hill Enviro. Health Carpet			10,000.00	\$ 10,000		
1	Castle Hill Health Carpet			30,000.00	\$ 30,000		
1	Administrator Office Carpet			17,500.00	\$ 17,500		
1	Corrections Heat Pump #2			35,000.00	\$ 35,000		
1	Castle Hill Parking Lot Re-Surface			220,000.00	\$ 220,000		
1	Corrections Parking Lot Re-Surface			10,000.00	\$ 10,000		
1	Quilcene Community Center Parking			0.00	\$ -		
1	Emergency - Contingency			60,000.00	\$ 60,000		
1	ADA Upgrades			15,000.00	\$ 15,000		
1	Utility Upgrades			10,000.00	\$ 10,000		
1	Unallocated - all buildings			35,000.00	\$ 35,000		
TOTAL					\$ 1,052,000		

Please provide additional information for Information Services:

Are there software implementations that you are considering for 2018? Please describe briefly.

Do you have other long term computer, telephone, copier or records management needs that you are considering for your department?

Would you like to set up a meeting to meet with Information Services to discuss your department needs?

Yes_____ No_____ When is a good time?_____