


ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 4, 2021
Item No.: 9.b

Department Approval

Michelle Luttrick

City Manager Approval

Sam J. Trueman

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 2021.

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
Fire	Ranger Chevrolet	2021 Chevrolet Tahoe	(a)	\$ 60,000	\$ 38,406	CIP
Public Works	Boyer Trucks	F600 Truck Chassis and Cab	(b)	\$ 75,000	\$ 39,535	CIP
Public Works	Safety Technologies	Pavement Router	(c)	\$ 16,000	\$ 12,000	CIP
Public Works	Midwest Lift Works LLC	Electric Column Lifts	(d)	\$100,000	\$ 64,487	CIP
Public Works	MTI Distributing	Groundmaster 7210 Polar Trac	(e)	\$ 32,500	\$ 32,346	CIP
Storm Sewer	MTI Distributing	Groundmaster 7210 Polar Trac	(e)	\$ 32,500	\$ 32,346	CIP

Key

- (a) This vehicle serves as a 24/7/365 response vehicle utilized for response to emergency incidents throughout Roseville and is replacing a 2009 model.
- (b) Replacement of current capital asset #134 Sign Truck Chassis and Cab
- (c) Replacement of capital asset #159 Crafcø Router
- (d) Replacement of the current electric column lifts for Central Garage. The new lifts cost is \$71,084.44 minus the trade in value of the current lifts of \$6,600.
- (e) Mower/Snow Blower Combo which is being split 50/50 between Public works and Storm Sewer utility

Sale of Surplus Vehicles or Equipment

Division	Description	Key	Est. Sale / Trade-In Amount
Public Works	Electric Column Lifts at Central Garage	(c)	\$ 6,600



2021
Capital Improvement Plan
Project / Initiative Summary

Updated July 15, 2020

2021 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Fire Department**
Project/Initiative Title: Command Response Vehicle
Total Estimated Cost: \$60,000
Funding Source: Fire Vehicle & Equipment Fund (*property tax*)
Annual Operating Budget Impact: No additional impact

Project/Initiative Description:

The fire department replaces vehicles on a rotating basis based on each individual vehicles need. The Command Response Vehicle will be utilized by Fire Department Command Staff to respond to emergency incidents 24 hours a day 365 days per year to provide critical incident command, firefighter safety, and support on emergency incidents.

Location:

Not applicable.

2021 Capital Improvement Plan

Project/Initiative Summary

Department/
Department/Division: **Public Works / Streets**
Project/Initiative Title: Vehicle Replacement
Total Estimated Cost: \$115,000
Funding Source: PW Vehicle and Equipment Fund (*Property Taxes*)
Annual Operating Budget Impact: No additional impact

Project/Initiative Description:

Continuing with the practice of replacing vehicles and 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:

- 2002 - 1 Ton four wheel drive pickup with Plow (\$40,000)
- 2002 - Sign Truck cab and chassis (\$75,000)

Location:

Not applicable.

2021 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Public Works / Engineering**
Project/Initiative Title: Equipment Replacement
Total Estimated Cost: \$129,000
Funding Source: PW Vehicle and Equipment Fund (*Property Taxes*)
Annual Operating Budget Impact: No additional impact

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:

- 2015 Pavement Router (\$16,000)
- Salt Truck Calibration Scale (\$7,000)
- Vehicle Analyzer Software update (required every two years) (\$1,000)
- Utility Locator (\$5,000)
- Central Garage Column Lifts (\$100,000)

Location:

Not applicable.

2021 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Public Works / Streets and Storm Sewer**
Project/Initiative Title: Vehicle Replacement
Total Estimated Cost: \$65,000
Funding Source: PW Vehicle & Equipment Fund & Storm Sewer fund
Annual Operating Budget Impact: No additional impact

Project/Initiative Description:

The Polar Trac is a versatile small tractor like vehicle that is used in the winter for blowing/sweeping snow on the City Campus and is used as a mower and sweeper in the non-winter months.

The current vehicle was purchased in 2014 and has over 710 hours of use. Given the amount of use this vehicle sees annually combined with the increased maintenance needs and the current resale value, staff is recommending replacing this vehicle in 2021.

This vehicle is financed through the PW Vehicle & Equipment Fund and the Storm Sewer Fund on a 50-50 split.

Location:

Citywide

City of Roseville

2021 Summary of Scheduled CIP Items

	<u>Council</u>	<u>P.O.</u>	<u>Budget</u>	<u>YTD</u>	
	<u>Approval</u>	<u>Amount</u>	<u>Amount</u>	<u>Actual</u>	<u>Difference</u>
Administration					
Office Reconfigure-File Cabinets		\$ -	\$ 17,000	\$ -	\$ 17,000
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)			197,000	-	197,000
Unmarked vehicles (1 / yr)			24,000	-	24,000
Squad conversion			15,450	-	15,450
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
Visabars			8,250	-	8,250
Computer Equipment			8,800	-	8,800
Printer replacements for fleet			7,210	-	7,210
GPS Devices			5,150	-	5,150
Non-lethal weapons			53,000	-	53,000
Long gun parts (squads)			3,090	-	3,090
Sidearms (officers)			1,800	-	1,800
Sidearm parts (officers)			2,060	-	2,060
Tactical gear			2,500	-	2,500
SWAT Bullet Resistant Vests			4,000	-	4,000
IBIS Fingerprinting Equipment			3,000	-	3,000
Crime scene equipment			3,000	-	3,000
K-9 Training Equipment			1,545	-	1,545
Body Worn Camera Equipment			9,200	-	9,200
Report Room Monitors			2,500	-	2,500
Defibrillators			1,575	-	1,575
Radio Equipment			26,000	-	26,000
Office furniture			2,100	-	2,100
Patrol area cubicles			9,500	-	9,500
Microwave			500	-	500
Detention Room			2,000	-	2,000
Fire					
Command Response Vehicle	1/4/2021	38,406	60,000	-	60,000
Camera to assist with rescue/firefighting			7,000	-	7,000
Portable and mobile radios			20,000	-	20,000
Apparatus Based IT Infrastructure			10,000	-	10,000
Public Works					
#104 1-ton pickup			40,000	-	40,000
#134 Sign truck and box and lift	1/4/2021	39,535	75,000	-	75,000
#159 Crafc0 Router	1/4/2021	12,000	16,000	-	16,000
Street Signs			10,000	-	10,000
Mower/Snow Blower Combo (1/2 w/ storm)	1/4/2021	32,346	32,500	-	32,500
Salt Truck Calibration Scale*			7,000	-	7,000
Eng. Utility Locator			5,000	-	5,000
Vehicle analyzer update (SW ea 2yrs, HW ea 6yrs)			1,000	-	1,000
Column Lifts rehab/replace	1/4/2021	64,487	100,000	-	100,000

Parks & Recreation

Golf: Gas Pump / Tank: Replacement - 1967	10,000	-	10,000
Golf: Greens Mower - 2000	37,000	-	37,000
Golf: Cushman #1 & 2 - 2014 and 1988	26,000	-	26,000
Golf: Course Safety Netting Replacement 1997	10,000	-	10,000

General Facility Improvements

Paint walls city hall	25,000	-	25,000
COMM Conference Room Equipment	1,000	-	1,000
COMM Council: General Audio/Visual	1,500	-	1,500
COMM Council Furniture	15,000	-	15,000
Gymnastics Center	55,000	-	55,000
Arena: Rubber flooring - changing area	10,000	-	10,000
Arena: Rubber flooring - locker rooms	20,000	-	20,000
Arena: Zamboni Foyer Divider Wall	12,000	-	12,000
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)	93,000	-	93,000
OVAL: Contingency and Soft costs (35%)	1,296,400	-	1,296,400
Golf: Irrigation system upgrades 1960/1988/1994	20,000	-	20,000
Fire: Security system	3,000	-	3,000
Fire: Heat pumps (24)	10,000	-	10,000
Exterior Lighting	3,000	-	3,000
Interior Lighting	3,000	-	3,000

Information Technology

Computers (Notebooks, Desktop)	41,000	-	41,000
Monitor/Display	5,175	-	
Network Printers/Copiers/Scanners (13)	17,000	-	17,000
Network Switches/Routers/Wireless (Roseville)	24,830	-	24,830
Power/UPS - Closets (11)	1,700	-	1,700
Fire Protection - Server Room (1)	19,000	-	19,000
Surveillance Cameras (58)	7,890	-	7,890
vSAN Hardware (Host, Storage, Backup)	16,400	-	16,400
vSAN Software Licensing	7,920	-	7,920
Network Switches/Routers (Shared - Roseville portion)	5,335	-	5,335
Computers (Notebooks, Desktop)	9,000	-	9,000

Park Improvements

Playground Areas	875,000	-	875,000
Athletic Fields	180,000	-	180,000
Irrigation Systems	25,000	-	25,000
Natural Resources	200,000	-	200,000
PIP/CIP Category	200,000	-	200,000

Street Improvements

Mill & Overlay	1,200,000	-	1,200,000
Former Seal Coat Dollars Spent as Mill and Overlay	250,000	-	250,000

Street Lighting

Pedestrian light @ Victoria	20,000	-	20,000
Pedestrian light @ Lexington Central Prk	20,000	-	20,000

Pathways & Parking Lots

Pathway maintenance	180,000	-	180,000
Nature Center	20,000	-	20,000

License Center

General office equipment (minor)	1,000	-	1,000
Computer equipment	2,350	-	2,350
Trans. Counter Printers	3,000	-	3,000
Passport camera	2,500	-	2,500
Office chair replacement	1,200	-	1,200

Community Development

Computers/monitors		4,775	-	4,775
E-Plan Review: Smartboard		2,800	-	
Office Furniture		1,000	-	1,000

MSA Streets

General MSA Improvements		333,000	-	333,000
City Participation in State Projects		180,000	-	180,000
City Participation in County Projects		1,215,000	-	1,215,000

Water

#207 Pickup		55,000	-	55,000
#236 Trailer		5,000	-	5,000
Booster Station Rehabilitation		75,000	-	75,000
Water main replacement		500,000	-	500,000

Sanitary Sewer

#209 1-ton "Flat Bed Crane"		85,000	-	85,000
LS repairs/upgrades		20,000	-	20,000
Dale/Owasso LS Rehab		45,000	-	45,000
Long Lake Lift Station		380,000	-	380,000
Sewer main repairs		900,000	-	900,000
I & I reduction		30,000	-	30,000

Storm Sewer

Mower/Snow Blower Combo (1/2 w/ streets)	1/4/2021	32,346	32,500	-	32,500
#168 Wildcat Compost Turner			240,000	-	240,000
General Lift Station Repairs			20,000	-	20,000
Pond improvements/infiltration			400,000	-	400,000
Storm sewer replacement/rehabilitationPMP			500,000	-	500,000

Total - All Items \$ 14,529,260 \$ - \$ 14,521,285