

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: _____

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

What amount is approved in the budget for this purchase? _____

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

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

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

Is this to replace a current capital asset? _____
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

Capital Project Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval. If this project is approved, you must complete the Pre-Project Worksheet and Budget forms.

Submitted by: Leslie Gahagan

Date Submitted: 10/22/2021

Is this purchase listed on the capital projects plan in the approved budget? Yes

What amount is approved in the plan for this project? \$50,000

In what year is this project shown to begin in the plan? 2022

Description of the project and why the project needs to be completed at this time.

Outdoor Classroom Improvements

The outdoor classroom was built with a grant in 2012. Many of the areas are in need of major repairs and upgrades.

Due to safety concerns, we would like to proceed with the upgrades and repairs as one project.

We have a volunteer group willing to help rebuild some of the areas by the end of the calendar year.

Can your job be performed without the completion of this project? Please explain below.

Yes, but we would need to close the classroom until the repairs are made.

Will not completing this project cause a public safety issue? Please explain below.

Yes. There are rotting landscape timbers with exposed rebar. Some of the play areas have been removed

due to safety issues. All these areas would be upgraded with new mulch, sand and play structures.

Do you expect to come in, at, or under budget on this project? Please explain below.

The project is expected to be \$50,000 or less. Staff and volunteers will install all the new amenities, mulch and sand.

Is there a grant associated with this project? No

If so please list below the grant amount and the match required by the City.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date