



Item Number: 15

City Council / Board of Directors

Written Communications

Meeting of: May 6, 2025

Submitted By:

Robert Clemmer, Fire Chief

Subject:

Approval to Increase Spending Limits for Waxie Sanitary Supply

Recommendation:

That the Honorable City Council approve the increased cumulative total in the amount not-to-exceed \$135,000 for Waxie Sanitary Supply.

Fiscal Impact:

The City has currently expended \$121,544.22 cumulatively, and the Fire Department is requesting to spend an additional \$10,000. This will exceed the City Manager's authority limit of \$125,000. No additional appropriations are required as the additional \$10,000 will be funded from account no. 1002010-52110-96004 – Fire Supplies Misc/Cleaning.

Strategic Plan Goal:

This item aligns with Strategic Plan Goal A: Financial Sustainability. The increased amount of sanitary supplies allows staff to foster fiscal health through disciplined long-term planning.

Background:

Waxie Sanitary Supply (Waxie) provides cleaning and janitorial products necessary for maintaining the health and cleanliness of City facilities, including all five (5) fire stations, City Hall, Airport, and Parks & Recreation. These supplies include disinfectants, paper products, hand soap, various cleaning tools and products, and Personal Protective Equipment, among many others. For the 2024/2025 Fiscal Year, the Fire Department budgeted \$20,000 for cleaning supplies from Waxie based on average prior-year usage. However, due to increased operational demands, including expanded cleaning protocols, increased staff, increased in-house training and station tours, and higher supply costs, expenditures are approaching the budgeted threshold earlier than projected.

Discussion:

As of April 17, 2025, approximately \$19,578.75 of the Fire Department's current cleaning supplies budget for Waxie has been expended. Without additional funding, there is a risk of disruption in the availability of critical janitorial supplies, which could compromise facility cleanliness and staff/public safety. An additional \$10,000 will allow the Fire Department to maintain adequate stock levels and meet ongoing facility sanitation needs through the end of the fiscal year.

Although the Fire Department spendings will not exceed \$30,000, if approved, the cumulative amount citywide will exceed \$125,000, requiring City Council approval per Victorville Municipal Code (VMC) 2.28.060(d)(1). Waxie has an existing cooperative agreement (Attachment A) which has been approved by the Purchasing Division of the Finance Department. Purchases through a cooperative agreement can proceed without meeting bid requirements per VMC section 2.28.120.

Staff is available to answer any questions the Council may have.

Attachments: A. Cooperative Agreement