

DATE: February 22, 2024

TO: City Council

FROM: Melissa R. Marsh, City Manager

SUBJECT: Agenda Comments - Regular Council Meeting of Monday, February 26, 2024

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The following are my comments on items appearing on the agenda of the Regular Council Meeting on Monday, February 26, 2024.

## **REPORTS:**

### **APPOINTMENT OF BUSINESS LICENSES HEARING OFFICER**

In an email on February 12, 2024, Magistrate Michael Mitchell resigned as the City's Business License Hearing Officer. After interviewing several candidates, attorney Richard Strenger has been recommended by the City Attorney's office to fill the vacancy. Therefore, the staff recommends accepting the resignation of Magistrate Michael Mitchell and appointing attorney Richard Strenger as the City's new Business License Hearing Officer.

### **DOWNTOWN DEVELOPMENT AND BROWNFIELD REDEVELOPMENT APPOINTMENT**

The Downtown Development Authority Board met on February 26th and unanimously recommended the Mayor appointed to the Downtown Development and Brownfield Redevelopment Boards: Joseph Keys, Michael Sheppard, Marija Ujkic all with terms to expire on February 28, 2028.

### **TAX BOARD OF REVIEW APPOINTMENT**

Staff is requesting that an appointment be made to the vacant Tax Board of Review position so that the applicant can attend training and be in place to serve on the March Board of Review. Suzanne Patton has applied for the term to expire February 28, 2025.

## **BID AWARDS AND PURCHASES:**

### **SELF-CONTAINED BREATHING APPARATUS (SCBA) FILL STATION AND AIR COMPRESSOR**

In the 2024 fiscal year budget, funds are allocated to purchase a new Self-Contained Breathing Apparatus (SCBA) fill station and air compressor. A new SCBA fill station will replace the department's only fill station at Fire Station 1. A SCBA fill station is necessary to fill SCBA air cylinders attached to the firefighter air packs required to wear in an immediately dangerous to life or health (IDLH) atmosphere. The current equipment is over 30 years old and has become increasingly challenging to keep in service.

Staff and I recommend that the City Council award the SCBA fill station and compressor bid to the lowest qualified vendor, MacQueen Emergency, in the amount of \$56,000. MacQueen Emergency is the vendor that listed one specification exception related to installing a new outside air intake. After consulting with MacQueen Emergency, we can satisfy the outside air intake specification by contracting Denny's Heating and Cooling to perform the work. Denny's has quoted us \$1,200 to

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complete the air intake work, and the excess budgeted funds for the project will cover the cost. With the addition of Denny's Heating and Cooling work, MacQueen Emergency remains the lowest qualified bid.