

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: November 4, 2019
Item No.: 9.c

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: 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: 2019 CIP Purchase Summary

Attachment A-1

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>
Information Tech	Software House International	Email Threat Protection	(a)	\$ 42,000	\$ 42,735	Budget
Police	Dodge of Burnsville, Inc	3 - 2020 Dodge Chargers	(b)	\$ 168,805	\$ 77,954	CIP
Water Services	White Bear Mitsubishi	2019 Mitsubishi Outlander ES	(c)	\$ 30,000	\$ 30,235	CIP

Key

- (a) Annual billing for email threat protection services. The amount shown is for all Metro I-Net agencies. Roseville's share is \$6,656.
- (b) Includes 3 Police Sedans, 2 marked squad cars and 1 unmarked vehicle
- (c) The Outlander will be the City's first electric plugin hybrid vehicle

Sale of Surplus Vehicles or Equipment

<u>Division</u>	<u>Description</u>	<u>Key</u>	<u>Est. Sale / Trade-In Amount</u>
Water	2005 Ford Taurus		\$ 1,314

Department/Division: **Police Department**
Project/Initiative Title: Vehicle Replacements
Total Estimated Cost: \$168,805
Funding Source: Police Vehicle & Equipment Fund (*Property Taxes*)
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.

Department/Division: Water Services
Project/Initiative Title: Vehicle Replacements
Total Estimated Cost: \$75,000
Funding Source: Water Replacement Fund (*Fees*)
Annual Operating Budget Impact: N/A

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:

- #222 Utilities Superintendent Pickup Truck - \$30,000
- #213 Water Utility Mobile Workshop Van - \$40,000
- #236 Trailer - \$5,000

Location:

Water Tower

City of Roseville

2019 Summary of Scheduled CIP Items

Updated October 30, 2019

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
Voting Equipment		\$ -	\$ -	\$ 12,831	\$ (12,831)
Finance					
Software Acquisition	10/22/2018	45,000	70,000	9,296	60,704
Central Services					
Copier & Postage Machine Lease		-	82,000	70,561	11,439
Police					
Marked Squad Car Replacements	1/14/2019	118,865	165,000	226,029	(61,029)
Unmarked Vehicle Replacement	1/14/2019	25,702	24,000	25,702	(1,702)
Unmarked Vehicle Replacement	9/12/2019	25,120	-	25,120	(25,120)
Marked Squad Car Replacements	11/4/2019	25,618	-	-	-
Marked Squad Car Replacements	11/4/2019	25,618	-	-	-
Unmarked Vehicle Replacement	11/4/2019	26,718	-	-	-
Vehicle Tools & Equipment		-	21,680	16,008	5,672
Vehicle/Body-Worn Cameras		-	1,000	-	1,000
Sidearms, Long-Guns, Non-Lethal Equip.		-	9,350	24,507	(15,157)
Tactical Gear		-	6,500	3,148	3,352
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/14/2019	28,210	26,000	28,210	(2,210)
Office Equipment		-	7,400	-	7,400
Office Furniture		-	2,100	-	2,100
Fire					
Medic Unit		-	105,000	140,944	(35,944)
Apparatus IT Equipment		-	26,000	7,034	18,966
Portable and mobile radios		-	20,000	8,231	11,770
Personal Protective Equipment		-	40,000	49,998	(9,998)
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	177,956	22,044
#143 Portable Line Striper	4/22/2019	7,497	10,000	7,497	2,503
#111 Bobcat, Hydro Hammer	1/7/2019	6,115	8,000	6,115	1,886
Street Signs		-	10,000	3,987	6,013
Large Format Scanner	1/28/2019	7,785	10,000	7,800	2,200
Tire Changer	1/7/2019	13,839	15,000	13,839	1,161
Vehicle Analyzer Update		-	1,000	-	1,000
Jib Crane		-	7,500	-	7,500
Parks & Recreation					
#510 Water Truck	2/25/2019	41,701	65,000	-	65,000
Replace 1996 Ford Tractor		-	41,000	-	41,000
Zero Turn Mower (1999)	1/7/2019	9,897	9,500	9,897	(397)
#520 Single Axle Trailer (1997)		-	5,000	-	5,000

City of Roseville

2019 Summary of Scheduled CIP Items

Updated October 30, 2019

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Heat Recovery Unit (Maint)	2/25/2019	88,850	90,000	88,850	1,150
HVAC Controls (Maint)	2/25/2019	18,218	20,000	18,218	1,782
Flooring (Maint.)	4/22/2019	9,472	15,000	9,472	5,528
Roof Rehab/Replace (Park Maint.)	2/25/2019	86,110	120,000	86,110	33,890
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)	10/21/2019	16,947	18,000	-	18,000
Servers - Host - Shared (5)		-	60,000	-	60,000
Storage Area Network Nodes- Shared (8)	Various	46,163	95,000	56,073	38,927
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	Various	56,363	200,000	54,094	145,906
Natural Resources		-	40,000	-	40,000
Street Improvements					
Mill & Overlay		-	1,100,000	382,593	717,407
Street Lighting					
Signal Pole Painting		-	20,000	22,011	(2,011)
Pathways & Parking Lots					
General Repairs/Improvements		-	180,000	27,669	152,331
City Hall Parking Lot		-	500,000	291,697	208,303
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)		-	-	29,947	(29,947)
Community Development					
Inspections Vehicle		-	23,000	-	23,000
Computer/Monitor Replacements		-	2,500	5,260	(2,760)
Office Furniture		-	1,000	-	1,000

City of Roseville

2019 Summary of Scheduled CIP Items

Updated October 30, 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	170,542	599,458
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
Transit Cargo Van	3/25/2019	24,858	30,000	24,858	5,142
Asset Management System		-	30,000	-	30,000
Booster Station Rehabilitation		-	900,000	675,262	224,738
Water main replacement		-	100,000	18,933	81,067
Sanitary Sewer					
Water Truck	2/25/2019	41,701	60,000	7,813	52,188
Replace/Upgrade SCADA System		-	35,000	1,116	33,884
Asset Management System		-	30,000	-	30,000
Galtier Lift Station Rehab		-	50,000	-	50,000
Fernwood Lift Station Rehab		-	540,000	58,270	481,730
Sewer main repairs		-	900,000	1,120,334	(220,334)
I & I reduction		-	30,000	-	30,000
Storm Sewer					
#103 Ford F350 w/Plow	1/7/2019	61,064	65,000	36,768	28,232
#122 Wheel Loader	10/22/2018	217,223	220,000	217,057	2,943
#130 Steamer	2/11/2019	17,538	20,000	17,538	2,462
#165 5-ton Trailer	7/22/2019	15,708	15,000	-	15,000
Replace/Upgrade SCADA System		-	35,000	4,823	30,177
Asset Management System		-	30,000	-	30,000
Pond improvements/Infiltration	Various	47,898	300,000	16,575	283,425
Storm Sewer Replacement/Rehabilitation	2/11/2019	48,400	400,000	30,994	369,006
Golf Course					
Greens Mowers		-	30,000	-	30,000
		-	-	-	-
Total - All Items			\$9,624,705	\$4,374,435	\$5,250,270