

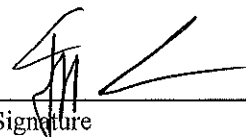
## Request to Increase Capital Budget Dollars

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 Jeff Lee  
Department Parks & Recreation  
Budget Category Capital Purchase

  
Signature

Date Submitted 26-Jun

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

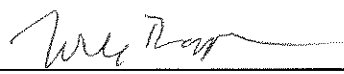
\_\_\_\_\_  
Signature & Date

### Reason for Increase:

To purchase a new Graco field painter which is primarily used to paint the football field. The current painters are over 15 years old and have required quite a bit of maintenance to keep them running.

Amounts of Funds Needed	Account Number & Name
<u>\$3,400.00</u>	<u>100-5030-5100 Capital Purchase</u>
_____	_____
_____	_____
_____	_____

Approval by City Administrator

  
Signature

7/6/23  
Date

Approval by Council President

  
Signature

7-5-23  
Date

### Finance Department Use Only:

Budget Adjustment Posted:

Resolution # \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Date

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

Capital Purchase Worksheet

Directions:

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

Submitted by: Jeff Lee

Date Submitted: 6/26/2023

Is this purchase listed as a capital purchase in the approved budget? No

What amount is approved in the budget for this purchase? \_\_\_\_\_

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

We are requesting to purchase a new Graco field painter for crews to primarily paint the football field. This addition is  
needed to eventually replace an aging painter. Each of the current painters are over 15 years old and have required  
quite a bit of maintenance recently. We would like to make this purchase to make sure we have a reliable painter  
for this upcoming season.

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

Yes, but due to the age and issues with our current painters, we need to ensure we have a reliable painter before the  
start of the season.

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

Is this to replace a current capital asset? Not at this time

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

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

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date