

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: December 7, 2020  
Item No.: 9.c

Department Approval

*Michelle Littrick*

City Manager Approval

*Samuel T. 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

| <b>Division</b>        | <b>Vendor</b>             | <b>Description</b>             | <b>Key</b> | <b>Budget<br/>Amount</b> | <b>P.O.<br/>Amount</b> | <b>Budget /<br/>CIP</b> |
|------------------------|---------------------------|--------------------------------|------------|--------------------------|------------------------|-------------------------|
| Information Technology | arvig                     | Move fiber at old fire station | (a)        | \$ 50,000                | \$ 9,696               | CIP                     |
| Utilities              | Frontier Precision        | Survey Grade GPS Equipment     | (b)        | \$ 21,000                | \$ 15,640              | CIP                     |
| Police                 | Marie Ridgeway LICSW, LLC | Mental Health Check-In         | (c)        | \$ 82,500                | \$ 10,650              | Budget                  |

**Key**

- (a) Fiber is currently going through the old fire station directly to the water tower. Because the building is being sold the fiber needs to be moved to maintain connectivity to the water tower for Public Works SCADA monitoring.
- (b) The survey grade GPS Equipment is being evenly split between the Sanitary Sewer, Water, and Sroem Sewer funds.
- (c) Mandatory Mental Health Check-In and Therapy Sessions

Sale of Surplus Vehicles or Equipment

| <b>Division</b> | <b>Description</b> | <b>Key</b> | <b>Est. Sale /<br/>Trade-In<br/>Amount</b> |
|-----------------|--------------------|------------|--------------------------------------------|
|-----------------|--------------------|------------|--------------------------------------------|



2020  
Capital Improvement Plan  
Project / Initiative Summary

Presented to the City Council July 15, 2019

## 2020 Capital Improvement Plan

### Project/Initiative Summary

|                                 |                                                               |
|---------------------------------|---------------------------------------------------------------|
| Department/Division:            | Information Technology Division                               |
| Project/Initiative Title:       | Fiber Network Extensions/Replacements                         |
| Total Estimated Cost:           | \$50,000                                                      |
| Funding Source:                 | Information Technology Equipment Fund ( <i>property tax</i> ) |
| Annual Operating Budget Impact: | N/A                                                           |

#### Project/Initiative Description:

Additional fiber network extensions are being evaluated to consider extending our existing fiber network to include additional park buildings and lift stations. A formal plan will be presented in late 2019 or 2020.

#### Location:

Not applicable

## 2020 Capital Improvement Plan

### Project/Initiative Summary

|                                 |                                                          |
|---------------------------------|----------------------------------------------------------|
| Department/Division:            | Water, Sanitary Sewer, & Storm Sewer                     |
| Project/Initiative Title:       | GPS Unit                                                 |
| Total Estimated Cost:           | \$21,000                                                 |
| Funding Source:                 | Water, Sanitary Sewer, Storm Sewer Funds ( <i>Fees</i> ) |
| Annual Operating Budget Impact: | N/A                                                      |

#### Project/Initiative Description:

A good GIS program is able to process geographic data from a variety of sources and integrate it into a map. Data is gathered in the field by engineering or public works staff using a GPS unit that attaches a location coordinate (latitude and longitude) to a feature such as a pump station, fire hydrant, manhole, valves, catch basins, pond outlets, etc.

The Public Works' existing GPS unit is 9 years old and is becoming obsolete. Funding for this unit will come from:

- Water Fund - \$7,000
- Sanitary Sewer Fund - \$7,000
- Storm Sewer fund - \$7,000

#### Location:

Maintenance Facility.

**City of Roseville**

## 2020 Summary of Scheduled CIP Items

Attachment B

|                                                | <u>Council<br/>Approval</u> | <u>P.O.<br/>Amount</u> | <u>Budget<br/>Amount</u> | <u>YTD<br/>Actual</u> | <u>Difference</u> |
|------------------------------------------------|-----------------------------|------------------------|--------------------------|-----------------------|-------------------|
| <b>Administration</b>                          |                             |                        |                          |                       |                   |
| New HRIS System                                |                             | \$ -                   | \$ 25,000                | \$ -                  | \$ 25,000         |
| Annual Voting System Payment                   |                             |                        |                          | \$ 12,831             | \$ (12,831)       |
| <b>Finance</b>                                 |                             |                        |                          |                       |                   |
| Investment Management Software Upgrade         |                             |                        | 20,000                   | 3,170                 | 16,830            |
| <b>Central Services</b>                        |                             |                        |                          |                       |                   |
| Copier & Postage Machine Lease                 |                             |                        | 84,400                   | 45,084                | 39,316            |
| <b>Police</b>                                  |                             |                        |                          |                       |                   |
| 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                    | 2,765                 | 4,445             |
| 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             |
| <b>Fire</b>                                    |                             |                        |                          |                       |                   |
| 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                   | 10,407                | (407)             |
| Personal Protective Equipment                  |                             |                        | 40,000                   | 40,924                | (924)             |
| 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             |
| <b>Public Works</b>                            |                             |                        |                          |                       |                   |
| #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)              |
| <b>Parks &amp; Recreation</b>                  |                             |                        |                          |                       |                   |
| #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**

Attachment B

## 2020 Summary of Scheduled CIP Items

|                                                 | <u>Council<br/>Approval</u> | <u>P.O.<br/>Amount</u> | <u>Budget<br/>Amount</u> | <u>YTD<br/>Actual</u> | <u>Difference</u> |
|-------------------------------------------------|-----------------------------|------------------------|--------------------------|-----------------------|-------------------|
| <b>General Facility Improvements</b>            |                             |                        |                          |                       |                   |
| 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             |
| <b>Information Technology</b>                   |                             |                        |                          |                       |                   |
| 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           | 12/7/2020                   | 9,696                  | 50,000                   | -                     | 50,000            |
| <b>Park Improvements</b>                        |                             |                        |                          |                       |                   |
| 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           |
| <b>Street Improvements</b>                      |                             |                        |                          |                       |                   |
| Mill & Overlay                                  |                             |                        | 1,200,000                | 1,386,278             | (186,278)         |
| <b>Street Lighting</b>                          |                             |                        |                          |                       |                   |
| 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            |
| <b>Pathways &amp; Parking Lots</b>              |                             |                        |                          |                       |                   |
| 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            |
| <b>License Center</b>                           |                             |                        |                          |                       |                   |
| 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             |
| <b>Community Development</b>                    |                             |                        |                          |                       |                   |
| Inspections Vehicle                             | 3/9/2020                    | 26,121                 | 26,000                   | 26,121                | (121)             |
| Office Furniture                                |                             |                        | 1,000                    | -                     | 1,000             |

**City of Roseville**

Attachment B

## 2020 Summary of Scheduled CIP Items

|                                              | <u>Council<br/>Approval</u> | <u>P.O.<br/>Amount</u> | <u>Budget<br/>Amount</u> | <u>YTD<br/>Actual</u> | <u>Difference</u> |
|----------------------------------------------|-----------------------------|------------------------|--------------------------|-----------------------|-------------------|
| <b>MSA Streets</b>                           |                             |                        |                          |                       |                   |
| General MSA Improvements                     |                             |                        | 780,000                  | 366,988               | 413,012           |
| Roselawn & Snelling Signal                   |                             |                        | 128,000                  | -                     | 128,000           |
| <b>Water</b>                                 |                             |                        |                          |                       |                   |
| Replace/Upgrade SCADA system (1/3)           |                             |                        | 52,000                   | -                     | 52,000            |
| GPS Unit (1/3 share)                         | 12/7/2020                   | 5,214                  | 7,000                    | -                     | 7,000             |
| Booster Station Rehabilitation               |                             |                        | 500,000                  | 124,942               | 375,058           |
| Replace Water Tower Fence                    |                             |                        | 30,000                   | -                     | 30,000            |
| Water main replacement                       | 6/8/2020                    | 13,660                 | 500,000                  | 442,482               | 57,518            |
| <b>Sanitary Sewer</b>                        |                             |                        |                          |                       |                   |
| Replace/Upgrade SCADA system (1/3)           |                             |                        | 44,000                   | -                     | 44,000            |
| Computer replacement                         |                             |                        | 5,000                    | 3,437                 | 1,563             |
| GPS with computer (1/3 share)                | 12/7/2020                   | 5,214                  | 7,000                    | -                     | 7,000             |
| Galtier LS Rehab                             |                             |                        | 500,000                  | 35,524                | 464,476           |
| Fernwood Lift Station                        |                             |                        | 540,000                  | 571,699               | (31,699)          |
| Long Lake Lift Station                       |                             |                        | 35,000                   | 3,385                 | 31,615            |
| Sewer main repairs                           |                             |                        | 900,000                  | 1,093,843             | (193,843)         |
| I & I reduction                              |                             |                        | 30,000                   | 1,904                 | 28,096            |
| <b>Storm Sewer</b>                           |                             |                        |                          |                       |                   |
| #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)                               | 12/7/2020                   | 5,214                  | 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           |
| <b>Total - All Items</b>                     |                             |                        |                          |                       |                   |
|                                              |                             | \$1,905,007            | \$ 16,061,460            | \$7,879,235           | \$ 8,182,225      |