

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:

Brenda W. Shambo

Date Submitted: _____

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

Yes

What amount is approved in the plan for this project?

\$37,770.00

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

2021

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

To purchase a new 90' or 100' Flag Pole
To be located in a parking area between 203 S. McKenzie
Street and 219 S. McKenzie Street. (City owned property)
The present location is owned by the Das Family. The City
leases this property for \$1,250 per month.

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

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

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

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