

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 6, 2023
Item No.: 10.c

Department Approval

Michelle Dietrick

City Manager Approval

Sam J. Truog

Item Description: Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of \$10,000 be separately approved by the City Council, independent of the budget process or other statutory purchasing requirements. In addition, State Statutes generally require the Council to authorize the sale of surplus vehicles and equipment. *Attachment A-1* includes a list of items submitted for Council review and approval.

Staff will note that unless noted otherwise, all items contained in this report were previously identified and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review during the most recent budget cycle. This information package included a CIP Project/Initiative summary which identified the type of purchase, estimated cost, funding source, and other supporting narrative. Where applicable, these project/initiative summaries are included with *Attachment A-2*.

POLICY OBJECTIVE

Required under City Code 103.05.

BUDGET IMPLICATIONS

Funding for all items is provided for in the current budget or through pre-funded capital replacement funds.

RACIAL EQUITY IMPACT SUMMARY

N/A

STAFF RECOMMENDATION

Staff recommends the City Council approve the submitted purchases or contracts for service and where applicable; authorize the sale/trade-in of surplus items.

REQUESTED COUNCIL ACTION

Motion to approve the submitted purchases or contracts for services and where applicable; the sale/trade-in of surplus items.

Prepared by: Joshua Kent, Assistant Finance Director
Attachments: A1: Over \$10,000 Items for Purchase or Sale/Trade-in

A2: CIP Project/Initiative summary (if applicable)

Attachment A-1

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Public Works (Engineering)	Baun Built Corporation	Installation of permanent wall between City staff and Metro-INET	(a) \$	350,000	\$ 19,000	2023 CIP
Parks & Recreation	Midwest Groundcover LLC	Playground Safety Mulch	(b) \$	200,000	\$ 20,000	2023 CIP
			(c)			
			(d)			
			(e)			

Key

- (a) In 2014, the Engineering Department was expanded slightly into the old fire admin offices to create more office space. When that project was done, only a cubical wall was installed between the Engineering Department and Metro-INET. The City's building maintenance manager sent quotes out and received the a low quote from Baun Built Corporation of \$19,000, which is the same contractor that performed some the other City Hall remodels last year.

- (b) This is for replenishing Engineered Wood Fiber in the playground containers. This is a scheduled mid level maintenance item that must be done periodically to meet playground safety and accessibility standards and comes out of the Parks Improvement Plan CIP.



Public Works Department

Memo

To: Michelle Pietrick, Finance Director
From: Jesse Freihammer, Public Works Director
Date: March 1, 2023
Re: Engineering Department Wall

In 2014, the Engineering Department was expanded slightly into the old fire admin offices to create more office space. When that project was done, only a cubicle wall was installed between the engineering expansion and the IT department. With the split of Metro-Inet from the City, staff feels that this is a good time to complete the remodel and install permanent separation. The new wall will provide better sound attenuation between the departments and will create additional work space by eliminating the door between the departments.

The City's building maintenance manager sent quotes out and received the following low quote. It is the same contractor who performed some of the other City Hall remodels last year.

- Baun Built Corporation – \$19,000
- This would be funded from the following:
 - \$27,805.00 - Workstation Replacement - City Hall line item in 2022 Facilities CIP-410-01-64-00-0000-42-453000
 - There was a \$350,000 budget and still has budget remaining that will cover this cost.

2023 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Park Improvements
Project/Initiative Title:	General PIP Items
Total Estimated Cost:	\$200,000
Funding Source:	Park Improvement Program Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

The Park Improvement Program (PIP) is designed for and includes mid range budget items that can be more timely scheduled (with some flexibility from year to year) and planned for but need to be more closely prioritized than daily maintenance items that are more definite. These projects include safety items that require scheduled mid level maintenance (play surface, field upgrades), items that aid in maintenance efficiencies (landscaping, mulch), and items that help to maintain park system facilities up to expected standards (amenities, sign maintenance, court color coating, landscape work, tree plantings). This account is currently managed as a CIP account allowing staff to be more strategic with projects and budgeting from year to year and maximizing outside contributions.

This specific PO is for replenishing Engineered Wood Fiber in playground containers. This must be done periodically to meet playground safety and accessibility standards.

Location:

Parks and Recreation System