


ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 7, 2022
Item No.: 10.b

Department Approval



City Manager Approval



Item Description: Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of \$10,000 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 2022.

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 \$10,000 Items for Purchase or Sale/Trade-in
A2: CIP Project/Initiative summary (if applicable)
B: 2022 CIP Purchase Summary

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Park and Recreation	Precision Tree and Landscaping	Tree Removal	(a)	\$ 50,000	\$ 30,000	Budget
Park and Recreation	Deere and Company	John Deere 3046R	(b)	\$ 35,000	\$ 36,083	CIP
Public Works	Sir-Lines-A-Lot	Pavement Striping yellow centerline and white edge lines	(c)	\$ 15,200	\$ 18,359	Budget
Public Works	Twin City Lawncare & Landscape	Contractual Landscape Maintenance	(d)	\$ 43,000	\$ 41,225	Budget
Public Works	Boyer Ford Trucks Inc	2023 Western Star Single Axle cab and chassis	(e)	\$ 230,000	\$ 108,002	CIP
Public Works	Towmaster Truck Equipment	Truck box and plow package	(f)	\$ 230,000	\$ 121,692	CIP
Public Works	Precision Tree and Landscaping	Right-of-way Tree Removal Contract	(g)	\$ 28,000	\$ 28,000	Budget

Key

- (a) Diseased and hazardous tree program.
- (b) The John Deere 3046R Compact Utility Tractor is being purchased as part of a planned replacement of the current KUBota Tractor.
- (c) This is one component of the overall Contract Maintenance line item which is \$74,200 overall. We fully anticipate being able to absorb this small increase over budget within the overall line item budget.
- (d) Annual contractual landscape maintenance.
- (e) Replace Vehicle #146. Requesting early approval for this vehicle given long lead times and cost uncertainty. There is a small possibility we would take delivery of the cab and chassis in 2022 and would then need to advance purchase that item. Otherwise the cost would be realized in the budgeted year of 2023.
- (f) This is a blanket PO. We will address the removal of diseased and hazardous trees over the course of the entire year not to exceed \$28,000.

Sale of Surplus Vehicles or Equipment

Division	Description	Key	Est. Sale / Trade-In Amount
Storm Drainage	1992 INTERNATIONAL VACALL/LICENSE	159-407	\$ 23,000
	#504 KUBOTA DRAG TRACTOR (2011)		\$ 7,250



2022
Capital Improvement Plan
Project / Initiative Summary

Updated December, 2021



2022 Capital Improvement Plan

Project/Initiative Summary

Department/Division: Parks and Recreation
Project/Initiative Title: #504 Kubota Ballfield Drag (2011)
Total Estimated Cost: \$ 35,000
Funding Source: Parks and Recreation Vehicle & Equipment
Replacement Fund 402]
Annual Operating Budget Impact: [NA]

Project/Initiative Description:

This is for unit #504, a Kubota Ballfield Drag. This piece of equipment is vital to programming and park aesthetics operations. It is used heavily for a majority of the spring, summer, and fall. The current one will go to auction or be traded in as part of the purchase.

Location:

The machine will be stored in the Parks and Recreation Maintenance garage.

City of Roseville
2022 Summary of Scheduled CIP Items

Attachment B

	Council Approval	P.O. Amount	Original Budget Amount	Revised Budget Amount	YTD Actual	Difference
Administration						
Voting Equipment			\$ 15,000		\$ -	\$ 15,000
HR Software Upgrade			5,000		\$ -	5,000
Council Tablets			3,000		\$ -	3,000
Central Services						
Copier & Postage Machine Lease			84,400		10,642	73,758
Police						
Marked squad cars (4 / yr)	1/10/2022	\$ 135,877	136,000		-	136,000
Unmarked vehicles (1 / yr)	1/10/2022	30,388	24,000		-	24,000
Squad conversion,seats, control box			79,000		4,421	74,579
Radar Units			6,200		-	6,200
Stop Sticks			1,030		-	1,030
Computer Equipment			8,800		-	8,800
RMS Migration/replacement	1/10/2022	135,134	205,000		-	205,000
Speed notification unit			10,000		-	10,000
Non-lethal weapons			8,000		-	8,000
Long guns replacement			14,420		-	14,420
Sidearm parts (officers)			2,060		-	2,060
Tactical gear			6,500		-	6,500
Crime scene equipment			3,000		-	3,000
Body Worn Camera Equipment	1/10/2022	75,000	77,000		3,334	73,666
Digital Interview Room Equipment			15,450		-	15,450
Investigation Conf. Room			2,500		-	2,500
Defibrillators			1,575		-	1,575
Shredder			5,150		-	5,150
Radio Equipment	1/10/2022	26,890	27,000		25,100	1,900
Office furniture			8,400		-	8,400
Dishwasher			2,060		-	2,060
Fire						
Records Management System (RMS)			29,000		-	29,000
Cardiac Monitoring and Response Equipment			60,000		2,734	57,266
Portable and mobile radios			20,000		-	20,000
Fire admin- office furniture			2,500		-	2,500
Training room tables & chairs			15,000		-	15,000
Day room chairs			8,000		-	8,000
Public Works						
#106 3-ton dump w/ plo			230,000		-	230,000
#133 - Walk behind saw			10,000		-	10,000
#111 Bobcat 78" grapple bucket			5,000		-	5,000
Street Signs			10,000		-	10,000
Hydraulic Press 1995			5,000		-	5,000
Parks & Recreation						
#517 Ford F350 SD (2013)			40,000		-	40,000
#515 Ford 350 w. plow (2018)			40,000		-	40,000
#516 Ford with plow (2013)			40,000		-	40,000
Skating Center Plow Truck (2002)			20,000		-	20,000
#504 Kubota Drag Tractor (2011)			35,000		-	35,000
General Facility Improvements						
Police & PW garage Co2/No2 detectors			10,000		-	10,000
workstation replacement city hall	1/10/2022	87,830	350,000		5,610	344,390
Maintenance Facility Pressure Washer			5,000		-	5,000
COMM Council Control/Sound System			7,000		-	7,000
COMM Council Furniture			15,000		-	15,000
Commons: South Entry RTU (2007)			20,000		-	20,000
Arena: Roof (2004)			10,000		-	10,000
OVAL Renovate Banquet Facility/Rooftops			217,000		-	217,000
OVAL Lobby Mechanical/Banquet Roof (1993)			300,000		-	300,000
OVAL Bathroom Remodel (Upper)			101,000		-	101,000
OVAL: Contingency and Soft costs (35%)			126,000		-	126,000
Hallway wall paper			5,000		-	5,000
Training room paint			2,000		-	2,000
Exercise room-flooring			3,000		-	3,000
Bay painting			25,000		-	25,000
Fire: Security system			3,000		-	3,000
Fire: Heat pumps (24)			10,000		-	10,000
Concrete Exterior			10,000		-	10,000
Exterior Lighting			3,000		-	3,000
Interior Lighting			3,000		-	3,000
Parking Lot			50,000		-	50,000

Information Technology					
Computers (Notebooks, Desktop)			35,000	3,841	31,159
Monitor/Display			5,175	-	5,175
Network Printers/Copiers/Scanners (13)			17,000	-	17,000
Network Switches/Routers/Wireless (Roseville)			25,000	-	25,000
Power/UPS - Closets (11)			400	-	400
Surveillance Cameras (58)			7,890	-	7,890
Agenda Software			6,200	-	6,200
Website redesign			17,000	-	17,000
Park Improvements					
Tennis & Basketball Courts			50,000	-	50,000
Playground Areas	2/14/2022	45,000	550,000	-	550,000
Natural Resources			220,000	-	220,000
PIP/CIP Category			200,000	-	200,000
Street Improvements					
Mill & overlay - local streets			1,200,000	-	1,200,000
Former Seal Coat Dollars Spent as Mill and Overlay			250,000	-	250,000
Cty Rd B, Snelling-Lexington			105,000	-	105,000
Cty Rd B2/Lexington			100,000	-	100,000
2022 PMP			362,000	-	362,000
Cleveland, Iona-Colder			60,000	-	60,000
Lexington Pedestrian			50,000	-	50,000
Hamline&TH 36 Signals			78,600	-	78,600
Rice, Larpentuer - Cty B			250,000	-	250,000
Street Lighting					
Pedestrian light @ Lexington Central Prk			20,000	-	20,000
Signal Pole Painting (3 every other year)			20,000	-	20,000
Pathways & Parking Lots					
Pathway maintenance			150,000	-	150,000
Lexington Pk off Cty B(1999)			20,000	-	20,000
License Center					
General office equipment (minor)			1,000	-	1,000
Office chair replacement			1,200	-	1,200
Community Development					
Computers/monitors			600	-	600
Office Furniture			1,000	-	1,000
Water					
Replace Water Tower Fence			30,000	-	30,000
Water main replacement *			800,000	-	800,000
Sanitary Sewer					
#202 1-ton with dump box/plow			70,000	-	70,000
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
Storm Sewer					
#139 Vacall	1/10/2022	305,367	280,000	305,367	(25,367)
Field Computer Add/Replacements			5,000	-	5,000
General Lift Station Repairs			20,000	-	20,000
Pond improvements/infiltration			400,000	-	400,000
Storm sewer replacement/rehabilitationPMP			500,000	-	500,000
Golf Course					
Golf Shared with RSC Ford F150 Truck (2012)			20,000		20,000
Golf: Gas Pump / Tank: Replacement - 1967			16,000		16,000
Golf: Course Safety Netting Replacement 1997			10,000		10,000
Total - All Items			\$ 9,894,110	\$ 361,049	\$ 9,533,061