

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 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)

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Community Development	U.S. Fleet Source	2 - 2024 Hyundai Tucson Blue Hybrid AWD	(a)	\$ 68,000	\$ 64,402	2024 CIP

Key

- (a) Staff is requesting an approval the purchase of two Hyundai Tucson Hybrid AWD vehicles, both of which are to replace a 2014 Ford F-150 and a 2013 Jeep that are scheduled for replacement in 2024 per Community Development's Capital Improvement Plan. Both of these vehicles will be used by building inspectors. These vehicles would be purchased from U.S. Fleet Vehicle Source per the Minnesota State Bid Contract No. 190201 A-175(5). Because of continued supply chain disruptions, it is anticipated that these vehicles would not be delivered until Q1 of 2024.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Community Development
Project/Initiative Title:	Inspection Vehicle
Total Estimated Cost:	\$28,000
Funding Source:	Community Development Fund (<i>fees</i>)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Community Development budgets vehicle replacements for every ten years. Actual replacement depends on the vehicle's age, mileage, overall condition, and potential re-sale value. For 2024, a 2014 Ford F-150 is scheduled for replacement. This vehicle is primarily used by the Assistant Building Official.

Location:

N/A

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Community Development
Project/Initiative Title:	Inspection Vehicle
Total Estimated Cost:	\$40,000
Funding Source:	Community Development Fund (<i>fees</i>)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Community Development budgets vehicle replacements for every ten years. Actual replacement depends on the vehicle's age, mileage, overall condition, and potential re-sale value. For 2024, a 2013 Jeep is scheduled for replacement. The cost for replacement assumes the purchase of a hybrid. This vehicle is primarily used by the Building Inspector in charge of non-residential permits.

Location:

N/A