



CAPITAL IMPROVEMENT PLAN

Capital Improvement Project Request Form (CIPFRM) (\$50,000+)

Department: General Services **CIP #:** 2.9802 **Asset Type:** Additional Replacement
Project Title: Revolving Fund Projects (misc. buildings)
Justification: _____ **Expected Completion Date:** March-17

This funding will be used to complete various projects we feel need to be completed in the coming fiscal year, but do not reach the threshold of CIP requirements on their own. They are listed together to create one fund which can be used to satisfy these needs. The prioritized projects are listed below under Uses.

Project Funding

Revenue Sources	Total Project Sources	Rev thru FY16		carry over avail. For FY17	BRT rec'd new rev FY17	BRT total sources FY17	est rev FY18	est rev FY19	est rev FY20	est rev FY21
1 General Fund	\$ 119,000	\$ -		\$ -	\$ 119,000	\$ 119,000	\$ -	\$ -	\$ -	\$ -
2	-	-		-	-	-	-	-	-	-
3	-	-		-	-	-	-	-	-	-
Total:	\$ 119,000	\$ -		\$ -	\$ 119,000	\$ 119,000	\$ -	\$ -	\$ -	\$ -

Project Expenditures

Uses	Total Project Cost	cumulative:		carry over avail. For FY17	Req new appt'n FY17	Req total FY 17	Req exp FY18	Req exp FY19	Req exp FY20	Req exp FY21
		apprt'd thru FY16	est exp thru FY16							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Flooring (Admin 198)	5,000	-	-	-	5,000	5,000	-	-	-	-
Paint (School Superintendent 210)	4,000	-	-	-	4,000	4,000	-	-	-	-
A/C Replace (General Services 275 & Emergency Mgt 2681)	30,000	-	-	-	30,000	30,000	-	-	-	-
Repair/Replace Lighting PM on Pavement (Adult Probation, Assessor, Recorder, Treasurer 404/410)	19,000	-	-	-	19,000	19,000	-	-	-	-
Update Lighting & Controls in Parking Structure (Justice Center 300)	28,000	-	-	-	28,000	28,000	-	-	-	-
Paint Exterior (School Superintendent 210)	4,000	-	-	-	4,000	4,000	-	-	-	-
Paint Exterior (Legal Defender 201)	4,000	-	-	-	4,000	4,000	-	-	-	-
Retrofit Doors to Eliminate Magnets (Admin 198)	25,000	-	-	-	25,000	25,000	-	-	-	-
Total:	\$ 119,000	\$ -	\$ -	\$ -	\$ 119,000	\$ 119,000	\$ -	\$ -	\$ -	\$ -

Incremental Annual Oper. Costs

No. of employees:

Personnel costs:

Supplies and Services

Capital Outlay:

Total:

	Start up Year	Typical Full Yr
No. of employees:		
Personnel costs:	\$ -	\$ -
Supplies and Services	-	-
Capital Outlay:	-	-
Total:	\$ -	\$ -

FY of Operating Start-Up:

Est. Mo. Oper. Start-up:

Contact:

Date Prepared:

17

OCT

Hugh Hendren

1/29/2016

Other Comments & Priority No.:

Priority #1



CAPITAL IMPROVEMENT PLAN

Capital Improvement Project Request Form (CIPFRM) (\$50,000+)

Department: Administration **CIP #:** 2.0703 **Asset Type:** Additional Replacement
Project Title: Administration Annex
Justification: _____ **Expected Completion Date:** FY 17

The building at 197 South Main Street was selected to provide an additional 50,000 s.f. of office space due to its availability, location, and cost effectiveness to remodel the building for county needs. The building will require a complete renovation. The tenants would possibly include several County departments and offices.

Project Funding

Revenue Sources	Total Project Sources	Rev thru FY16		carry over avail. For FY17	BRT rec'd new rev FY17	BRT total sources FY17	est rev FY18	est rev FY18	est rev FY19	est rev FY20
1 Bond proceeds (Fund No. 4406)	\$ 5,975,590	\$ 5,975,590		\$ 1,340,000	\$ -	\$ 1,340,000	\$ -	\$ -	\$ -	\$ -
2										
Total:	\$ 5,975,590	\$ 5,975,590		\$ 1,340,000	\$ -	\$ 1,340,000	\$ -	\$ -	\$ -	\$ -

Uses	Total Project Cost	cumulative:		carry over avail. For FY17	Req new appt'n FY17	Req total FY 17	Req exp FY18	Req exp FY19	Req exp FY20	Req exp FY21
		apprt'd thru FY16	est exp thru FY16							
Land Acquisition	\$ 790,590	\$ 790,590	\$ 790,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arch./Eng.	222,500	222,500	205,000	17,500	-	17,500	-	-	-	-
Admin/inspec	100,000	100,000	80,000	20,000	-	20,000	-	-	-	-
Construction: bldg, onsite parking, landscaping, fencing (est. \$200/sf)	3,853,500	3,853,500	2,935,000	918,500	-	918,500	-	-	-	-
FFE	319,000	319,000	35,000	284,000	-	284,000	-	-	-	-
Contingencies	490,000	490,000	490,000	-	-	-	-	-	-	-
ITS	200,000	200,000	100,000	100,000	-	100,000	-	-	-	-
Total	\$ 5,975,590	\$ 5,975,590	\$ 4,635,590	\$ 1,340,000	\$ -	\$ 1,340,000	\$ -	\$ -	\$ -	\$ -

Incremental Annual Oper. Costs

No. of employees:
 Personnel costs:
 Supplies and Services
 Utilities: (45,000 sf)
 Total:

	Start up Year	Typical Full Yr
		1
	\$ -	\$ 31,500
	-	10,000
	-	200,000
	\$ -	\$ 241,500

FY of Operating Start-Up: _____
Est. Mo. Oper. Start-up: _____

Contact: _____
Date Prepared: _____

	S. Thorpe
	2/4/2016

Other Comments:

BA 16-118 , transfer \$550,000



CAPITAL IMPROVEMENT PLAN

Capital Improvement Project Request Form (CIPFRM) (\$50,000+)

Department: RECORDER **CIP #:** 2.1602 **Asset Type:** Additional Replacement

Project Title: OUTGOING EARLY BALLOT PREPARATION/DISTRIBUTION SOLUTION

Justification: _____ **Expected Completion Date:** FY 2024

The Recorder's Office has encountered significant challenges in preparing and distributing early ballots for elections each year based on the dramatic increase of early voting activity and an 84% increase in the Permanent Early Voting List since 2008. Early ballot requests have increased each year and in 2012, early ballots represented 71% of the total ballots cast in the General Election and in the 2014 General Election, early ballots represented 80% of the total ballots cast. The Recorder's Office has 1 less FTE since 2008 and has experienced multiple challenges in manually stuffing the volume of packages necessary for each election. The equipment as requested (PITNEY BOWES RELIA-VOTE RIVAL INSERTER) is capable of providing a successful outgoing solution in order to efficiently and accurately prepare/distribute early ballots pursuant to statute, save other costs currently expended, and diminish liability. The proposal submitted represents an 8 year lease to own (xxxx % rate) calculation and includes applicable taxes at the rate of 8.412%

Project Funding

Revenue Sources	Total Project Sources	Rev thru FY16		carry over avail. For FY17	BRT rec'd new rev FY17	BRT total sources FY17	est rev FY18	est rev FY19	est rev FY20	est rev FY21
1 General Fund Operating Reserve Fund 00110	\$ 552,360	\$ -		\$ -	\$ 69,045	\$ 69,045	\$ -	\$ -	\$ -	\$ -
2	-	-		-	-	-	-	-	-	-
3	-	-		-	-	-	-	-	-	-
Total:	\$ 552,360	\$ -		\$ -	\$ 69,045	\$ 69,045	\$ -	\$ -	\$ -	\$ -

Project Expenditures

Uses	Total Project Cost	cumulative:		carry over avail. For FY17	Req new appt'n FY17	Req total FY 17	Req exp FY18	Req exp FY19	Req exp FY20	Req exp FY21-FY24
		apprt'd thru FY16	est exp thru FY16							
Property Acq:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture, Fixtures, Equipment (FFE)	-	-	-	-	-	-	-	-	-	-
ITS equipment	-	-	-	-	-	-	-	-	-	-
Contingencies	-	-	-	-	-	-	-	-	-	-
Sorter/Inserter Equipment lease payments	552,360	-	-	-	69,045	69,045	69,045	69,045	69,045	69,045
	-	-	-	-	-	-	-	-	-	-
Total:	\$ 552,360	\$ -	\$ -	\$ -	\$ 69,045	\$ 69,045	\$ 69,045	\$ 69,045	\$ 69,045	\$ 69,045

Incremental Annual Oper. Costs

No. of employees:

Personnel costs:

Supplies and Services

Capital Outlay: 8 year lease purchase

Total:

	Start up Year	Typical Full Yr
Personnel costs:	\$ -	\$ -
Supplies and Services	-	-
Capital Outlay: 8 year lease purchase	69,045	69,045
Total:	\$ 69,045	\$ 69,045

FY of Operating Start-Up:

FY 17

Est. Mo. Oper. Start-up:

Contact:

Robyn Stallworth Pouquette

Date Prepared:

1/26/2016

Other Comments & Priority No.:

Cost includes tax amount of 8.412%. Maintenance Agreement following 12 months of operation from fiscal year 17/18 thereon estimated to be \$15,000, which department feels can be paid for through cost savings on overtime and postage discounts by utilizing this solution.