

  
**REQUEST FOR COUNCIL ACTION**

Date: April 26, 2021  
Item No.: 9.b

Department Approval

*Michelle Luttrick*

City Manager Approval

*Samuel 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

<b>Division</b>	<b>Vendor</b>	<b>Description</b>	<b>Key</b>	<b>Budget Amount</b>	<b>P.O. Amount</b>	<b>Budget / CIP</b>
Information Technology	Velocity Tech	hard drives	(a)	\$ 16,400	\$ 12,592	CIP
Information Technology	Insight	network equipment	(b)	\$ 24,830	\$ 21,056	CIP
Stormwater	ESS Brothers and Sons	catch basin	(c)	\$400,000	\$ 49,820	CIP
Public Works	Nesco LLC	replacement of vehicle #134	(d)	\$ 35,465	\$ 35,266	CIP
Public Works	RCM Equipment Company	equipment rental	(e)	\$ 18,500	\$ 11,000	Budget
Street lighting	TAPCO	pedestrian crossing	(f)	\$ 20,000	\$ 15,528	CIP
Streets	Sir-Lines-A-Lot	striping	(g)	\$ 15,200	\$ 11,163	Budget

**Key**

- (a) The hard drives and storage being purchased is to expand our existing Vmware VSAN network storage. This was a planned expenditure as the existing HP storage will reach its end of life in 2021.
- (b) The network equipment being purchased is to replace end of life network switches, routers, wireless access points and phones.
- (c) Stormwater catch basin repairs and maintenance.
- (d) Fiberglass body and setup for vehicle #134 replacement. Total budget was \$75,000, previously authorized \$39,535 for cab and chassis on 1/14/2021.
- (e) Roadpatcher equipment rental
- (f) Pedestrian crossing flasher system at Central park and Victoria Street and at Hamline and Belmont Ave.
- (g) Centerline striping annual maintenance.

Sale of Surplus Vehicles or Equipment

<b>Division</b>	<b>Description</b>	<b>Key</b>	<b>Est. Sale / Trade-In Amount</b>
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2021  
Capital Improvement Plan  
Project / Initiative Summary

Updated July 15, 2020

## 2021 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Information Technology Division**  
Project/Initiative Title: Network/Server Infrastructure  
Total Estimated Cost: \$188,130  
Funding Source: Information Technology Equipment Fund (*property tax*) and Charges to Other Metro-Inet Cities  
Annual Operating Budget Impact: No additional impact

### 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.

Roseville's portion includes all Roseville specific equipment as well as the Cities portion of shared equipment. The Metro-Inet amount is only shared equipment. Other member Cities budget and pay for their own city specific equipment.

Roseville: \$73,185  
Metro-Inet: \$114,945

### Location:

Not applicable.

## 2021 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	<b>Storm Sewer Services</b>
Project/Initiative Title:	Capital Replacement – Pond/BMP Improvements
Total Estimated Cost:	\$400,000
Funding Source:	Storm Sewer Fund ( <i>Fees</i> )
Annual Operating Budget Impact:	No additional impact

### Project/Initiative Description:

The City's Storm Sewer Fund regularly funds the construction of new and/or revised best management practices (BMPs) which provide flood control and water quality benefits for our overall storm water system including our lakes and ponds. City staff annually identifies projects to use this budgeted amount and partners with our watershed districts to best leverage our local funds.

Often times projects that use these funds are selected based on the location of the streets in the City's annual Pavement Management Program (PMP). The exact locations and projects are selected late in the calendar year and presented to the Public Works, Environment, and Transportation Commission in November and the City Council in January as part of the Public Works annual work plan.

### 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:	<b>Street Lighting</b>
Project/Initiative Title:	Capital Replacements
Total Estimated Cost:	\$40,000
Funding Source:	Street Light Maintenance Fund ( <i>Property Tax</i> )
Annual Operating Budget Impact:	No additional impact

### Project/Initiative Description:

The City is responsible for the maintenance of 258 street, pedestrian and parking light poles and six pedestrian/speed display flasher systems.

Based on overall life cycle and current conditions staff has programmed the replacement of the flasher systems on Lexington Ave at Central Park and Victoria Ave at Central Park. Both systems (\$20,000 each) will be replaced with a Rectangular Rapid Flashing Beacon system such as the system recently installed at the Nature Center along Dale St.

### Location:

Lexington Ave at Central Park

Victoria Street at Central Park

**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>
<b>Administration</b>					
Office Reconfigure-File Cabinets		\$ -	\$ 17,000	\$ -	\$ 17,000
<b>Finance</b>					
Investment Management Software Upgrade			20,000	-	20,000
<b>Central Services</b>					
Copier & Postage Machine Lease			84,400	-	84,400
<b>Police</b>					
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
<b>Fire</b>					
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
<b>Public Works</b>					
#104 1-ton pickup			40,000	29,175	10,825
#134 Sign truck and box and lift	4/26/2021	35,266	75,000	39,535	35,465
#159 Crafcro Router			16,000	12,000	4,000
Street Signs			10,000	-	10,000
Mower/Snow Blower Combo (1/2 w/ storm)			32,500	32,346	154
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			-	26,365	(26,365)
Towmaster Trailer T-14DT 16'			-	8,993	(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)	4/26/2021	21,056	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)	4/26/2021	12,592	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	4/26/2021	15,528	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

