

Capital Purchase Worksheet

Directions:

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

Submitted by: Darrell Russell

Date Submitted: 2/4/2021

Is this purchase listed as a capital purchase in the approved budget? Yes & No - Explanation Below

What amount is approved in the budget for this purchase? \$14,000

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

2 Message Board Signs. They are needed by the Street Dept. and several other Departments at the City of Foley because of the increased demand for them concerning increased weather events, sporting & tournament events, road closures, etc., that comes with the growth of a city.

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

NO, Because the City has more events now and we do not have enough to accommodate all Depts needing them.

NEEDS: Street Dept - Road closures for construction/repairs; Sanitation Dept - Holidays and weather events; Police Dept - Parades & Festivals, as well as for Public Help Events (National Guard Supply Distribution after weather/catastrophic events); Sports Tourism, Recreation, & Nature Parks - Sports Events, Archery tournaments, Halloween, etc.; Owa - Vaccinations

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

Yes, there is a \$28,822.06 quote for 2 new Message Board Signs attached. No, it will be above budget, but we have a solution.

For FY2021, Street Dept - Cnstr (3011) budgeted \$50,000 for Vacuum/Jetter Small Truck. At purchase, we saved \$15,000

Also, Street Dept - Traffic Control (3014) budgeted \$14,000 for 2 light plants. However, we need to message board signs more.

We want to transfer the \$15,000 saved on the Jetter to the Traffic Control account & combine it with the \$14,000 already budgeted.

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

Signature and Date

Approval by Council President

Signature and Date