

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: Jeff Lee

Date Submitted: 3/1/2023

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

What amount is approved in the plan for this project? \$175,000

In what year is this project shown to begin in the plan? FY23

Description of the project and why the project needs to be completed at this time.
The bathroom is very old, outdated, and in poor condition and needs to be replaced. This upgrade will provide ADA compliant bathroom facilities for this park.

Can your job be performed without the completion of this project? Please explain below.
Yes, but these bathrooms are in poor condition and need to be replaced.

Will not completing this project cause a public safety issue? Please explain below.
The current bathrooms do not meet current ADA standards.

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

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
Mike Thompson
Signature and Date

Approval by Council President
JW Trawick 3-6-23
Signature and Date

Request to Increase Capital Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of capital budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

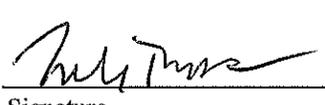
Department Head Jeff Lee 
 Department Parks & Recreation Signature
 Budget Category Capital Projects
 Date Submitted 20-Mar

If Personnel Accounts, Approval from Human Resources Director is required. _____
 Signature & Date

Reason for Increase:

This increase is needed to move forward with the replacement of the bathroom building at Beulah Heights Park.
This building is very old, outdated, and in poor condition and needs to be replaced. The upgrade will provide an
ADA complaint bathroom facility for this park. The total cost of this project is estimated to be \$175,000.

Amounts of Funds Needed	Account Number & Name
\$175,000.00	400-5037-5100 Beulah Park Upgrades

Approval by City Administrator  3/20/23
 Signature Date

Approval by Council President  3-20-23
 Signature Date

Finance Department Use Only:

Budget Adjustment Posted: _____
 Resolution # _____ Signature _____ Date _____

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN LEGISTAR *****