



CITY OF RAPID CITY

300 SIXTH STREET
RAPID CITY, SOUTH DAKOTA 57701

PARKS AND RECREATION DEPARTMENT

Jerry W. Cole,
Director
(605) 394-5225

Lon Van Deusen,
Parks & Cemetery
Manager
(605) 394-4175

Doug Lowe,
Recreation Manager
(605-394-4168

James (JJ) Walraven
Golf Superintendent
(605) 394 4199

Duncan Olney
Aquatics Manager
(605)394-4168

Parks and Recreation Memo

Date: March 15, 2006

To: Legal and Finance Committee

From: Lon Van Deusen, Parks Division Manager

Subject: Advertising permission for equipment

Summary: The Parks Division is asking to substitute the purchase of two mowers in 2006 for the purchase of two small utility vehicles. In addition to the two trucksters requested by the Parks Division a third utility vehicle will be requested for the Cemetery. (The state's requirement for a public hearing to purchase the cemetery equipment has been met and advertising authority has been granted.)

Recommendation: To grant the Parks Division advertising authority for three small utility vehicles (trucksters)

Analysis/Background: The Parks Division staff has reconsidered its need for equipment purchase for 2006. The Parks Division budgeted \$40,000.00 for the purchase of two outfront mowers for 2006 and subsequently asked for advertising permission for these pieces of equipment. After careful evaluation of equipment needs for 2006, Parks staff feels there is a more immediate need for small utility vehicles (trucksters) to provide equipment and personnel support in the parks and to free up an existing truckster for our volunteer trail system patrol this season.

Budgeted amounts for both Parks and Cemetery will cover estimated costs of the three pieces of equipment. Cemetery has also met its requirement for a public hearing for the purchase of their share of the equipment.

ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council. This covers all items, which require formal bids, currently anything over \$15,000 (except emergency and repair costs).

I. PROJECT ID NO.: _____

II. PROJECT NAME: Utility Vehicles

Project/Item(s) Description: Utility Vehicles: Two for Parks Division

IV. BID LETTING DATE: _____

V. (IF APPLICABLE) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S)

\$ 40,000

VII. BASIS OF PAYMENT

Assessed _____
 Single Payment _____

Non-Assessed _____
 Partial Payment _____

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund	0101			
Department	0607			
Line Item	4360			

X. DEPARTMENT/DIVISION: PARKS DIVISION

PROJECT MANAGER

Len Van Deusen

Date: 3/17/06

DEPARTMENT/DIVISION MANAGER

Len Van Deusen

Date: 3/17/06

PARKS AND RECREATION DIRECTOR

[Signature]

Date: _____

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation Cash Flow	<u>3/17/06</u>	<u>[Initials]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Investment Desk Public Works Engineering Project Manager
			<input type="checkbox"/>	<input type="checkbox"/>	