

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: 12/13/2022

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

What amount is approved in the budget for this purchase? \$35,000

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

We are requesting to purchase a new front mount mower for the Parks crews. This addition is needed to eventually replace an aging mower. We've had several issues with two of our current front mounts and are in need of a more reliable option.

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 mowers, we are in danger on not being able to perform our duties if one goes down permanently

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

Mike Thompson

Signature and Date

Approval by Council President

JW Trawick 12-19-22

Signature and Date

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

Submitted by: Jeff Lee

Date Submitted: 12/13/2022

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

What amount is approved in the budget for this purchase? \$13,000

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

We are requesting to purchase a new zero turn mower for the sportsplex. This addition is needed to eventually replace an aging mower. Also, we have a couple 60 inch zero turn mowers with a lot of hours and we'd like to replace one of them with a 72 inch mower.

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

Yes, but due to the age of one of our current mowers, we'd like to upgrade it with a larger mower. This will allow us to mow larger areas in less time.

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  12-19-22

Signature and Date

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

Submitted by: Jeff Lee

Date Submitted: 12/13/2022

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

What amount is approved in the budget for this purchase? \$12,000

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

We are requesting to purchase a new spreader for the sportsplex. A spreader is needed to disperse fertilizer, seed, and herbicide several times a year. We currently borrow one from other departments but we have to be very strategic and plan around each others schedules. This can cause delays when scheduling conflicts occur.

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

Yes, but borrowing this equipment from another department can cause delays if schedules do not align properly

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

Yes, under budget

Is this to replace a current capital asset? No

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

[Signature] 12-19-22