

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 22, 2021
Item No.: 9.c

Department Approval

Michelle Luttrick

City Manager Approval

Sam J. 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 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
Storm Drainage	WSB & Associates	Pond Maintenance	(a)	\$ 14,000	\$ 15,850	Budget
Sanitary Sewer	GS Systems Inc	New SCADA Software	(b)	\$ 44,000	\$ 6,647	CIP
Water	GS Systems Inc	New SCADA Software	(b)	\$ 52,000	\$ 6,647	CIP
Storm Drainage	GS Systems Inc	New SCADA Software	(b)	\$ 44,000	\$ 6,647	CIP
Sanitary Sewer	Advanced Engineering - AE2S	SCADA Software	(c)	\$ 44,000	\$ 18,400	CIP
Water	Advanced Engineering - AE2S	SCADA Software	(c)	\$ 52,000	\$ 18,400	CIP
Storm Drainage	Advanced Engineering - AE2S	SCADA Software	(c)	\$ 44,000	\$ 18,400	CIP
Park and Recreation	Town and Country Landscaping	Field work and repair	(d)	\$875,000	\$ 16,337	CIP
Park and Recreation	Janke Contractors	Repairs and maintenance	(e)	\$875,000	\$ 26,370	CIP
Park and Recreation	Flagship Recreation	Maintenance and upkeep	(f)	\$ 20,000	\$ 20,000	CIP

Key

- (a) Expenditure is for drainage pond maintenance. Storm Drainage department has an overall budget of \$80,300 for professional services and will modify plans for other items to remain within the budget.
- (b) Expenditure is for new SCADA software package which is being evenly distributed between the three utility funds. Project was originally budgeted for 2020 but was delayed until 2021.
- (c) Expenditure is for SCADA software installation and server programming which is being evenly distributed between the three utility funds. Project was originally budgeted for 2020 but was delayed until 2021.
- (d) Fieldwork and repairs to Upper Villa park and Langton Lake Park.
- (e) HANC Boarwalk repairs and upkeep
- (f) Maintenance and upkeep of playground surfaces

Sale of Surplus Vehicles or Equipment

Division	Description	Key	Est. Sale / Trade-In Amount
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2020
Capital Improvement Plan
Project / Initiative Summary

Presented to the City Council July 15, 2019

2020 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Water, Sanitary Sewer, & Storm Sewer
Project/Initiative Title:	SCADA Upgrades
Total Estimated Cost:	\$140,000
Funding Source:	Water, Sanitary Sewer, Storm Sewer Funds (<i>Fees</i>)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The City provides treated drinking water to its residents by pumping water supplied by the City of St. Paul through the booster station and into the distribution system and water towers in Roseville and Arden Hills.

The City's wastewater collection system includes 12 sanitary lift stations, and the storm sewer management system includes 7 storm water lift stations. All of the controls for the processes and monitoring of these systems is through the use of SCADA (Supervisory Control and Data Acquisition) at each of these sites. The information is collected wirelessly and sent to the Public Works Department where it is monitored 24/7/365.

In the event of an alarm, the SCADA system calls Public Works personnel notifying them of the issue. Keeping the SCADA system up to date and functioning is imperative to keeping all of our systems running smoothly. The existing system has become obsolete and parts are difficult to find. Funding for this project will be:

- Water Fund - \$52,000
- Sanitary Sewer Fund - \$44,000
- Storm Sewer Fund - \$44,000

Location:

All lift stations, Water Tower, Booster Station and Maintenance Facility



2021
Capital Improvement Plan
Project / Initiative Summary

Updated July 15, 2020

2021 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Park Improvement Program**
 Project/Initiative Title: Play Area Replacements
 Total Estimated Cost: \$875,000
 Funding Source: Park Improvement Fund (*property taxes*)
 Annual Operating Budget Impact: No additional impact

Project/Initiative Description:

Playgrounds installed prior to the Parks and Recreation Renewal Program Replacements in 2012 had an industry standard expected useful life of 13 years, depending on use. Playgrounds installed after the 2012 Renewal Program have an expected useful life of 20 years.

Based on industry standards and as identified in the Asset Management Program for lifecycles, the following playgrounds will be evaluated for replacement in 2021:

Applewood Park (2005)	\$ 75,000
Lexington Park Playground (1999)	\$225,000
Owasso Ballfields (1993)	\$ 75,000
Owasso Hills Park	\$125,000
Pioneer Park (1998)	\$125,000
Pocahontas Park (2004)	\$125,000
Rosebrook Park (2000)	<u>\$125,000</u>
Total	\$875,000

All playgrounds are inspected three times per year with a condition analysis performed. A final replacement determination is made approximately 6 months prior to replacement.

Location:

Applewood Park (2005)	2838 Arona Street
Lexington Park Playground (1999)	2131 Lexington Avenue
Owasso Ballfields (1993)	2659 Victoria Street North
Owasso Hills Park	593 Owasso Hills Drive
Pioneer Park (1998)	1966 Chatsworth Street
Pocahontas Park (2004)	2540 Pascal Street North
Rosebrook Park (2000)	2590 Fry Street

2021 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Park Improvement Program (PIP)**
Project/Initiative Title: General Mid-Range Improvements
Total Estimated Cost: \$200,000
Funding Source: Park Improvement Fund (*property taxes*)
Annual Operating Budget Impact: No additional impact

Project/Initiative Description:

The Park Improvement Program (PIP) is designed for and includes mid-range budget items that can be more timely scheduled (with some flexibility from year to year) and planned for but need to be more closely prioritized than daily maintenance items that are more definite. These projects include safety items that require scheduled mid level maintenance (play surface, field upgrades), items that aid in maintenance efficiencies (landscaping, mulch), and items that help to maintain park system facilities up to expected standards (amenities, sign maintenance, court color coating, landscape work, tree plantings). This account is currently managed as a CIP account allowing staff to be more strategic with projects and budgeting from year to year and maximizing outside contributions.

Location:

Park and Recreation System.

City of Roseville

2021 Summary of Scheduled CIP Items

Attachment B

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD 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)	1/25/2021	95,954	197,000	-	197,000
Unmarked vehicles (1 / yr)	2/8/2021	27,568	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	1/25/2021	52,950	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	1/25/2021	26,880	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	2/8/2021	29,175	40,000	-	40,000
#134 Sign truck and box and lift	1/4/2021	39,535	75,000	-	75,000
#159 Crafcro 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
Ford F-150	1/25/2021	26,365	-	-	-
Towmaster Trailer T-14DT 16'	1/25/2021	8,993	-	-	-

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 Facilitiy/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	3/22/2021	42,707	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	3/22/2021	20,000	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	2/8/2021	81,588	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	2/8/2021	44,499	55,000	-	55,000
#236 Trailer			5,000	-	5,000
Booster Station Rehabilitation			75,000	-	75,000
Water main replacement			500,000	-	500,000
Replace/Upgrade SCADA system (1/3) - 2020 budget	3/22/2021	25,047	52,000	-	52,000

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
Replace/Upgrade SCADA system (1/3)	3/22/2021	25,047	44,000	-	44,000

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
Replace/Upgrade SCADA (1/3)	3/22/2021	25,047	44,000	-	44,000

Total - All Items \$ 14,669,260 \$ - \$ 14,617,285