

Capital Purchase Worksheet

Directions:

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

Submitted by: _____

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

*******THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR*******

Capital Project Worksheet

Directions:

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

Submitted by: Prisila Hughes

Date Submitted: 12/6/2023

Is this project listed on the capital projects plan in the approved budget? No

What amount is approved in the plan for this project? Requesting \$100,000.00

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

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

The sign on County Rd 20 was removed when the land in front of the farmers market was sold. Currently we have temporary signs that will not withstand long-term wear and tear. With a hotel being constructed in front of the market the visibility of the facility will be drastically reduced making noticeable signage even more important to be able to draw patrons to CAFFM

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

Yes, it can be performed but extremely difficult for people to see that we have a farmers market in the back especially when a hotel is built in the front of County Rd 20. Reducing visibility.

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

Our current temporary signage is not designed to stand up to severe weather. This may present a safety hazard during storms. If the sign were to blow off its supports it could go into the nearby roadway or cause damage to the hotel worksite.

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

We intend to come in at budget or under budget. We have built options into the RFP to make this project scaleable on size of the videoboard. If we need to reduce size to keep us within budget we can do so.

Is there a grant associated with this project?

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

There is currently no grant associated with this project.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

If you need an account number/project number in order to complete your Agenda Item, forward this signed form to Miranda Bell (mbell@cityoffoley.org) and to Sue Steigerwald (ssteigerwald@cityoffoley.org)

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