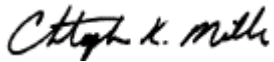



REQUEST FOR COUNCIL ACTION

Date: **2/11/2019**
Item No.: **9.b**

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 2019.

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: Chris Miller, Finance Director
Attachments: A1: Over \$5,000 Items for Purchase or Sale/Trade-in
A2: CIP Project/Initiative summary (if applicable)
B: 2019 CIP Purchase Summary

General Purchases or Contracts

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Stormwater	Amazing Machinery	Trailer Mounted Water Jetter	(a)	\$ 20,000.00	\$ 17,538.00	CIP
Stormwater	Ess Brothers	Storm Catch Basin Repair	(b)	400,000.00	48,400.00	CIP
Streets	Compass Minerals	Road Salt	(c)	101,300.00	12,000.00	Budget
Streets	Mansfield Oil Co.	Motor Fuel	(d)	264,150.00	220,000.00	Budget
Information Tech	Davenport Group	Network Switches	(e)	210,900.00	7,572.00	CIP
Parks & Rec	Upper Cut Tree Svc	Tree Removal	(f)	50,000.00	30,000.00	Budget
Parks & Rec	Upper Cut Tree Svc	EAB Program: Tree Removal	(f)	50,000.00	30,000.00	Budget

Key

- (a) Replaces 2009 unit.
- (b) Catch basin repair is part of the broader Storm Sewer Replacement/Rehabilitation Program.
- (c) Purchased off the State Bid Contract. Budget amount reflects the entire year's supply amount.
- (d) Purchased off the State Bid Contract. Budget amount reflects the entire year's supply amount.
- (e) Network switches for storage area networks. The amount budgeted represents the total 2019 Budget for these types of purchases
- (f) General Diseased and hazardous tree removal.
- (g) EAB-Related Diseased and hazardous tree removal.

Sale of Surplus Vehicles or Equipment

<u>Division</u>	<u>Description</u>	<u>Key</u>	<u>Est. Sale / Trade-In Amount</u>
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2019
Capital Improvement Plan
Project / Initiative Summary

Presented to the City Council July 16, 2018

Attachment A-2
2019 Capital Improvement Plan
Project/Initiative Summary

Department/Division:	Storm Sewer Services
Project/Initiative Title:	Vehicle and Equipment Replacement
Total Estimated Cost:	\$320,000
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:

- Ford F450 with Plow (\$65,000)
- Wheeled Front End Loader (\$220,000)
- 5 ton trailer (\$15,000)
- Steamer/Power washer (\$20,000)

Location:

Not applicable.

Attachment A-2
2019 Capital Improvement Plan
Project/Initiative Summary

Department/Division:	Information Technology Division
Project/Initiative Title:	Network Infrastructure
Total Estimated Cost:	\$210,900
Funding Source:	Information Technology Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The City generally replaces various network infrastructure components on a 5-10 year replacement cycle depending on the component. The components include network switches, routers, UPS devices, wireless access points (Wi-Fi), servers, and file storage units.

Location:

Not applicable.

City of Roseville

2019 Summary of Scheduled CIP Items

Updated January 31, 2019

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
N/A		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition	10/22/2018	45,000	70,000	-	70,000
Central Services					
Copier & Postage Machine Lease		-	82,000	5,321	76,679
Police					
Marked Squad Car Replacements	1/14/2019	118,865	165,000	-	165,000
Unmarked Vehicle Replacement	1/14/2018	25,702	24,000	-	24,000
Vehicle Tools & Equipment		-	21,680	-	21,680
Vehicle/Body-Worn Cameras		-	1,000	-	1,000
Sidearms, Long-Guns, Non-Lethal Equip.		-	9,350	-	9,350
Tactical Gear		-	6,500	-	6,500
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/14/2019	28,210	26,000	8,231	17,770
Office Equipment		-	7,400	-	7,400
Office Furniture		-	2,100	-	2,100
Fire					
Medic Unit		-	105,000	-	105,000
Apparatus IT Equipment		-	26,000	-	26,000
Portable and mobile radios		-	20,000	-	20,000
Personal Protective Equipment		-	40,000	-	40,000
Hose nozzles		-	12,000	-	12,000
Air Monitoring Equipment		-	5,000	-	5,000
Rescue/Training Equipment		-	6,500	-	6,500
Conference Room Furnitures		-	5,000	-	5,000
Training Room Equipment		-	4,500	-	4,500
Second Floor Washer/Dryer		-	1,400	-	1,400
Public Works					
#109 Dump Truck	1/7/2019	195,363	200,000	-	200,000
#143 Portable Line Striper		-	10,000	-	10,000
#111 Bobcat, Hydro Hammer	1/7/2019	6,115	8,000	-	8,000
Street Signs		-	10,000	-	10,000
Large Format Scanner	1/28/2019	7,785	10,000	-	10,000
Tire Changer	1/7/2019	13,839	15,000	-	15,000
Vehicle Analyzer Update		-	1,000	-	1,000
Jib Crane		-	7,500	-	7,500
Parks & Recreation					
#510 Water Truck		-	65,000	-	65,000
Replace 1996 Ford Tractor		-	41,000	-	41,000
Zero Turn Mower (1999)	1/7/2019	9,897	9,500	-	9,500
#520 Single Axle Trailer (1997)		-	5,000	-	5,000

City of Roseville

2019 Summary of Scheduled CIP Items

Updated January 31, 2019

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Makeup Air Units (Maint)		-	90,000	-	90,000
Alertron Controls (Maint)		-	20,000	-	20,000
Flooring (Maint.)		-	15,000	-	15,000
Roof Rehab/Replace (Park Maint.)		-	120,000	-	120,000
Fuel System Tank Replacement		-	220,000	-	220,000
Gymnastics Center Equipment		-	6,500	-	6,500
Arena: Dehumidification		-	95,000	-	95,000
Arena: Restroom Remodel		-	80,000	-	80,000
OVAL: Micro Processors		-	20,000	-	20,000
OVAL: Zamboni (2003)	1/7/2019	134,708	140,000	-	140,000
Fire Station Security System		-	3,000	-	3,000
Fire Station Air Monitoring Sensors		-	9,000	-	9,000
Information Technology					
Computers (Notebooks, Desktop, Mobile)		-	49,450	-	49,450
Monitor/Display		-	8,745	-	8,745
MS Office License		-	11,700	-	11,700
Desktop Printers/Copiers/Scanners		-	18,200	-	18,200
Network Switches/Routers (Roseville)		-	18,000	-	18,000
Servers - Host - Shared (5)		-	60,000	-	60,000
Storage Area Network Nodes- Shared (8)	2/11/2019	34,265	95,000	-	95,000
Power/UPS - Server Room & Closets		-	19,700	-	19,700
Surveillance Cameras (53)		-	9,180	-	9,180
Fiber Network Extension		-	27,500	-	27,500
Park Improvements					
Playground Areas		-	125,000	-	125,000
PIP Items		-	200,000	-	200,000
Natural Resources		-	40,000	-	40,000
Street Improvements					
Mill & Overlay		-	1,100,000	-	1,100,000
Street Lighting					
Signal Pole Painting		-	20,000	-	20,000
Pathways & Parking Lots					
General Repairs/Improvements		-	180,000	-	180,000
City Hall Parking Lot		-	500,000	-	500,000
Nature Center Parking Lot		-	20,000	-	20,000
Communications					
Conference Room Equipment		-	5,000	-	5,000
General Audio/Visual Equip		-	5,000	-	5,000
Council Chambers		-	12,000	-	12,000
License Center					
General Office Equipment		-	4,800	-	4,800
Facility Improvements (TBD)		-	-	-	-
Community Development					
Inspections Vehicle		-	23,000	-	23,000
Computer/Monitor Replacements		-	2,500	-	2,500
Office Furniture		-	1,000	-	1,000

City of Roseville

2019 Summary of Scheduled CIP Items

Updated January 31, 2019

	<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		-	770,000	-	770,000
Co.Rd. C West to Long Lake Road		-	500,000	-	500,000
I35W Managed Lane Storm Sewer		-	25,000	-	25,000
Water					
#222 F150 4x4		-	30,000	-	30,000
#213 Utility Mobile Workshop Van	9/24/2018	26,850	40,000	26,850	13,150
Replace/Upgrade SCADA System		-	35,000	-	35,000
#236 Trailer		-	5,000	-	5,000
Asset Management System		-	30,000	-	30,000
Replace Water Tower Fence		-	30,000	-	30,000
Booster Station Rehabilitation		-	900,000	-	900,000
Water main replacement		-	100,000	-	100,000
Sanitary Sewer					
Water Truck		-	60,000	-	60,000
Replace/Upgrade SCADA System		-	35,000	-	35,000
Asset Management System		-	30,000	-	30,000
Galtier Lift Station Rehab		-	50,000	-	50,000
Fernwood Lift Station Rehab		-	540,000	-	540,000
Sewer main repairs		-	900,000	-	900,000
I & I reduction		-	30,000	-	30,000
Storm Sewer					
#103 Ford F350 w/Plow	1/7/2019	61,064	65,000	-	65,000
#122 Wheel Loader	10/22/2018	217,223	220,000	-	220,000
#130 Steamer	2/11/2019	17,538	20,000	-	20,000
#165 5-ton Trailer		-	15,000	-	15,000
Replace/Upgrade SCADA System		-	35,000	-	35,000
Asset Management System		-	30,000	-	30,000
Pond improvements/Infiltration		-	300,000	-	300,000
Storm Sewer Replacement/Rehabilitation	2/11/2019	48,400	400,000	-	400,000
Golf Course					
Greens Mowers		-	30,000	-	30,000
		-	-	-	-
Total - All Items			\$9,624,705	\$ 40,402	\$9,584,303