

PROJECT APPROVAL REQUEST

1. **Project Name:** Facilities Dept. – New Riding Mower for Property
2. **The Person or Persons and Committee Proposing the Project:**
 - a. Operations Manager
3. **The Project's Description/Scope Including:**
 - a. **Narrative description of the project.**

The current gas-powered push mower is not adequate and sufficient for the Facilities Department to use, to maintain the grass mowing areas properly associated at LLCC.
 - b. **The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.**

The project aims to improve the functionality of the Facilities Department and efficiency to properly maintain the grass areas that are within and reduce LLCC's liability and improve employee efficiency and well being.
 - c. **Description, drawings and sketches as necessary to understand the project.**
 1. New Kawasaki, 21.50HP riding mower, 42" blade.
Model No. Z232KW-42 / Estimate No. 1154761
 - d. **The approximate cost for the project and the basis and assumptions for that cost estimate.**

It is estimated that the total cost of this project will not exceed \$4,994.51. This amount has been included and approved in the 2025 LLCC budget.
 - e. **A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants or be carried out by a combination of in-house and outside resources.**

This project should be co-managed by the Operations Manager but will be coordinated with the Facilities Manager.
 - f. **An approximate schedule, including any time constraints regarding project activities or completion dates.**

New Kawasaki riding mower is in stock and available immediately. The Facilities Manager will pick unit up, once approval is approved and authorized.
4. **The budget status of the project.**

The BOD authorized funding for this project (\$ 5,000.00), which is included in the FY 2025 LLCC baseline budget.

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- 5. Any additional issues the board may need to consider, including foreseeable project risks or liabilities.**
- 6. The proposed project manager.**
The Operations Manager will manage this project.
- 7. Evidence of coordination with appropriate staff departments and management.**