


REQUEST FOR COUNCIL ACTION

Date: January 6, 2020
Item No.: 9.c

Department Approval



City Manager Approval



Item Description: Approve General Purchases or Sale of Surplus Items Exceeding \$5,000

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of \$5,000 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*.

Attachment B includes a summary-to-date of the CIP purchases for 2020.

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

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: Jason Schirmacher, Interim Finance Director
Attachments: A1: Over \$5,000 Items for Purchase or Sale/Trade-in
A2: CIP Project/Initiative summary (if applicable)
B: 2020 CIP Purchase Summary

General Purchases or Contracts

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget</u>	<u>P.O.</u>	<u>Budget /</u>
				<u>Amount</u>	<u>Amount</u>	<u>CIP</u>
Public Works	Frontier Precision Inc	Engineering Survey Equipment	(a)	\$ 30,000	\$ 23,896	CIP
Public Works	Varitech Industries	Salt Brine Maker	(b)	\$ 19,500	\$ 11,990	CIP
Public Works	Indeco Plastics Co	Brine Tank	(c)	\$ 19,500	\$ 5,097	CIP
Storm Sewer	Tennant Sales & Services Co	Tennant 6600 Sweeper	(d)	\$ 45,000	\$ 46,596	CIP
Storm Sewer	McQueen Equipment	Street Sweeper	(e)	\$ 240,000	\$ 230,880	CIP
Police	Roseville Chrysler Jeep Dodge, Inc	2 - 2020 Dodge Durangos	(f)	\$ 99,000	\$ 62,100	CIP
Park & Rec	Deere and Company	John Deere Tractor	(g)	\$ 30,000	\$ 24,754	CIP
Park & Rec	McQueen Equipment	MT Trackless MT7	(h)	\$ 150,000	\$ 192,835	CIP
Finance	Cobra Construction Inc.	License Center Ceiling Tiles	(i)	\$ -	\$ 6,337	Budget

Key

- (a) Various Engineering Survey Equipment and Accessories
- (b) VAR Model SB600 Salt Brine Maker
- (c) 5,000 gallon brine tank
- (d) Tennant 6600 Model M-S30 Sweeper
- (e) 2020 Elgin Pelican NP3 Wheel Sweeper
- (f) 2 - 2020 Dodge Durango Pursuit AWD V8 LDEE75 22Z Package
- (g) John Deere 3046R Compact Tractor with two stage blower and broadcast spreader
- (h) MT Trackless MT7 snow/sidewalk machine with blower, sweeper, and boom flail.
The PO request does not include the salvage value of the #585 Belos snow/sidewalk machine (2010) estimated at \$30,000. Also with the \$5,246 savings on item (g) the total impact is over \$7,589.
- (i) On November 25th, 2019 the City Council approved a bid of \$85,980 to renovate the motor vehicles space of the License Center, the bid did not include replacement of the ceiling tiles. The replacement would be funded by the remaining \$194,107 reimbursement from the State for revenue loss related to MNLARS implementation.

Sale of Surplus Vehicles or Equipment

<u>Division</u>	<u>Description</u>	<u>Key</u>	<u>Est. Sale / Trade-In Amount</u>
Public Works	Trimble M3 Instrument with accessories	(a)	\$ 3,600
Park & Rec	#545 John Deere tractor (2007)	(g)	\$ 18,500

2020 Capital Improvement Plan

Project/Initiative Summary

Department/Division: Public Works / Engineering
Project/Initiative Title: Equipment Replacement
Total Estimated Cost: \$42,500
Funding Source: PW Vehicle and Equipment Fund (*Property Taxes*)
Annual Operating Budget Impact: N/A

Project/Initiative Description:

Continuing with the practice of replacing equipment in a timely manner to reduce maintenance costs and down time and to maximize the trade or resale value of the asset, Public Works is proposing to replace the following:

- 2004 Central Garage Air Compressor (\$7,500)
- 2000 Welder Wire Feed (\$5,000)
- 2010 Trimble R8 GNSS Survey Equipment (\$30,000)

Location:

Central Garage – Maintenance Facility.
Public Works Maintenance Facility.

2020 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works / Streets
Project/Initiative Title:	Salt Brine Production System
Total Estimated Cost:	\$19,500
Funding Source:	PW Vehicle and Equipment Fund (<i>Property Taxes</i>)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Staff is recommending the purchase of a small salt brine production system in order to produce our own salt brine in house. Currently, maintenance staff purchases salt brine from Ramsey County at \$0.30 per gallon. For the 2018/2019 winter season, the City purchased over 34,000 gallons of brine from Ramsey County for a cost of over \$10,200. This does not include staff time and fuel to transport the brine from Ramsey County to the City's Maintenance Facility.

Staff estimates it will cost the City roughly \$0.04 per gallon to produce our salt brine with an in house salt brine production system. Using last year's salt brine usage that would have cost the City a total of approximately \$1,360, resulting in savings of about \$8,840.

The overall "savings" could be extremely variable depending on the severity of the winter season. Also, as we replace older plow trucks, the new plow trucks are being outfitted with brine tanks which allow us to use more brine, but less overall salt. Therefore we are not recommending changing the Operating Supplies budget (total of \$222,700, \$113,000 earmarked for snow and ice control) to account for this purchase. However, the actual savings on salt brine will allow us to apply more of the Operating Supplies budget to bituminous patching, crack sealing and other material we use throughout the year without impacting the overall budget.

Producing our own salt brine will also allow staff to be more efficient, spend less time picking up salt brine from Ramsey County, and reduce the risk of not having salt brine during peak demand periods (several other Cities also purchase salt brine from Ramsey County).

Location:

Public Works Maintenance Facility.

2020 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer Services
Project/Initiative Title:	Equipment Replacement
Total Estimated Cost:	\$595,000
Funding Source:	Storm Sewer Fund (<i>Fees</i>)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Continuing with the practice of replacing equipment in a timely manner to reduce maintenance costs and down time and to maximize the trade in or resale value of the asset, Public Works is proposing to replace the following:

- 2006 3-Wheel Street Sweeper (\$240,000)
- 2007 Electronic Message Board (\$20,000)
- 1997 Leaf Compost Turner (\$290,000)
- 2008 Smaller Broom (\$45,000)

The City is pursuing grant funds for some of these vehicles which are available to remove diesel engines from City fleets. Therefore, we expect some of these costs to be further offset with grant funds in 2020. Those savings will be identified when staff seeks authorization to purchase the items in 2020.

Location:

Not applicable.

2020 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Police Department**
Project/Initiative Title: Vehicle Replacements
Total Estimated Cost: \$123,000
Funding Source: Police Vehicle & Equipment Fund (*Property Taxes*)
Annual Operating Budget Impact: N/A

Project/Initiative Description:

The Police Department generally replaces marked squad cars every three years and unmarked vehicles every 10 years. The decision on whether to replace a vehicle is based on each individual vehicle's age, mileage, overall condition, and potential re-sale value.

Due to the health of the current patrol fleet, for 2020, a total of three marked squads and one unmarked vehicle are scheduled for replacement. Money recouped from selling retired police vehicles is the funding source used to purchase the unmarked vehicle and not the current CIP.

Location:

Not applicable.

2020 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Parks and Recreation Maintenance**
Project/Initiative Title: Snow/Sidewalk Machine (#585)
Total Estimated Cost: \$150,000
Funding Source: P&R Vehicle & Equip. Replacement Fund (*property taxes*)
Annual Operating Budget Impact: N/A

Project/Initiative Description:

This is for the replacement of a 2010 Belos snow/sidewalk machine, unit #585. This unit is one of three machines and is an integral part of our off road sidewalk snow removal and sweeping operation. They are used very long and hard all year long. This machine is experiencing regular and unpredictable breakdowns causing inefficiencies and work delays and therefore due for replacement. This machine also has a boom flail feature to help maintain trail edges during the summer months.

Location:

The machine is stored in the Parks and Recreation Maintenance garage.

2020 Capital Improvement Plan

Project/Initiative Summary

Department/Division: Parks and Recreation Maintenance
Project/Initiative Title: Tractor Replacement (#545)
Total Estimated Cost: \$30,000
Funding Source: P&R Vehicle & Equip. Replacement Fund (*property taxes*)
Annual Operating Budget Impact: N/A

Project/Initiative Description:

This is for the replacement of a 2007 John Deere Tractor, unit #545. This tractor is an integral part of the operation for snow removal in the winter and various landscaping uses in the summer. The existing unit will be sold or traded.

Location:

The tractor is stored in the Parks and Recreation maintenance garage.

City of Roseville

2020 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
New HRIS System		\$ -	\$ 25,000	\$ -	\$ 25,000
Finance					
Investment Management Software Upgrade			20,000	-	20,000
Central Services					
Copier & Postage Machine Lease			84,400	-	84,400
Police					
Marked squad cars (5 / yr)	1/6/2020	62,100	99,000	-	99,000
Unmarked vehicles (1 / yr)			24,000	-	24,000
CSO Vehicle			33,950	-	33,950
Radar Units			4,120	-	4,120
Stop Sticks			1,030	-	1,030
Rear Transport Seats			2,705	-	2,705
Control Boxes			4,000	-	4,000
Computer Equipment			7,400	-	7,400
Computer replacements for fleet			150,000	-	150,000
Cell phones/computer devices (A'dd'l officers)			5,645	-	5,645
Printer replacements for fleet			7,210	-	7,210
Non-lethal weapons			6,000	-	6,000
Long gun parts (squads)			3,090	-	3,090
Sidearms (officers)			14,800	-	14,800
Tactical gear			2,500	-	2,500
SWAT Bullet Resistant Vests			4,000	-	4,000
Crime scene equipment			3,000	-	3,000
Body Worn Camera Equipment			1,000	-	1,000
Evidence Room			2,575	-	2,575
Defibrillators			1,575	-	1,575
Radio Equipment			26,000	-	26,000
Office furniture			2,100	-	2,100
Fire					
Staffed engine replacement			575,000	-	575,000
Exercise room-fitness equipment			15,000	-	15,000
Power equipment			10,000	-	10,000
Personal Protective Equipment			40,000	-	40,000
Portable and mobile radios			20,000	-	20,000
Rescue equipment			32,500	-	32,500
Kitchen appliances			4,500	-	4,500
AV equipment			8,500	-	8,500
Public Works					
#101 F-150 Pickup 2wd			30,000	-	30,000
#112 3-ton dump w/ plow			210,000	-	210,000
Street Signs			10,000	-	10,000
Brine Making System	1/6/2020	17,087	19,500	-	19,500
Eng. Utility Locator			2,000	-	2,000
Eng. Survey equipment	1/6/2020	23,896	30,000	-	30,000
Air compressor			7,500	-	7,500
Welder Wire Feed*			5,000	-	5,000
Parks & Recreation					
#506 Ford 3/4-ton (2012)			40,000	-	40,000
#545 John Deere tractor (2007)	1/6/2020	24,754	30,000	-	30,000
#543 Felling trailer (2010)			5,000	-	5,000
#585 Belos snow/sidewalk machine (2010)	1/6/2020	192,754	150,000	-	150,000
Golf: Gas Pump / Tank: Replacement - 1967			10,000	-	10,000
Golf: Greens Mower - 2000			30,000	-	30,000
Golf: Course Safety Netting Replacement 1997			10,000	-	10,000

City of Roseville

2020 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Liebert condensing unit (IT Server Room)			60,000	-	60,000
Liebert AHV (IT Server Room)			30,000	-	30,000
Overhead door replacement - CH/PD/Main			20,000	-	20,000
Fuel system tank replacement			215,000	-	215,000
Maintenace Yard Security Gate			25,000	-	25,000
Council: General Audio/Visual			20,000	-	20,000
Gymnastics Center			42,000	-	42,000
Commons: Water Heater- Domestic H2O			10,000	-	10,000
OVAL Refrigeration Plant			1,560,000	-	1,560,000
OVAL Brine Pumping Systems			192,000	-	192,000
OVAL Concrete Refrigeration Rinnk			725,000	-	725,000
OVAL Perimeter Paving/Drainage System			232,000	-	232,000
OVAL Safety Pad and Fence System			450,000	-	450,000
OVAL Renovate Banquet Facility/Rooftops			205,000	-	205,000
OVAL Lobby Mechanical/Banquet Roof (1993)			245,000	-	245,000
OVAL Bathroom Remodel (Upper)			95,000	-	95,000
OVAL: Contingency and Soft costs (35%0			1,296,400	-	1,296,400
Golf: Irrigation system upgrades 1960/1988/1994			20,000	-	20,000
Generator			35,000	-	35,000
Heat pumps (24)			10,000	-	10,000
Exterior Lighting			3,000	-	3,000
Interior Lighting			3,000	-	3,000
Information Technology					
Computers (Notebooks, Desktop)			20,000	-	20,000
Monitor/Display			5,175	-	5,175
Desktop Printers (2)			1,300	-	1,300
Network Printers/Copiers/Scanners (13)			17,000	-	17,000
Network Switches/Routers/Wireless (Roseville)			37,925	-	37,925
Power/UPS - Closets (11)			3,000	-	3,000
Power/UPS - Server Room (1)			75,000	-	75,000
Air Conditioner - Server Room Unit #1			38,000	-	38,000
Surveillance Cameras (58)			7,890	-	7,890
Telephone Routers (Shared - Roseville portion)			5,000	-	5,000
vSAN Hardware (Host, Storage, Backup)			400	-	400
vSAN Software Licensing			5,570	-	5,570
Fiber Network Extensions/Replacements			50,000	-	50,000
Park Improvements					
Playground Areas			675,000	-	675,000
Athletic Fields			90,000	-	90,000
Natural Resources			250,000	-	250,000
PIP/CIP Category			200,000	-	200,000
Street Improvements					
Mill & Overlay			1,200,000	-	1,200,000
Street Lighting					
Misc. pole fixture replacement			25,000	-	25,000
Pedestrian light @ Lexington Central Prk			20,000	-	20,000
Signal Pole Painting (3 every other year)			20,000	-	20,000
Pathways & Parking Lots					
Pathway maintenance			180,000	-	180,000
Acorn 2 east lots			35,000	-	35,000
Acorn west lot			35,000	-	35,000
Central Pk W Victoria(Foundation)			80,000	-	80,000
Nature Center			20,000	-	20,000
License Center					
General office equipment (minor)			1,000	-	1,000
Passport camera			2,000	-	2,000
Office chair replacement			1,200	-	1,200
Security camera replacement			5,000	-	5,000
Bathroom/Kitchen improvements			2,000	-	2,000
Facility Improvements (TBD)			100,000	-	100,000
Community Development					
Inspections Vehicle			26,000	-	26,000
Office Furniture			1,000	-	1,000

City of Roseville

2020 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
MSA Streets					
General MSA Improvements			780,000	-	780,000
Roselawn & Snelling Signal			128,000	-	128,000
Water					
Replace/Upgrade SCADA system (1/3)			52,000	-	52,000
GPS Unit (1/3 share)			7,000	-	7,000
Booster Station Rehabilitation			500,000	-	500,000
Replace Water Tower Fence			30,000	-	30,000
Water main replacement			500,000	-	500,000
Sanitary Sewer					
Replace/Upgrade SCADA system (1/3)			44,000	-	44,000
Computer replacement			5,000	-	5,000
GPS with computer (1/3 share)			7,000	-	7,000
Galtier LS Rehab			500,000	-	500,000
Long Lake Lift Station			35,000	-	35,000
Sewer main repairs			900,000	-	900,000
I & I reduction			30,000	-	30,000
Storm Sewer					
#167 Elgin Sweeper 2006 3-wheel	1/6/2020	230,880	240,000	-	240,000
#171 Tennant 6600 sweeper	1/6/2020	46,596	45,000	-	45,000
#163 Electronic message board			20,000	-	20,000
#168 Wildcat Compost Turner			290,000	-	290,000
GPS Unit (1/3)			7,000	-	7,000
Replace/Upgrade SCADA (1/3)			44,000	-	44,000
Pond improvements/infiltration			350,000	-	350,000
Storm sewer replacement/rehabilitationPMP			450,000	-	450,000
Total - All Items			\$15,521,460	\$ -	\$ 15,521,460