

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: 2/5/2021

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

What amount is approved in the plan for this project? \$7,500

In what year is this project shown to begin in the plan? 2020 but was moved to 2021

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

West Entrance Improvements

Currently the area is covered in red clay base. We need to define the parking area with rock to avoid erosion and damage by trucks. Many park users come into Graham Creek along this roadway and this would identify them entering city property as well as offer a parking area for trail users.

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

Yes. This would enhance the western entrance though as it includes a formal parking area, signage and landscaping.

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

No

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

The project is expected to be \$20,000 or less. We plan to contract the privacy fencing installation. Staff will install the roadway fencing and mulch.

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