

Request to Increase Capital Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of capital budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Thurston Bullock
Department Police
Budget Category Capital

Thurston Bullock
Signature

Date Submitted 13-Jun

If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date

Reason for Increase:

Current gas oven/range used in the jail is posing a hazard due to gas line issues that have been previously repaired and
continue to have the the same problem.

We will be converting to an electric stove/range with the replacement purchase. Purchase is budgeted for FY 2024 but
due to the possible gas hazard it should be considered an emergency purchase.

Amounts of Funds Needed	Account Number & Name
<u>\$ 15,747.00</u>	<u>100-2010-5100</u>
_____	_____
_____	_____
_____	_____

Approval by City Administrator

Signature

Date

Approval by Council President

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____

Signature _____

Date _____

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****

23-0344

Capital Purchase Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

Submitted by: Lt. Larry Dearing

Date Submitted: 6/13/2023

Is this purchase listed as a capital purchase in the approved budget?

No, this is an emergency purchase

What amount is approved in the budget for this purchase?

Description of the item and why the item is needed at this time.

Commerical grade range/oven electric

Current range is gas operated and there are issues with the gas line. We will be converting to electric.

Can your job be performed without the purchase of this item? Please explain below.

Item is needed to feed the inmates.

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.

Yes, quote attached.

Being purchased through state purchasing contract # MA220000002186 (Hawk)

Is this to replace a current capital asset? Yes

If so please list below the item being replaced and why it can not be used any longer.

1 gas oven/range-not working properly. Repair costs are becoming expensive and gas line problems pose a hazard

How do you plan to dispose of the item that is being replaced?

Will be disposed of by best possible option.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date