

  
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: October 11, 2021  
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 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: 2021 CIP Purchase Summary

Attachment A-1

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>
General Facilities	Heller Architects	Office Remodel	(a)	\$ 8,920	\$ 8,100	CIP

**Key**

- (a) Office remodel construction plans and administration. The project was not specifically budgeted for but is being funded by a \$6,420 cost savings on the City Hall painting project and by \$2,500 for items budgeted for but not purchased. The actual remodel is budgeted for in the 2022 CIP budget.

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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**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	29,503	54,897
<b>Police</b>					
Marked squad cars (5 / yr)	1/25/2021		197,000	242,032	(45,032)
Unmarked vehicles (1 / yr)	2/8/2021	27,568	24,000	27,568	(3,568)
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	52,950	50
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	26,880	(880)
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	21,165	(1,165)
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	45,905	29,095
#159 Crafcro Router			16,000	12,000	4,000
Street Signs			10,000	12,882	(2,882)
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			-	28,156	(28,156)
Towmaster Trailer T-14DT 16'			-	8,993	(8,993)

**General Facility Improvements**

Paint walls city hall	5/17/2021	18,580	25,000	18,580	6,420
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	14,790	1,281,610
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	7,588	(4,588)
Interior Lighting			3,000	-	3,000

**Information Technology**

Computers (Notebooks, Desktop)			41,000	-	41,000
Monitor/Display			5,175	-	5,175
Network Printers/Copiers/Scanners (13)			17,000	-	17,000
Network Switches/Routers/Wireless (Roseville)	4/26/2021	21,056	24,830	21,056	3,774
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	12,592	3,808
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	850,582	349,418
Former Seal Coat Dollars Spent as Mill and Overlay			250,000	-	250,000

**Street Lighting**

Pedestrian light @ Victoria			20,000	12,532	7,468
Pedestrian light @ Lexington Central Prk	4/26/2021	15,528	20,000	23,044	(3,044)

**Pathways & Parking Lots**

Pathway maintenance	2/8/2021	81,588	180,000	78,998	101,002
Nature Center			20,000	-	20,000

**License Center**

General office equipment (minor)			1,000	-	1,000
Computer equipment			2,350	2,192	158
Trans. Counter Printers			3,000	-	3,000
Passport camera			2,500	-	2,500
Office chair replacement			1,200	390	810

**Community Development**

Computers/monitors			4,775	1,906	2,869
E-Plan Review: Smartboard			2,800		
Office Furniture			1,000	428	572

**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			55,000	44,499	10,501
#236 Trailer			5,000	-	5,000
Booster Station Rehabilitation			75,000	33,002	41,998
Water main replacement			500,000	1,045,754	(545,754)
Replace/Upgrade SCADA system (1/3) - 2020 budget	3/22/2021	25,047	52,000	6,657	45,343

**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	343,960	36,040
Sewer main repairs			900,000	991,910	(91,910)
I & I reduction			30,000	-	30,000
Replace/Upgrade SCADA system (1/3)	3/22/2021	25,047	44,000	6,657	37,343

**Storm Sewer**

Mower/Snow Blower Combo (1/2 w/ streets)			32,500	33,493	(993)
#168 Wildcat Compost Turner			240,000	-	240,000
General Lift Station Repairs			20,000	-	20,000
Pond improvements/infiltration	4/26/2021	49,820	400,000	11,320	388,680
Storm sewer replacement/rehabilitationPMP			500,000	74,656	425,344
Replace/Upgrade SCADA (1/3)	3/22/2021	25,047	44,000	6,657	37,343

Total - All Items \$ 14,669,260 \$4,262,302 \$ 10,361,640