



*Our Mission is to Provide Quality Public Services in a Fiscally Responsible
Manner While Preserving the City's Open Space Character*

NOTICE OF MEETING

Maintenance Advisory Committee Meeting

Thursday, May 30, 2019 5:00 P.M.

City of Lake Elmo | 3800 Laverne Avenue North

Agenda

- A. Call to Order**

- B. 2020 – 2024 Public Works Vehicle CIP**

- C. Adjourn**



STAFF REPORT

DATE: May 20, 2019

ITEM #:

TO: Maintenance Advisory Committee
FROM: Marty Powers, Public Works Director
AGENDA ITEM: 2020-2024 Public Works Vehicle CIP
REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

A Capital Improvement Program, or CIP, is a multi-year (typically 5 years) capital expenditure plan for a City's infrastructure (such as streets, parks and utility systems), and equipment and public buildings. It identifies the major vehicle purchases needed by public works, their potential costs and how they would be financed. A vehicle identified and budgeted through the CIP does not commit the city to that purchase. The City Council must specifically authorize each one, and the associated funding before any purchase may proceed. When the CIP is reviewed (ideally annually, in conjunction with the budgeting process) purchases may go forward as planned, advance ahead of schedule, be removed entirely, or new purchases may be added, these adjustments are dependent upon changes in circumstances and priorities.

The Minnesota Land Planning Act requires that the implementation plan portion of the Comprehensive Plan include a CIP for major infrastructure needs (transportation, wastewater, water supply, parks and open space) for a five-year time period. Cities often expand the scope of their CIPs to include other capital needs (major equipment replacements, for example) and sometimes look beyond the five-year time period, up to 20 years in the future for some projects. Such projects represent more of a "wish-list" that can be evaluated each time the plan is updated.

As a part of the Comprehensive Plan, the CIP has some legal standing. Minnesota Statutes Chapter 473.865 provides that "a local governmental unit shall not adopt any official control or fiscal device which is in conflict with its comprehensive plan." A fiscal device includes a budget or bond issue; so it is important that the plan and CIP be kept up to date and in synch with city budgets.

The primary benefit of a CIP is as a financial planning tool, to help the city plan for the impact of capital needs on future budgets and property taxes, and to help forecast the need for borrowing to undertake major projects. The information developed as part of the capital planning process can help document the need for various projects and help the City Council sort out competing priorities.

Lake Elmo's CIP includes all capital projects or vehicle purchases that cost at least \$25,000 and have a useful life span of five years or longer.

ISSUE BEFORE COMMISSION:

What public works vehicle purchases should be included in the 2020-2024 CIP? When should they be completed?

PROPOSAL DETAILS/ANALYSIS:

Included in your packet is a document listing all of the public works CIP vehicles staff is aware of at this time. We have updated the CIP to remove the tri deck mower since park mowing is being contracted out. Other items such as the mini loader and backhoe have been pushed back to allow the new public work director to evaluate needs. The only other changes have been minor adjustments to timing and costs.

Are there any other items the Maintenance Advisory Commission would like to see in the 2020-2024 CIP need to be identified.

The commission can then also assign a priority to each purchase based upon the following framework:

1. Critical or urgent, high-priority projects that should be done if at all possible; a special effort should be made to find sufficient funding for all of the projects in this group.
2. Very important, high-priority projects that should be done as funding becomes available.
3. Important and worthwhile projects to be considered if funding is available; may be deferred to a subsequent year.
4. Less important, low-priority projects; desirable but not essential.
5. Future Consideration

FISCAL IMPACT:

The fiscal impact is dependent upon vehicle purchase selection and available funds. A one page summary in your packet provides a snapshot of the departments, vehicles and funding sources.

OPTIONS:

- 1) Committee identifies additional purchases to add/remove to the 2020-2024 CIP
- 2) No further projects are added so just the previously-identified purchases would be forwarded on in the review process by Finance and Council.

RECOMMENDATION:

“Motion to recommend approval of the 2020-2024 items as presented.”

ATTACHMENTS:

- 2020-2024 Draft Capital Improvement Plan for Public Works Vehicles

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

Department Parks and Recreation

City of Lake Elmo, Minnesota

Contact Public Works Director

Project #	PR-015
Project Name	Dump Truck

Type Equipment

Useful Life

Category Vehicles

Priority 3 Important

Status Active

Description

550 dump pickup replaces 2009 vehicle. Truck will have interchangeable boxes and flat beds for multiple uses.

Justification

End of Useful life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings			90,000			90,000
Total			90,000			90,000

Funding Sources	2020	2021	2022	2023	2024	Total
Vehicle Replacement Fund			90,000			90,000
Total			90,000			90,000

Budget Impact/Other

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Project # PR-020
 Project Name Utility Vehicile/Trail Groomer

Type Equipment

Useful Life 10 years

Category Vehicles

Priority 3 Important

Status Active

Description

Replaces 2014 Kubota

Justification

End of Useful Life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings					37,000	37,000
Total					37,000	37,000

Funding Sources	2020	2021	2022	2023	2024	Total
Vehicle Replacement Fund					37,000	37,000
Total					37,000	37,000

Budget Impact/Other

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life 15 years

Category Vehicles

Priority 2 Very Important

Status Active

Project #	PW-004
Project Name	Loader

Description
Replace 1999 loader

Justification
End of Useful Life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings				185,000		185,000
Total				185,000		185,000

Funding Sources	2020	2021	2022	2023	2024	Total
Vehicle Replacement Fund				185,000		185,000
Total				185,000		185,000

Budget Impact/Other

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life 15 years

Category Vehicles

Priority 2 Very Important

Status Active

Project #	PW-006
Project Name	Tractor

Description
Replace 2004 Tractor
Cost include all ditch and mowing attachments
Additional cost for snowblower (\$30k included in total)
Additional cost for wing/controls (\$15,000)

Justification
End of Useful Life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings		130,000				130,000
Total		130,000				130,000

Funding Sources	2020	2021	2022	2023	2024	Total
Vehicle Replacement Fund		130,000				130,000
Total		130,000				130,000

Budget Impact/Other

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life 10 years

Category Vehicles

Priority 4 Less Important

Status Active

Project # PW-019
 Project Name PickupTruck / plow

Description
 Replacement for 2012 F250
 End of usefull life (7 years)

Justification
 Replacement for 2012 F250
 End of useful life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings					41,000	41,000
Total					41,000	41,000

Funding Sources	2020	2021	2022	2023	2024	Total
Vehicle Replacement Fund					41,000	41,000
Total					41,000	41,000

Budget Impact/Other

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 2 Very Important

Status Active

Project # PW-044
Project Name Trac Hoe

Description

Replace 2006 Case Backhoe with a more manuverable unit.

Justification

End of Useful Life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings				85,000		85,000
Total				85,000		85,000

Funding Sources	2020	2021	2022	2023	2024	Total
Sewer Fund				17,000		17,000
Storm Water Fund				17,000		17,000
Vehicle Replacement Fund				34,000		34,000
Water Fund				17,000		17,000
Total				85,000		85,000

Budget Impact/Other

\$85,000 total cost split amongst water, stormwater , streets, and parks sewer

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 1 Critical

Status Active

Project #	PW-047
Project Name	Dump Truck w/Plow

Description
Single Axel plow truck to replace 1998 model

Justification
End of Useful Life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings	250,000					250,000
Total	250,000					250,000

Funding Sources	2020	2021	2022	2023	2024	Total
Vehicle Replacement Fund	250,000					250,000
Total	250,000					250,000

Budget Impact/Other

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 2 Very Important

Status Active

Project #	PW-048
Project Name	Mini Loader

Description
Mini loader to replace 2006 Case Back Hoe with a more maneuverable unit. Will be outfitted with a plow for cul de sacs and other narrow streets.

Justification
End of Useful Life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings		120,000				120,000
Total		120,000				120,000

Funding Sources	2020	2021	2022	2023	2024	Total
Vehicle Replacement Fund		120,000				120,000
Total		120,000				120,000

Budget Impact/Other

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 1 Critical

Status Active

Project #	PW-050
Project Name	Dump Truck with Plow

Description
Replace 2006 model

Justification
End of Useful Life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings			250,000			250,000
Total			250,000			250,000

Funding Sources	2020	2021	2022	2023	2024	Total
Vehicle Replacement Fund			250,000			250,000
Total			250,000			250,000

Budget Impact/Other

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

Department Public Works Department

City of Lake Elmo, Minnesota

Contact Public Works Director

Project #	PW-054
Project Name	Skidloader

Type Equipment

Useful Life

Category Vehicles

Priority 3 Important

Status Active

Description

Additional skidloader to be used to mow park trails and asphalt in the summer. During the winter it can be used to aid in snow removal at city parking lots and possibly on park trails and sidewalks (w/blower)

2 speed highflow

Justification

additional skidloader needed due to growth in streets and parks

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings				70,000		70,000
Total				70,000		70,000

Funding Sources	2020	2021	2022	2023	2024	Total
Vehicle Replacement Fund				70,000		70,000
Total				70,000		70,000

Budget Impact/Other

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life 10 years

Category Vehicles

Priority 3 Important

Status Active

Project #	PW-060
Project Name	Pickup w/plow

Description
Pickup with plow to replace 2014 F250

Justification
End of Useful Life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings					41,000	41,000
Total					41,000	41,000

Funding Sources	2020	2021	2022	2023	2024	Total
Vehicle Replacement Fund					41,000	41,000
Total					41,000	41,000

Budget Impact/Other

Capital Improvement Plan - 2020 - 2024

2020 *thru* 2024

City of Lake Elmo, Minnesota

Department Water Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 3 Important

Status Active

Project #	W-022
Project Name	Utility Truck

Description
Replaces current 2007 vehicle

Justification
End of Useful Life

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings	70,000					70,000
Total	70,000					70,000

Funding Sources	2020	2021	2022	2023	2024	Total
Sewer Fund	35,000					35,000
Water Fund	35,000					35,000
Total	70,000					70,000

Budget Impact/Other
\$70,000 total cost shared equally amongst water and sewer (S-015)

City of Lake Elmo, Minnesota
Capital Improvement Plan - 2020 - 2024
 2020 thru 2024

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Parks and Recreation								
Dump Truck	PR-015	3			90,000			90,000
<i>Vehicle Replacement Fund</i>					90,000			90,000
Utility Vehicle/Trail Groomer	PR-020	3					37,000	37,000
<i>Vehicle Replacement Fund</i>							37,000	37,000
Parks and Recreation Total					90,000		37,000	127,000
Public Works Department								
Loader	PW-004	2				185,000		185,000
<i>Vehicle Replacement Fund</i>						185,000		185,000
Tractor	PW-006	2		130,000				130,000
<i>Vehicle Replacement Fund</i>				130,000				130,000
Pickup Truck / plow	PW-019	4					41,000	41,000
<i>Vehicle Replacement Fund</i>							41,000	41,000
Trac Hoe	PW-044	2				85,000		85,000
<i>Sewer Fund</i>						17,000		17,000
<i>Storm Water Fund</i>						17,000		17,000
<i>Vehicle Replacement Fund</i>						34,000		34,000
<i>Water Fund</i>						17,000		17,000
Dump Truck w/Plow	PW-047	1	250,000					250,000
<i>Vehicle Replacement Fund</i>			250,000					250,000
Mini Loader	PW-048	2		120,000				120,000
<i>Vehicle Replacement Fund</i>				120,000				120,000
Dump Truck with Plow	PW-050	1			250,000			250,000
<i>Vehicle Replacement Fund</i>					250,000			250,000
Skidloader	PW-054	3				70,000		70,000
<i>Vehicle Replacement Fund</i>						70,000		70,000
Pickup w/plow	PW-060	3					41,000	41,000
<i>Vehicle Replacement Fund</i>							41,000	41,000
Public Works Department Total			250,000	250,000	250,000	340,000	82,000	1,172,000
Water Department								
Utility Truck	W-022	3	70,000					70,000
<i>Sewer Fund</i>			35,000					35,000
<i>Water Fund</i>			35,000					35,000
Water Department Total			70,000					70,000
GRAND TOTAL			320,000	250,000	340,000	340,000	119,000	1,369,000