

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: November 9, 2020
Item No.: 9.c

Department Approval

Michelle Luttrick

City Manager Approval

Sam J. Truog

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, Assistant 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

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Police	Streicher's	Impact Resistent helmets	(a)	\$ -	\$ 6,560	Cares Act
Police	Dodge of Burnsville	2020 Durango GT	(b)	\$ 33,950	\$ 9,876	CIP
Police	Roseville Chrysler Jeep Dodge, Inc.	2020 Ram 1500	(c)	\$ 24,000	\$ 34,703	CIP

Key

- (a) 10 tactical helmets with shields to protect frontline officers from COVID when responding to high risk incidents. The helmets will be funded from the Cares Act funding awarded to the City.
- (b) 2020 Dodge Durango GT (unmarked). The total cost of \$9,876, after trading in a 2017 Dodge Ram CSO truck (\$18,500).
- (c) 2020 Dodge Ram truck is replacemnt of Community Services truck budgetted in 2020 CIP. The remaining \$10,703 over CIP budget will be funded by the \$24,074 not used for the 2020 Durango GT (unmarked).

Sale of Surplus Vehicles or Equipment

Division	Description	Key	Est. Sale / Trade-In Amount
Police	2017 Dodge Ram Trade In		\$ 18,500



2020
Capital Improvement Plan
Project / Initiative Summary

Presented to the City Council July 15, 2019

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 (<i>Property Taxes</i>)
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.

City of Roseville

2020 Summary of Scheduled CIP Items

Attachment B

	<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
Annual Voting System Payment				\$ 12,831	\$ (12,831)
Finance					
Investment Management Software Upgrade			20,000	3,170	16,830
Central Services					
Copier & Postage Machine Lease			84,400	45,084	39,316
Police					
Marked squad cars (5 / yr)	1/6/2020	62,100	99,000	66,791	32,209
Unmarked vehicles (1 / yr)	11/9/2020	34,703	24,000	-	24,000
CSO Vehicle	11/9/2020	9,876	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	400	3,600
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	2,609	4,601
Non-lethal weapons			6,000	2,700	3,300
Long gun parts (squads)			3,090	-	3,090
Sidearms (officers)	1/27/2020	15,359	14,800	15,359	(559)
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	100	900
Evidence Room			2,575	-	2,575
Defibrillators			1,575	-	1,575
Radio Equipment	1/27/2020	26,511	26,000	26,511	(511)
Office furniture			2,100	-	2,100
Fire					
Staffed engine replacement	6/8/2020	350,260	575,000	602,136	(27,136)
Staffed ladder truck replacement replacement	6/8/2020	402,243	-	936,102	(936,102)
Exercise room-fitness equipment			15,000	2,500	12,500
Power equipment			10,000	5,748	4,252
Personal Protective Equipment			40,000	37,778	2,222
Portable and mobile radios			20,000	12,413	7,587
Rescue equipment			32,500	30,339	2,161
Kitchen appliances			4,500	2,500	2,000
AV equipment			8,500	6,325	2,175
Public Works					
#101 F-150 Pickup 2wd	3/23/2020	29,100	30,000	29,100	900
#112 3-ton dump w/ plow			210,000	96,917	113,083
Street Signs			10,000	-	10,000
Brine Making System	1/6/2020	17,087	19,500	17,087	2,413
Eng. Utility Locator			2,000	-	2,000
Eng. Survey equipment	1/6/2020	26,951	30,000	30,593	(593)
Air compressor	3/23/2020	5,824	7,500	6,356	1,144
Welder Wire Feed*	2/10/2020	5,085	5,000	5,085	(85)
Parks & Recreation					
#506 Ford 3/4-ton (2012)			40,000	-	40,000
#545 John Deere tractor (2007)	1/6/2020	24,754	30,000	43,254	(13,254)
#543 Felling trailer (2010)			5,000	-	5,000
#585 Belos snow/sidewalk machine (2010)	1/6/2020	192,754	150,000	157,272	(7,272)
Zamboni Resurfacer Model 700			-	133,708	(133,708)
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

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	<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)	9/14/2020	45,300	60,000	41,414	18,586
Liebert AHV (IT Server Room)			30,000	-	30,000
Overhead door replacement - CH/PD/Main	10/26/2020	7,588	20,000	717	19,283
City Hall Chairs			-	8,796	(8,796)
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 H2C			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)	4/22/2020	36,106	37,925	36,106	1,819
Power/UPS - Closets (11)			3,000	-	3,000
Power/UPS - Server Room (1)	10/12/2020	38,446	75,000	38,446	36,554
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	2/24/2020	20,000	675,000	20,000	655,000
Athletic Fields			90,000	-	90,000
Natural Resources			250,000	-	250,000
PIP/CIP Category	7/27/2020	40,000	200,000	40,000	160,000
Street Improvements					
Mill & Overlay			1,200,000	1,384,921	(184,921)
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	4/22/2020	7,549	180,000	380,500	(200,500)
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	95,880	4,120
Community Development					
Inspections Vehicle	3/9/2020	26,121	26,000	26,121	(121)
Office Furniture			1,000	-	1,000

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	<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	366,988	413,012
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	114,927	385,073
Replace Water Tower Fence			30,000	-	30,000
Water main replacement	6/8/2020	13,660	500,000	442,482	57,518
Sanitary Sewer					
Replace/Upgrade SCADA system (1/3)			44,000	-	44,000
Computer replacement			5,000	3,437	1,563
GPS with computer (1/3 share)			7,000	-	7,000
Galtier LS Rehab			500,000	35,524	464,476
Fernwood Lift Station			540,000	541,560	(1,560)
Long Lake Lift Station			35,000	3,045	31,955
Sewer main repairs			900,000	1,092,180	(192,180)
I & I reduction			30,000	1,904	28,096
Storm Sewer					
#167 Elgin Sweeper 2006 3-wheel	1/6/2020	230,880	240,000	230,880	9,120
#171 Tennant 6600 sweeper	1/6/2020	46,596	45,000	45,703	(703)
#163 Electronic message board	3/9/2020	17,871	20,000	17,871	2,129
#168 Wildcat Compost Turner			290,000	-	290,000
2 - 15 hp Pumps	6/8/2020	16,754	-	28,717	(28,717)
Owasso Stormwater Lift Station Pumps Replac.	5/4/2020	55,461	-	55,409	(55,409)
GPS Unit (1/3)			7,000	-	7,000
Replace/Upgrade SCADA (1/3)			44,000	-	44,000
Pond improvements/infiltration	7/27/2020	25,050	350,000	-	350,000
Storm sewer replacement/rehabilitationPMF	2/10/2020	49,680	450,000	270,064	179,936
Total - All Items					
		\$1,879,669	\$ 16,061,460	\$7,827,760	\$ 8,233,700