

## Capital Purchase Worksheet

### Directions:

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

Submitted by: Leslie Gahagan

Date Submitted: 4-Apr-19

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

What amount is approved in the budget for this purchase? \$30,000

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

Front Mount Mower

Maintenance of park areas with bush hog is not effective. Front mount mower would be more efficient and effective.

Budget was for slightly used equipment. Due to mechanical issues with older models, it has been suggested to  
purchase a new model with mechanical issues addressed.

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

No, maintenance is needed in parks and existing equipment does not perform well.

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

Yes, above budget by \$4805. Quote attached.

The capital project from Nature Parks is under budget by \$1420.

Transfer \$3385 from Nature Parks Operating Account.

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

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Signature and Date

Approval by Council President

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Signature and Date