

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 10, 2022
Item No.: 9.b

Department Approval

Michelle Luttrick

City Manager Approval

Sam Trueman

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*.

Attachment B includes a summary-to-date of the CIP purchases for 2022.

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 \$10,000 Items for Purchase or Sale/Trade-in
A2: CIP Project/Initiative summary (if applicable)
B: 2022 CIP Purchase Summary

General Purchases or Contracts

Division	Vendor	Description	Key	Budget	P.O.	Budget /
				Amount	Amount	CIP
Communications	CivicPlus	City Web page Redisgn	(a)	\$ 17,000	\$ 10,317	Budget
Police	Dodge of Burnsville	Police 2022 Vehicles	(b)	\$160,000	\$ 166,265	CIP
Police	Axon Enterprise, Inc.	Body worn cameras	(c)	\$ 77,000	\$ 75,000	CIP
Police	Motorola	Portable Radios	(d)	\$ 27,000	\$ 26,890	CIP
Police	CentralSquare	Records Management System (RMS)	(e)	\$205,000	\$ 135,134	CIP
Storm Sewer	MacQueen Equipment	TruVac Paradigm Vaccum Truck	(f)	\$280,000	\$ 305,367	CIP
General Facilities	CoBeck Construction	Office space remodel	(g)	\$350,000	\$ 87,830	CIP

Key

- (a) The City is obtaining the Services of CivicPlus to help redesign the City's Official Website.
- (b) The Police Department is replacing 4 of it's patrol vehicles with 2022 Dodge Durangos and 1 of it's unmarked vehicles with a 2022 Chevrolet Traverse. The vehicles being replaced were purchased in 2018 and have been quoted a trade in value of \$35,000, resulting in a net replacement cost of \$131,265.
- (c) The Police Department budgeted in 2022 to switch body worn cameras from Panasonic cameras to Axon.
- (d) The Police Department budgeted to replace 6 current radios with Motorola APX6000 700/800 Model 2.5 Portable Radios.
- (e) Ramsey County is currently utilizing the same system and have agreed to host Roseville which will result in a substantial cost savings over time. The migration to the new record system is being funded with funds from the American Rescue Plan Act (ARPA).
- (f) Replacing current vaccum truck purchased in 1993. The current truck has a trade-in value of \$23,000, resulting in a net replacement cost of \$282,367
- (g) Remodel includes conversion of four existing cubicle spaces to fully walled offices, conversion of Bonsai Conference Room and file storage area to office space, and 33 new lighting and HVAC to support the remodeled spaces. Additional costs for modular furniture and other expenses will be added as project progresses.

Sale of Surplus Vehicles or Equipment

Division	Description	Est. Sale /
		Trade-In Key Amount



2022
Capital Improvement Plan
Project / Initiative Summary

Updated December, 2021

2022 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Police**
Project/Initiative Title: Vehicle Replacements
Total Estimated Cost: \$211,660
Funding Source: Police Vehicle & Equipment Fund (*property tax*)
Annual Operating Budget Impact: No additional impact on budget

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.

Five marked squads, one unmarked vehicle and the community relations 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.

2022 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works / Facilities
Project/Initiative Title:	City Hall Remodel and Workstation Replacement
Total Estimated Cost:	\$350,000
Funding Source:	General Facilities Replacement Fund (General Fund)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Over the nearly 20 years that City Hall has been in operation since the major expansion of the building in 2003/2004 several changes have occurred with cubicle locations/design, changes in wall configurations and other physical changes to adapt to changing operational conditions and the addition of new employees. While this CIP item was originally setup for replacing many, if not all, of the cubicle walls and desks, staff will use this fund to create some new offices, make “cubicle offices” permanent and make other adjustments in order to adapt the City Hall to today’s needs.

Location:

City Hall

2022 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Storm Sewer**
Project/Initiative Title: Vehicle Replacement – Vac-All machine
Total Estimated Cost: \$280,000
Funding Source: Storm Sewer Vehicle & Equip Fund (*franchise fees*)
Annual Operating Budget Impact: No impact

Project/Initiative Description:

#139 Vac-All Machine has been a critical machine in our storm sewer maintenance operations for over 39 years. It is utilized in cleaning catch basins, storm sewer sumps and pot holing for buried utilities. This machine has far exceeded the projected life cycle. We are no longer able to get replacement parts and it is difficult to repair the existing parts. Given wear and tear and maintenance needs it is time to replace this vehicle

Location:

Public Works

City of Roseville

Attachment B

2022 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					
Voting Equipment			\$ 15,000	\$ -	\$ 15,000
HR Software Upgrade			5,000	-	5,000
Council Tablets			3,000	-	3,000
Central Services					
Copier & Postage Machine Lease			84,400	-	84,400
Police					
Marked squad cars (4 / yr)	1/10/2022	\$ 135,877	136,000	-	136,000
Unmarked vehicles (1 / yr)	1/10/2022	30,388	24,000	-	24,000
Squad conversion,seats, control box			79,000	-	79,000
Radar Units			6,200	-	6,200
Stop Sticks			1,030	-	1,030
Computer Equipment			8,800	-	8,800
RMS Migration/replacement	1/10/2022	135,134	205,000	-	205,000
Speed notification unit			10,000	-	10,000
Non-lethal weapons			8,000	-	8,000
Long guns replacement			14,420	-	14,420
Sidearm parts (officers)			2,060	-	2,060
Tactical gear			6,500	-	6,500
Crime scene equipment			3,000	-	3,000
Body Worn Camera Equipment	1/10/2022	75,000	77,000	-	77,000
Digital Interview Room Equipment			15,450	-	15,450
Investigation Conf. Room			2,500	-	2,500
Defibrillators			1,575	-	1,575
Shredder			5,150	-	5,150
Radio Equipment	1/10/2022	26,890	27,000	-	27,000
Office furniture			8,400	-	8,400
Dishwasher			2,060	-	2,060
Fire					
Records Management System (RMS)			29,000	-	29,000
Cardiac Monitoring and Response Equipment			60,000	-	60,000
Portable and mobile radios			20,000	-	20,000
Fire admin- office furniture			2,500	-	2,500
Training room tables & chairs			15,000	-	15,000
Day room chairs			8,000	-	8,000
Public Works					
#106 3-ton dump w/ plo			230,000	-	230,000
#133 - Walk behind saw			10,000	-	10,000
#111 Bobcat 78" grapple bucket			5,000	-	5,000
Street Signs			10,000	-	10,000
Hydraulic Press 1995			5,000	-	5,000
Parks & Recreation					
#517 Ford F350 SD (2013)			40,000	-	40,000
#515 Ford 350 w. plow (2018)			40,000	-	40,000
#516 Ford with plow (2013)			40,000	-	40,000
Skating Center Plow Truck (2002)			20,000	-	20,000
#504 Kubota Drag Tractor (2011)			35,000	-	35,000
General Facility Improvements					
Police & PW garage Co2/No2 detectors			10,000	-	10,000
workstation replacement city hall	1/10/2022	87,830	350,000	-	350,000
Maintenance Facility Pressure Washer			5,000	-	5,000
COMM Council Control/Sound System			7,000	-	7,000
COMM Council Furniture			15,000	-	15,000
Commons: South Entry RTU (2007)			20,000	-	20,000
Arena: Roof (2004)			10,000	-	10,000
OVAL Renovate Banquet Facility/Rooftops			217,000	-	217,000
OVAL Lobby Mechanical/Banquet Roof (1993)			300,000	-	300,000
OVAL Bathroom Remodel (Upper)			101,000	-	101,000
OVAL: Contingency and Soft costs (35%)			126,000	-	126,000
Hallway wall paper			5,000	-	5,000

Training room paint		2,000	-	2,000			
Exercise room-flooring		3,000	-	3,000			
Bay painting		25,000	-	25,000			
Fire: Security system		3,000	-	3,000			
Fire: Heat pumps (24)		10,000	-	10,000			
Concrete Exterior		10,000	-	10,000			
Exterior Lighting		3,000	-	3,000			
Interior Lighting		3,000	-	3,000			
Parking Lot		50,000	-	50,000			
Information Technology							
Computers (Notebooks, Desktop)		35,000	-	35,000			
Monitor/Display		5,175	-	5,175			
Network Printers/Copiers/Scanners (13)		17,000	-	17,000			
Network Switches/Routers/Wireless (Roseville)		25,000	-	25,000			
Power/UPS - Closets (11)		400	-	400			
Surveillance Cameras (58)		7,890	-	7,890			
Agenda Software		6,200	-	6,200			
Website redesign		17,000	-	17,000			
Park Improvements							
Tennis & Basketball Courts		50,000	-	50,000			
Playground Areas		550,000	-	550,000			
Natural Resources		220,000	-	220,000			
PIP/CIP Category		200,000	-	200,000			
Street Improvements							
Mill & overlay - local streets		1,200,000	-	1,200,000			
Former Seal Coat Dollars Spent as Mill and Overlay		250,000	-	250,000			
Cty Rd B, Snelling-Lexington		105,000	-	105,000			
Cty Rd B2/Lexington		100,000	-	100,000			
2022 PMP		362,000	-	362,000			
Cleveland, Iona-Colder		60,000	-	60,000			
Lexington Pedestrian		50,000	-	50,000			
Hamline&TH 36 Signals		78,600	-	78,600			
Rice, Larpentuer - Cty B		250,000	-	250,000			
Street Lighting							
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		150,000	-	150,000			
Lexington Pk off Cty B(1999)		20,000	-	20,000			
License Center							
General office equipment (minor)		1,000	-	1,000			
Office chair replacement		1,200	-	1,200			
Community Development							
Computers/monitors		600	-	600			
Office Furniture		1,000	-	1,000			
Water							
Replace Water Tower Fence		30,000	-	30,000			
Water main replacement *		800,000	-	800,000			
Sanitary Sewer							
#202 1-ton with dump box/plow		70,000	-	70,000			
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			
Storm Sewer							
#139 Vacall	1/10/2022	305,367	280,000	-	280,000		
Field Computer Add/Replacements		5,000	-	5,000			
General Lift Station Repairs		20,000	-	20,000			
Pond improvements/infiltration		400,000	-	400,000			
Storm sewer replacement/rehabilitationPMP		500,000	-	500,000			
Golf Course							
Golf Shared with RSC Ford F150 Truck (2012)		20,000	-	20,000			
Golf: Gas Pump / Tank: Replacement - 1967		16,000	-	16,000			
Golf: Course Safety Netting Replacement 1997		10,000	-	10,000			
Total - All Items		\$	9,894,110	\$	-	\$	9,894,110