

Capital Project Worksheet

Directions:

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

Submitted by: Jamie Smith

Date Submitted: 9/17/2021

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

What amount is approved in the plan for this project? \$30,000.00

In what year is this project shown to begin in the plan? FY22

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

Build office for Revenue Officer and part time employee. They will install glass walls to be consistent with other offices in City Hall. They will also build a desk into the closet to create more space in the office.

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

Yes, however it is difficult to concentrate with my office being in a "high traffic" area of City Hall.

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.

At budget.

Is there a grant associated with this project? No

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

N/A

Approval by City Administrator



Signature and Date

Approval by Council President



9-23-21

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)

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