

**CITY COUNCIL AGENDA**  
City Hall, 833 South Spruce Street  
7:00 p.m. January 9, 2020

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**CALL TO ORDER:**

Mayor Sexton  
Council Members: Aslett, Chaplin, J. DeGloria, R. DeGloria, Green, Loving, and Stavig  
Staff: Berner, Blaine, Burwash, Dempsey, Erickson, Hampton, Hawes, Brad Johnson, L. Johnson, Jongsma, Luvera, Morrison, Moser, Nelson, Peterson, Pulst, Rabenstein, Schwetz, Stewart, Toth, Ward, and Young.

**MINUTES:**

[City Council Meeting December 12, 2019](#)

**AUDIT OF BILLS:**

**PUBLIC COMMENTS:**

**COUNCIL COMMENTS:**

**MAYOR'S UPDATE:**

**PROCLAMATION:**

**SPECIAL PRESENTATION:** Community Action Update

**COMMITTEE & BOARD REPORTS:**

**OFFICERS REPORTS:** TBD

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**UNFINISHED BUSINESS:**

- 1) [2020 Council Committee Assignments and Recommendations](#)

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**CONSENT AGENDA:**

**NEW BUSINESS:**

- 1) [Revised 2020 Unified Fee Schedule](#)
- 2) [Parks, Recreation, and Open Space Plan](#)
- 3) [Inter-local Agreement with Skagit County to Provide Senior Services to Burlington Residents](#)
- 4) [Procurement of Pickup Truck for Parks Department](#)
- 5) [Custodial Supplies, Services, and Equipment Bid](#)

**FUTURE WORKSHOP:**

- 1) WORKSHOP: PROS (Parks, Recreation, and Open Space) Plan Presentation Thursday **January 9, 2020** 6:00 p.m.  
City Hall, 833 S Spruce Street
- 2) WORKSHOP: Review of 2020 Budget, and Discussion of Financial Stability Thursday **January 16, 2020** 6:00 p.m.

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**EXECUTIVE SESSION:**

**ADJOURNMENT:**

**MEETINGS:**

- 1) PARKS ADVISORY BOARD: Tuesday **January 7, 2020** 5:30 p.m.  
Parks & Recreation, 900 E Fairhaven Ave
- 2) LIBRARY BOARD: Tuesday **January 7, 2020** 6:00 p.m.  
Burlington Public Library, 820 E Washington Ave
- 3) AUDIT & FINANCE COMMITTEE: Thursday **January 9, 2020** 4:00 p.m.  
City Hall, 833 S Spruce Street
- 4) HISTORICAL PRESERVATION BOARD: Tuesday **January 14, 2020** 2:00 p.m.  
Parks & Recreation, 900 E Fairhaven Ave
- 5) PUBLIC SAFETY COMMITTEE: Tuesday **January 14, 2020** 4:00 p.m.  
Public Safety Building, 311 Cedar Street



**FUTURE COUNCIL AGENDA**

**WORKSHOP – January, 16, 2020 – 6PM**

**6PM Workshop – Review of 2020 Budget, Discussion of Financial Stability**

Review of Operational Changes Following Layoffs

Review/Discussion of Ordinance Raising Gas and Electric Utility Tax and Instituting Cable TV Utility Tax

Review/Discussion of Ordinance Establishing a B&O Tax for Retail Commercial

Potential Council Retreat Discussion – Time/Place/Scope

**City Council Meeting of January 23, 2020**

**6PM Workshop – Irrigation Options for Skagit River Park**

PROS Plan Public Hearing and Adoption

Resolution Related to Elected Official Health Care Premiums

Engineering Contract – Costco/Hopper New Freeway On-Ramp Lane (Design Only)

Executive Session (Nagatani Water Rights)

**City Council Meeting of February 14, 2020**

Ordinance Amending the 2020 Budget – Inclusion of Revised Beginning Fund Balances

Ordinance Raising Gas and Electric Utility Tax and Instituting Cable TV Utility Tax

Ordinance Establishing a B&O Tax for Retail Commercial

Ordinance Revising Park Impact Fees

Executive Session (Fire/EMS Collective Bargaining Agreement)

Approval of 2020 – 2023 Fire/EMS Collective Bargaining Agreement

**City Council Meeting of February 28, 2020**

**6PM Workshop – Fiber Service in Burlington**

Internet Service Provider (ISP) Fiber Agreement

Fuel Supply Bid Award

**City Council Meeting of March 12, 2020**

Ordinance Amending the 2020 Budget – Possible Amendment for New Revenues

Revision to Fee Code - Fiber

**City Council Meeting of March 26, 2020**

**6PM Workshop - Overview of Code Enforcement – Police/Legal/Community Development**

EMS Hub District Interlocal with Skagit County

Agreement with Skagit Valley College – EMT Student Ride-Alongs

# January 2020

| January 2020 |    |    |    |    |    |    | February 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Su           | Mo | Tu | We | Th | Fr | Sa | Su            | Mo | Tu | We | Th | Fr | Sa |
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| 5            | 6  | 7  | 8  | 9  | 10 | 11 | 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 | 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 | 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 26           | 27 | 28 | 29 | 30 | 31 |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 |

|                | Sunday        | Monday    | Tuesday  | Wednesday  | Thursday   | Friday    | Saturday     |
|----------------|---------------|-----------|--|--|--|-----------|--------------|
|                | <b>Dec 29</b> | <b>30</b> | <b>31</b>  | <b>Jan 1, 20</b>   | <b>2</b>   | <b>3</b>  | <b>4</b>     |
| Dec 29 - Jan 4 |               |           |  |  |  |           |              |
|                | <b>5</b>      | <b>6</b>  | <b>7</b>   | <b>8</b>   | <b>9</b>   | <b>10</b> | <b>11</b>    |
| Jan 5 - 11     |               |           | 5:30pm Parks Board (Parks & Rec Dept)<br>6:00pm Library Board (Library)                              |  | 4:00pm Audit & Finance Committee (6:00pm 7:00pm Council Workshop: PROS Pla<br>7:00pm Council Meeting       |           |              |
|                | <b>12</b>     | <b>13</b> | <b>14</b>  | <b>15</b>  | <b>16</b>  | <b>17</b> | <b>18</b>    |
| Jan 12 - 18    |               |           | 2:00pm 3:00pm Historical Preservation Board (4:00pm Public Safety Committee (Public Safety Building) | 1:00pm SKAT Board (Burlington City Hall)<br>5:30pm 7:00pm Planning Commission (Council Chambers) | 6:00pm 8:00pm Finance Council Workshop (Council Chambers)  |           |              |
|                | <b>19</b>     | <b>20</b> | <b>21</b>  | <b>22</b>  | <b>23</b>  | <b>24</b> | <b>25</b>    |
| Jan 19 - 25    |               |           | 4:00pm Public Works Committee (Engineering Conf Room)  | 9:00am 10:00am Downtown Burlington Association (Visitor Information Center/Chamber of            | 4:00pm Audit & Finance (City Hall)<br>6:00pm 7:00pm Council Workshop: Irrigation<br>7:00pm Council Meeting |           |              |
|                | <b>26</b>     | <b>27</b> | <b>28</b>  | <b>29</b>  | <b>30</b>  | <b>31</b> | <b>Feb 1</b> |
| Jan 26 - Feb 1 |               |           |  |  |  |           |              |

# February 2020

| February 2020 |    |    |    |    |    |    | March 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa | Su         | Mo | Tu | We | Th | Fr | Sa |
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| 9             | 10 | 11 | 12 | 13 | 14 | 15 | 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 | 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 | 22         | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    | 29         | 30 | 31 |    |    |    |    |

|                | Sunday        | Monday    | Tuesday   | Wednesday  | Thursday  | Friday    | Saturday     |
|----------------|---------------|-----------|---|--|---|-----------|--------------|
|                | <b>Jan 26</b> | <b>27</b> | <b>28</b>   | <b>29</b>  | <b>30</b>   | <b>31</b> | <b>Feb 1</b> |
| Jan 26 - Feb 1 |               |           |   |  |   |           |              |
|                | <b>2</b>      | <b>3</b>  | <b>4</b>  | <b>5</b>   | <b>6</b>  | <b>7</b>  | <b>8</b>     |
| Feb 2 - 8      |               |           | 5:30pm Parks Board<br>(Parks & Rec Dept)<br>6:00pm Library Board<br>(Library) |  |   |           |              |
|                | <b>9</b>      | <b>10</b> | <b>11</b>   | <b>12</b>  | <b>13</b>   | <b>14</b> | <b>15</b>    |
| Feb 9 - 15     |               |           | 4:00pm Public Safety<br>Committee (Public<br>Safety Building)                 |  | 4:00pm Audit &<br>Finance Committee<br>(City Hall)<br>7:00pm Council<br>Meeting |           |              |
|                | <b>16</b>     | <b>17</b> | <b>18</b>   | <b>19</b>  | <b>20</b>   | <b>21</b> | <b>22</b>    |
| Feb 16 - 22    |               |           | 4:00pm Public Works<br>Committee<br>(Engineering Conf<br>Room)                | 1:00pm SKAT Board<br>(Burlington City Hall)<br>5:30pm 7:00pm<br>Planning<br>Commission<br>(Council Chambers) |   |           |              |
|                | <b>23</b>     | <b>24</b> | <b>25</b>   | <b>26</b>  | <b>27</b>   | <b>28</b> | <b>29</b>    |
| Feb 23 - 29    |               |           |   | 9:00am 10:00am<br>Downtown<br>Burlington<br>Association (Visitor<br>Information<br>Center/Chamber of         | 4:00pm Audit &<br>Finance (City Hall)<br>7:00pm Council<br>Meeting              |           |              |



ITEM #: 1

CHECK ONE:

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## AGENDA ITEM

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Council Date: January 9, 2020 Subject: [2020 Council Committee Assignments and Recommendations](#)

Submitted By: Steve Sexton, Mayor

Attachments: Proposed 2020 Council Committee Assignments and Public Hearing Required: YES ( ) NO ( )

Recommendations

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### **HISTORY AND SUMMARY**

In accordance with BMC Chapter 2.26 and 2.22, the Mayor is responsible for assigning and recommending on an annual basis, to be confirmed during the first meeting of the year, Mayor Sexton has made assignments and recommendations for the year 2020, which are attached hereto.

### **ALTERNATIVES CONSIDERED**

None identified.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

None identified.

### **LEGAL ASPECTS – LEGAL REVIEW**

None identified.

### **STAFF RECOMMENDATION**

Confirm Mayor Sexton's assignments and recommendations for the year 2020

**SUGGESTED COUNCIL MOTION LANGUAGE**

Motion to approve the Mayor's 2020 Council Committee assignments and recommendations;  
motion to elect Mayor Pro Tempore and Investment Chair.



ITEM #: 1

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## AGENDA ITEM

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Council Date: January 9, 2020 Subject: [Revised 2020 Unified Fee Schedule](#)

Submitted By: Greg Young – Interim City Administrator

Attachments: Resolution Adopting Fee Schedule Public Hearing Required: YES ( ) NO (X)

Fee Schedule – Red-line Version and Clean Version

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### **HISTORY AND SUMMARY**

The City of Burlington, not unlike other cities, has a consolidated fee schedule for city services. Periodically it is necessary to revise these fees to reflect the current cost of doing business and the effect of inflation. Various staff members have reviewed their fees for revision and their recommendations are embedded in the attached document. In some cases, the change in fees are a reflection of city costs to provide the services, others are mandated by state statutes outlining fee structures (permit fees), and others are reflective of what other cities are charging for similar goods and services (parks and rec.)

### **ALTERNATIVES CONSIDERED**

To keep pace with the cost of providing services, the alternative to not raising fees is to provide services and goods at a cost less than appropriate – to provide services at a loss. In order to maintain our fees at an appropriate level, these fees are reviewed annually for adjustment.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

While none of these fees are scheduled to be changed drastically, these inflationary adjustments are cumulative – that is to say, by making small annual adjustment to our fees, we can continue to collect revenue that is reflective of our cost of providing these goods and services while preventing the need to drastically increase fees or face the specter of providing services for less than their underlying cost.



**LEGAL ASPECTS – LEGAL REVIEW**

None identified

**STAFF RECOMMENDATION**

Staff recommends that the Council adopt the associated Resolution included in your packet that will revise our fees for the year 2020.

**SUGGESTED COUNCIL MOTION LANGUAGE**

“I move to approve the revisions to the fee schedule”



ITEM #: 2

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## AGENDA ITEM

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Council Date: January 9, 2020 Subject: [Parks, Recreation & Open Space Plan](#)  
Jennifer Berner,  
Parks & Recreation Director

Attachments: DRAFT Parks, Recreation & Open Space Plan Public Hearing Required: YES ( ) NO (X)  
Planning Commission Recommendation

### HISTORY AND SUMMARY

April 2018 the City of Burlington entered into a contract with BERK consulting to assist the Parks and Recreation Department in developing the City's first Parks, Recreation and Open Space (PROS) Plan. A PROS Plan is important to the City because it creates a vision for the Parks and Recreation Department, helps to efficiently manage the system, supports the Comprehensive Plan and establishes funding eligibility with Washington State's Recreation Conservation Office (RCO). There have been several updates to City Council and the Park Board throughout the process. The City of Burlington's Park Board and Planning Commission held two public hearings one in October 2019 and another in November 2019 to consider public comments on the draft PROS Plan. There was one recommendation to include the word passive recreation in the goals/objective section, which has been included, all other comments were supportive.

While evolving the PROS Plan many phases were implemented to derive at the final draft that is for Council's consideration.

- Development of Vision and Goals and Objectives
  - These elements will roll into the City's Comprehensive Plan
- Inventory and Management
  - Inventory of parks, trails, and recreation facilities
  - To facilitate planning, design and maintenance, updated the classifications of facilities: Regional, Community, Neighborhood, Trails, Special Use (i.e. park shop facility, Maiben House, cemetery)

- Describes current recreation programs that allow the community to enjoy the parks and recreation facilities.
- Describes the City's maintenance practices promoting quality and safety of the properties within limited resources.
- Community Engagement
  - Online Survey, Pop-up Event at Terrace Apartments, Back To School Fair, Vision Workshop at City Hall and Allen School, Parks System Workshop at Sr./Community Center, Public meetings (Parks Board, City Council, Planning Commission)
    - Each engagement event was advertised on the project website, email blasts to interested parties, social media, fliers, reader board, school newsletters, senior newsletter, chamber website and newspaper ads.
- Demand and Need – reviewed needs and trends
  - Review of needs and trends including participation with parks and recreation; community demographics and growth; gaps and opportunities; level of service.
    - Review of state, national and local recreation trends
    - Growth – 9% increase between 2010 and 2019
    - Demographics – programs and facilities serve the whole community and support different social and cultural experiences.
    - Gaps and Opportunities – much of the community is within a quarter mile of existing parks, particularly east of I-5. Gaps are: north of Burlington Hill property, West of I-5 and central Burlington east of City Hall. Steps to fill the gaps could include opening undeveloped parkland such as Burlington Hill, connecting isolated areas with trails; seek partnerships with other public agencies that own land in the gap areas.
  - Participation with parks and recreation, community demographics and growth, gaps and opportunities, level of service (standard used to guide how facilities or services may need to be expanded as population grows)
- Parks & Recreation System Plan
  - System Plan is based on the vision, community involvement, and community demographic growth trends. The plan addresses parks, trails, programs and maintenance resources.
  - Guiding principles considered in the development of the system plan are based on the outreach themes; family and gathering, active outdoor, connection, community and inclusion and safe and sustainable.
  - Nine (9) park concept plans were developed based on the vision, community involvement and community demographic and growth trends.
  - Trail recommendations; adding to existing trails, identifies missing links to meet community access needs, new trail connections to create loops within the community to connect neighborhoods to downtown, other parks and the slough.
  - Recreation Program recommendations; Key concepts include; focus on health, wellness and lifelong skills, provide accessible inclusive programs, consider

community needs and trends, fill in the gaps of services/programs, serve as many as possible, ongoing evaluation of programs.

- Through engagement process community members requested some additional programs designed for youth sports leagues, before and after school care, special needs/disabled persons and classes that develop skills.
- Program areas already offered but considered important to community members and could be strengthened include community events, family activities, preschool age activities and health, wellness, skills and music classes.
- As the parks and recreation system is improved or expanded, additional maintenance resources can be incorporated.
- Capital Improvements Plan
  - Describes Burlington's current capital funding sources and potential funding options and describes the capital facility plan meeting community needs and the Plan Vision.
  - Funding Options; update Parks Impact Fees, implement cost recovery policies, seek grant funding, attract private sources, partnerships to provide regional funding.
- Implementation Strategies
  - City will continue to track performance periodically to determine progress on implementation of the Plan.
  - The PROS Plan will be reflected in the City's updated Comprehensive Plan.
  - The City has plans and codes that ensure adequate consideration when development applications are proposed.

#### **ALTERNATIVES CONSIDERED**

No alternatives were considered.

#### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

The proposed PROS Plan identifies future park and recreation needs, contains a capital spending framework, and includes goals and policies to inform future city decisions.

In order to obtain funding from Washington State Recreation and Conservation Office (RCO) the City is required to have a PROS Plan that is certified by the State. The proposed draft PROS Plan contains the required elements for State certification and contains sufficient information to guide future capital spending decisions or prioritize the provision of parks and recreation services.

The proposed PROS Plan includes detailed study regarding impact fee rates and capital spending needs to ensure consistency, as required by the Growth Management Act, the impact fee study will be evaluated separately, in conjunction with the development of the Capital Facilities Element of the comprehensive plan.

### **LEGAL ASPECTS-LEGAL REVIEW**

The proposed draft PROS Plan contains information that can be used to guide the development of the comprehensive plan's parks and recreation elements. Legal has been a part of the updates provided to City Council throughout the process. Legal has been provided a draft copy of the PROS Plan.

### **STAFF RECOMMENDATION**

Staff recommends City Council review and ask questions regarding the proposed draft PROS Plan and provide recommendations for staff to consider prior to coming back for adoption of the Parks, Recreation and Open Space Plan January 23, 2020.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

No action is required at this time, discussion and comments are requested.



ITEM #: 3

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## AGENDA ITEM

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Council Date: January 9, 2020 Subject: [Inter-local Agreement with Skagit County to provide Senior Services to Burlington residents](#)  
Jennifer Berner,  
Parks and Recreation Director

Attachments: Inter-local Agreement Public Hearing Required: YES ( ) NO (X)  
Letter from County explaining 3% increase  
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### HISTORY AND SUMMARY

The City of Burlington contracts with Skagit County to operate the Burlington Senior Center. Attached is a proposed one year contract that will cost the city \$13,131.00.

### ALTERNATIVES CONSIDERED

No alternatives were considered. This agreement continues to be beneficial to the City of Burlington and its residents.

### CURRENT AND FUTURE BUDGET RAMIFICATIONS

This year the County asked for a 3% increase to help cover the costs of increased service levels for 2020 and a 1.5% increase for each subsequent year. This increase will assist the County in continuing to provide Burlington seniors a place to maintain their independence and enjoy life.

### LEGAL ASPECTS-LEGAL REVIEW

Legal has reviewed and approved the inter-local agreement.

### STAFF RECOMMENDATION

Staff recommends approving the inter-local agreement with Skagit County to provide senior services to Burlington residents.

**SUGGESTED COUNCIL MOTION LANGUAGE**

Motion to approve the attached one year inter-local agreement with Skagit County to provide senior services to the Burlington Senior Center and authorize the Mayor to sign.



ITEM #: 4

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## AGENDA ITEM

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Council Date: January 9, 2020 Subject: [Procurement of Pickup Truck for Parks Department](#)  
Jennifer Berner,  
Parks and Recreation Director

Attachments: 2020 Chevrolet Silverado 2500 Pickup Truck Quote Public Hearing Required: YES ( ) NO (X)

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### HISTORY AND SUMMARY

As part of the 2020 budget, The Parks and Recreation Department planned to purchase from the Equipment Rental & Replacement (ER&R) Fund a new pick-up truck. The new pick-up truck will replace a 15 year-old, 2005, parks crew pick-up truck that is in poor condition. By purchasing from the State Contract staff is able to select vehicle options that are necessary for a work vehicle and forego any needless options. Staff researched used vehicle options and found nothing comparable. Most of the used vehicles were more expensive because of the added features, i.e. remote start, leather seats, sun/moon roof, that are not needed on a work truck. Trucks that had a comparable price were 5-8 years old, had high mileage, and would need to have features added costing around \$3,000 (bedliner, light bar and light, mud guards) raising the cost to the state bid amount. Upon receipt of the new pick-up truck, staff will surplus one of the 2005 pick-up trucks.

### ALTERNATIVES CONSIDERED

Statewide master contracts are designed to make it easier for state agencies, local and tribal governments, public school districts and colleges throughout Washington to focus on their missions. The statewide contracts have met state requirements for competitive bidding and other procurement laws, reducing risk and streamlining the purchasing process for agencies. Master contracts leverage the state's collective buying power and are established for most frequently purchased products, making for the best use of resources for all types of Washington governments.



**CURRENT AND FUTURE BUDGET RAMIFICATIONS**

Included in the 2020 budget is the authorized replacement expenditure in the ER&R fund for one of the 2005 Parks and Recreation Department's pick-up trucks. The new pick-up truck will be assigned an annual contribution rate to the ER&R fund based on the estimated useful life expectancy so in 15 years there will be money available to purchase a replacement truck.

**LEGAL ASPECTS-LEGAL REVIEW**

**N/A**

**STAFF RECOMMENDATION**

Staff recommends approving the state contract quote for a new Chevrolet Silverado pick-up truck. By submitting the order in January, the truck will be delivered by spring/summer 2020.

**SUGGESTED COUNCIL MOTION LANGUAGE**

Motion to authorize the Mayor to approve the purchase of a 2020 Chevrolet Silverado pick-up truck for the Parks and Recreation Department.



ITEM #: 5

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## AGENDA ITEM

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Council Date: January 9, 2020 Subject: [Custodial Supplies, Services, & Equipment Bid](#)

Submitted By: Marv Pulst, Public Works Director

Attachments: Bay City Supply Bid Public Hearing Required: YES ( ) NO (X)

Bid Advertisement

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### **HISTORY AND SUMMARY**

Bids were opened on December 19, 2019 at 11:00 a.m. for Custodial Cleaning Supplies, Equipment and Services. One bid was received from Bay City Supply meeting the terms and conditions of the bid proposal. Pricing for specific products was provided by Bay City Supply. With their bid, the annual cost for City-wide cleaning supplies will not exceed \$19,156.08.

### **ALTERNATIVES CONSIDERED**

Bay City Supply is the only responsive bid received.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

Expense is budgeted within 2020 Facility Maintenance Budget.

### **LEGAL ASPECTS – LEGAL REVIEW**

Supply bids were requested through MRSC vendor roster in accordance with City procurement policy, chapter 2.84 procurement.

### **STAFF RECOMMENDATION**

Staff recommends award of bid to Bay City Supply.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

Motion to award bid and authorize procurement of custodian equipment, supplies and services from Bay City Supply.