

# CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, April 27, 2026  
5:30 PM

City Commission Chambers  
1st Floor, Casselberry City Hall  
95 Triplet Lake Drive, Casselberry, Florida

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**TO THE PUBLIC:** Persons are advised that, if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the A.D.A. Coordinator, 48 hours in advance of the meeting at (407) 262-7700, ext. 1150.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Please be advised that one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussions at the meeting.

Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 262-7700, Ext. 1133 or emailing [cityclerk@casselberry.org](mailto:cityclerk@casselberry.org).

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## AGENDA

### 1. MEETING CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

### 4. ROLL CALL

### 5. MINUTES

#### A. Minutes of March 9, 2026 - Regular Meeting

### 6. PRESENTATIONS/ COMMENDATIONS

#### A. Mayor's Proclamation: National Drinking Water Week - May 3-9, 2026

Mayor Henson will present Fred Schwarz, Water Production Superintendent, with a proclamation designating May 3 - 9, 2026 as National Drinking Water Week in the City of Casselberry.

#### B. Mayor's Proclamation: National Bike Month - May 2026

Mayor Henson will present a Proclamation to Interim Public Works Director Martin Butcher designating the month of May 2026 as National Bike Month in the City of Casselberry.

#### C. Mayor's Proclamation: Building Safety Month - May 2026

Mayor David Henson will present a proclamation to Community Development Director Christopher Schmidt and Building and Permitting Manager Lorna Brooks designating May 2026 as Building Safety Month in the City of Casselberry.

#### D. Mayor's Proclamation: Professional Municipal Clerks Week - May 3-9, 2026

Mayor Henson will present Donna Gardner, City Clerk, and Linda Sundvall, Deputy City Clerk, with a proclamation designating May 3-9, 2026 as Professional Municipal Clerks Week in the City of Casselberry.

### 7. CONSENT AGENDA

The action proposed to be taken is stated for each item on the Consent Agenda. Unless one item is removed from the Consent Agenda by a City Commission member, no discussion on individual items will occur and a single motion will approve all items.

#### A. Approval of Legal Services Invoices

- Fishback Dominick LLP - Invoice No. 126453 - \$943.25

- B. **Resolution 26-3560 - Bancorp Master Lease Agreement**  
Approval of Resolution 26-3560 which provides for a Master Lease Agreement with The Bancorp Bank, National Association, for the financing of City vehicles as budgeted on an as-needed basis is requested.
- C. **Amendment No. 2 to Agreement with BrightView Landscape Services, LLC for Ground Maintenance Services — Rights-of-Way**  
Consideration to approve Amendment No. 2 for Ground Maintenance Services for Rights-of-Way with BrightView Landscape Services, LLC to renew the contract for one (1) additional one-year term and to increase the total contract amount not to exceed \$248,186.69 is requested.
- D. **Amendment No. 2 to Agreement with BrightView Landscape Services, LLC for Ground Maintenance Services — Medians**  
Consideration to approve Amendment No. 2 for Ground Maintenance Services for Medians with BrightView Landscape Services, LLC to renew the contract for one (1) additional one-year term and to increase the total contract value by the amount not to exceed \$173,549.00 is requested.
- E. **Amendment No. 2 to the Piggyback Agreement with Chuck Robinson Concrete and Bob Cat Service, Inc. for Aquatic Maintenance Services**  
Approval of Amendment No. 2 to the piggyback agreement with Chuck Robinson Concrete and Bob Cat Service, Inc by piggybacking Seminole County contract RFP-604273-221/LNF for Aquatic Maintenance services on an as-needed basis for an amount that shall not exceed \$100,000 annually for the term beginning June 1, 2026, through May 30, 2027, is requested.

**8. DISCUSSION ITEMS**

- A. **Future Agenda Items**

**9. RESOLUTIONS - None**

**10. FIRST READING OF ORDINANCES - None**

**11. PUBLIC HEARINGS - None**

The purpose of a Public Hearing is to receive input regarding the item being considered. Public Hearings are not intended to be a time for the public to obtain information about the subject matter of the hearing. (Hearing Sequence: 1st - Staff; 2nd - Applicant/Requesting Party; 3rd - Public; 4th - opportunity for brief rebuttals, if appropriate; Final - City Commission motion, discussion and action.)

**12. OTHER ITEMS**

- A. **Site Plan Approval for a Development of Community Impact at Casselberry Corners - 201 & 205 S.R. 436 (SPR 25-09)**  
Site Plan Approval for a Development of Community Impact for significant improvements at Casselberry Corners, located at 201 & 205 S.R. 436, is requested. (Parcel IDs 17-21-30-510-0000-001A and 17-21-30-510-0000-001B)
- B. **Board Appointment - Parks and Recreation Advisory Board**

**13. CITIZENS' COMMENTS**

Persons who wish to make comment or make inquiry on any matter NOT ON THIS AGENDA may do so at this time. Please raise your hand and when recognized by the Mayor, come forward to the microphone, give your name and address and speak briefly on the matter. All comments must be directed to the Mayor or City Commission as a whole, not an individual City Commissioner, a City staff member or another member of the audience. Citizens may be heard during PUBLIC HEARINGS or at any time any agenda item is before the City Commission for consideration by following the same procedure described above.

**14. CITY MANAGER'S REPORT**

- A. **Procurement Information Report for Period March 1, 2026 through March 31, 2026**  
Procurement Information Report for the Period March 1, 2026 through March 31, 2026.

**15. CITY ATTORNEY'S REPORT**

**16. CITY CLERK'S REPORT**

**17. CITY COMMISSIONER'S REPORTS/COMMENTS**

**18. ADJOURNMENT**

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Date

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Donna G. Gardner, CMC  
City Clerk



## CITY MANAGER M E M O R A N D U M

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Minutes of March 9, 2026 - Regular Meeting

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**Introduction:** The City Clerk is presenting the minutes of the March 9, 2026 Regular Meeting for approval.



## CITY MANAGER M E M O R A N D U M

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Mayor's Proclamation: National Drinking Water Week - May 3-9, 2026

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**Introduction:** Mayor Henson will present Fred Schwarz, Water Production Superintendent, with a proclamation designating May 3 - 9, 2026 as National Drinking Water Week in the City of Casselberry.



## CITY MANAGER M E M O R A N D U M

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Mayor's Proclamation: National Bike Month - May 2026

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**Introduction:** Mayor Henson will present a Proclamation to Interim Public Works Director Martin Butcher designating the month of May 2026 as National Bike Month in the City of Casselberry.



## CITY MANAGER M E M O R A N D U M

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Mayor's Proclamation: Building Safety Month - May 2026

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**Introduction:** Mayor David Henson will present a proclamation to Community Development Director Christopher Schmidt and Building and Permitting Manager Lorna Brooks designating May 2026 as Building Safety Month in the City of Casselberry.



## CITY MANAGER M E M O R A N D U M

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Mayor's Proclamation: Professional Municipal Clerks Week - May 3-9, 2026

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**Introduction:** Mayor Henson will present Donna Gardner, City Clerk, and Linda Sundvall, Deputy City Clerk, with a proclamation designating May 3-9, 2026 as Professional Municipal Clerks Week in the City of Casselberry.



# CITY MANAGER M E M O R A N D U M

7.A.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Approval of Legal Services Invoices

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**Introduction:** Consideration for approval of the legal services invoice from the Code Enforcement Special Magistrate is requested.

**Background:** Pursuant to Resolution 16-2815, invoice information for attorney fees and legal services must be submitted to the City Commission for approval prior to payment.

**Discussion:** The following invoice has been reviewed by the affected departments and is being presented for approval:

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - March 2026 - Invoice No. 126453 - \$943.25

**Budget Impact:** Funds for the Code Enforcement Special Magistrate's invoice are available in FY 2026 Budget Account No. 001-0140-514-31-03.

**Recommendation:** The City Manager and staff recommend approval of the legal services invoice as submitted.

**Prepared by:** Donna Gardner, City Clerk

**Attachments:**

1. Invoice No. 126453



# CITY MANAGER M E M O R A N D U M

7.B.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Resolution 26-3560 - Bancorp Master Lease Agreement

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**Introduction:** Approval of Resolution 26-3560 which provides for a Master Lease Agreement with The Bancorp Bank, National Association, for the financing of City vehicles as budgeted on an as-needed basis is requested.

**Background:** The Bancorp Bank, National Association has prepared a new Master Lease Agreement. The lease purchase of capital fleet may be financed with fixed tax-exempt rates and repayment schedules appropriate for the related assets to be acquired.

**Discussion:** The Master Lease with Bancorp, NA, provides the City of Casselberry with the option to finance the purchase of fleet and spread the payments over time rather than fully expend the total purchase price at inception. This provides valuable flexibility for budget planning and balancing various budget priorities.

Should the City, in a separate action, approve the purchase of fleet under the Master Lease with Bancorp, certain capital vehicles will be budgeted to be purchased through debt-financed leases. The lease proceeds are recognized as a revenue source to be used to pay for the purchases. Applicable financing terms are incorporated in the lease documents. Lease payments are budgeted as operating expenditures in the years they apply. Annual lease payments are included in the operating budgets of the applicable divisions. The term and interest rates will vary from case to case.

**Budget Impact:** There is no impact to the City Budget.

**Recommendation:** The City Manager and the Finance Director recommend approval of Resolution 26-3560 and The Bancorp Bank, National Association Master Lease.

**Prepared by:** Gladymir Ortega, Finance Director

**Attachments:**

1. Resolution 26-3560
2. Lease Agreement



# CITY MANAGER M E M O R A N D U M

7.C.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Amendment No. 2 to Agreement with BrightView Landscape Services, LLC for Ground Maintenance Services — Rights-of-Way

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**Introduction:** The item provides for approval of Amendment No. 2 to the agreement with Brightview Landscaping Services, Inc. for grounds maintenance services for rights-of-way in order to increase mowing rates for increased maintenance and fuel costs; extend the term; and increase compensation. (Ref: RFP-2023-1006)

**Background:** The City depends on contracted services for ground maintenance of various publicly owned areas which include rights-of-way, medians, and parks. On April 24, 2023, the City Commission awarded a contract to Brightview Landscaping Services, Inc. for a term of three (3) years with the option to renew for two (2) one-year periods for grounds maintenance services for rights-of-way. The first three (3) year term will expire on April 30, 2026. Amendment No. 1 was processed and approved by the City Manager on February 4, 2025, to add locations Lake Kathryn Circle from Amick Way to Holly Hill Avenue and increase compensation.

**Discussion:** The proposed Amendment No. 2 to the Agreement is the first (1) of two (2) one-year renewals that will extend the term to April 30, 2027, and includes an increase to compensation by \$248,186.69 for a cumulative total of \$966,710.54 for the term of this agreement.

**Budget Impact:** Sufficient funding is budgeted and available in the Street Maintenance Repairs and Maintenance account #001-0720-540.46-16 and in the Local Option Gas Tax Repairs and Maintenance account #109-0710-541.46-00.

**Recommendation:** The City Manager and the Interim Public Works Director recommend approval of Amendment No. 2 for Ground Maintenance Services for Rights-of-Ways with BrightView Landscape Services, LLC to renew the contract for one (1) additional one-year term and to increase the total contract amount not to exceed \$248,186.69.

**Prepared by:** Leslie Guthrie, Public Works Business Analyst

**Attachments:**

1. Amendment No. 2
2. Exhibit A Mowing Schedule
3. Exhibit B Rate Increase Request

4. Executed Agreement
5. Amendment No. 1



# CITY MANAGER M E M O R A N D U M

7.D.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Amendment No. 2 to Agreement with BrightView Landscape Services, LLC for Ground Maintenance Services — Medians

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**Introduction:** The item provides for approval of Amendment No. 2 to the agreement with Brightview Landscaping Services, Inc. for grounds maintenance services for medians in order to increase mowing rates for increased maintenance and fuel costs; extend; extend the term; and increase compensation. (Ref: RFP-2023-1007)

**Background:** The City depends on contracted services for ground maintenance of various publicly owned areas which include rights-of-way, medians, and parks. On April 24, 2023, the City Commission awarded a contract to Brightview Landscaping Services, Inc. for a term of three (3) years with the option to renew for two (2) one-year periods for grounds maintenance services for medians. The first three (3) year term will expire on April 30, 2026. Amendment No. 1 was processed and approved by the City Manager on June 12, 2023, to revise the scope of services and increase compensation.

**Discussion:** The proposed Amendment No. 2 to the Agreement is the first (1) of two (2) one-year renewals that will extend the term to April 30, 2027, and includes an increase to compensation by \$173,549.00 for a cumulative total of \$679,031.51 for the term of this agreement.

**Budget Impact:** There is no impact to the City's budget. Sufficient funding is budgeted and available in the Medians account #001-0720-540.46-16 and in the Local Option Gas Tax Repairs and Maintenance account #109-0710-541.46-00.

**Recommendation:** The City Manager and the Interim Public Works Director recommend approval of Amendment 2 of the agreement with BrightView Landscape Services, LLC for the provision of ground maintenance services for medians throughout the City to renew the contract for one (1) additional one-year term and to increase the total contract value \$173,549.00.

**Prepared by:** Leslie Guthrie, Public Works Business Analyst

**Attachments:**

1. Amendment No. 2
2. Exhibit A Mowing Schedule
3. Exhibit B Rate Increase Request

4. Executed Agreement
5. Amendment No. 1



# CITY MANAGER M E M O R A N D U M

7.E.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Amendment No. 2 to the Piggyback Agreement with Chuck Robinson Concrete and Bob Cat Service, Inc. for Aquatic Maintenance Services

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**Introduction:** Approval of Amendment No. 2 to the piggyback agreement with Chuck Robinson Concrete and Bob Cat Service, Inc by piggybacking Seminole County contract RFP-604273-221/LNF for Aquatic Maintenance services on an as-needed basis for an amount that shall not exceed \$100,000 annually for the term beginning June 1, 2026, through May 30, 2027, is requested. (Ref. PBA-2022-0903)

**Background:** The City depends on contracted vendors to provide certain maintenance activities, including dredging ditches, ponds, stormwater drains, lake shores, and reforming ditches. The City does not have the required equipment or staff to complete these types of projects.

Seminole County has an agreement with Chuck Robinson Concrete and Bob Cat Service, Inc (RFP-604273-221/LNF) for Exotic/Nuisance Species Removal, Excavation and or Dredging, and Erosion and Mechanical Work. On July 25, 2022, the City entered into piggyback agreement PBA-2022-0903 and processed Amendment No. 1 with City Commission approval from August 11, 2025, through May 30, 2026, with options to renew.

**Discussion:** The City of Casselberry Public Works Department desires to continue to piggyback Seminole County contract RFP-604273-221/LNF with Chuck Robinson Concrete and Bob Cat Service, Inc. for various aquatic maintenance activities and related services, including excavation and/or dredging. The initial term of the agreement was from July 25, 2022, through May 30, 2025, with the option to renew for two one-year terms (subject to contract renewal by Seminole County). The City processed Amendment No. 1 with City Commission approval from August 11, 2025, through May 30, 2026. Seminole County has approved a second renewal which extends the term to May 30, 2027. Amendment No. 2 will extend the City's piggyback agreement through May 30, 2027. Amendment No. 2 limits expenditures to \$100,000 per year and \$300,000 total for the term.

It should be noted that the not-to-exceed amount threshold was established as a means to provide for the maximum authorization. Actual expenditures will be determined as task authorization(s) are developed for the project, and availability of funds will be verified prior to issuance of a purchase order.

**Budget Impact:** There is no impact to the City's budget. Sufficient funding is available for this item in Stormwater Utility Fund Account #110-0740-538.46-00 and Parks Maintenance Account #001-0410-572.46-00.

**Recommendation:** The City Manager and the Interim Public Works Director recommend approval of piggyback agreement PBA-2022-0903 with Chuck Robinson Concrete and Bob Cat Service, Inc. for Aquatic Maintenance in the amount not to exceed \$100,000 annually.

**Prepared by:** Leslie Guthrie, Public Works Business Analyst

**Attachments:**

1. Amendment No. 2
2. Exhibit A
3. Executed Agreement
4. Amendment No. 1



## CITY MANAGER M E M O R A N D U M

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Future Agenda Items

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**Introduction:** The opportunity to discuss items for placement on future City Commission agendas is provided.



# CITY MANAGER M E M O R A N D U M

12.A.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Site Plan Approval for a Development of Community Impact at Casselberry Corners - 201 & 205 S.R. 436 (SPR 25-09)

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**Introduction:** Site Plan Approval for a Development of Community Impact (DCI) for significant improvements at Casselberry Corners, located at 201 & 205 S.R. 436, is requested. (SPR 25-09)

**Background:** The applicant, Gwendolyn Nicholas, who represents Kimley-Horn and Associates, requests that the City Commission consider site plan approval of a DCI for significant improvements at Casselberry Corners, located at 201 & 205 S.R. 436. Located on the southeast corner of the intersection of Oxford Road and S.R. 436, the subject properties are ±4.26 acres, have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation, and are zoned PMX-MID (Planned Mixed Use: Medium Rise). Additionally, the proposed development is located within the Oxford Park Overlay District (OPOD). Proposed improvements include redeveloping the parcel, providing for internal vehicle circulation and a retention pond to be used by the four future building sites, which will all apply separately for their own site plan applications. The site as proposed will include four ready to develop pads for future tenants, vehicle and pedestrian circulation, and site lighting. In 2026, the City Commission approved Ordinance 26-1631, providing for a Concept Plan and Planned Unit Development (PUD) Agreement outlining allowable uses, size and dimension criteria, and other performance standards.

The Planning and Zoning Commission/Local Planning Agency (P&Z) recommended approval of this item to the City Commission on April 8, 2026, by a 5-0 vote.

**Discussion:** Throughout the site plan review process, efforts are made to ensure the intended development complies with all relevant performance criteria. Development proposals are evaluated for compatibility with surrounding areas, potential impacts related to anticipated growth, and the availability of necessary public facilities and services. As such, the proposed site plan for Casselberry Corners was evaluated based on the following criteria outlined in the City's Unified Land Development Regulations (ULDR) :

- ULDR Article IV, Comprehensive Plan Implementation
- ULDR Article V, Zoning District Regulations
- ULDR Article X, Appearance, Design, & Compatibility
- ULDR Article XII, Stormwater Management
- ULDR Article XIII, Landscaping
- ULDR Article XIV, Tree Protection

- ULDR Article XV, Off-Street Parking and Loading Requirements
- ULDR Article XVI, Signs
- ULDR Article XVIII, Site Plan Review

The proposed site plan meets the applicable provisions of the ULDR and is consistent with the City's Comprehensive Plan. Further, Casselberry Corners is well-integrated with its surroundings, off of S.R. 436 where similar land uses are abundant. SPR 25-09 complies with all criteria set forth under Ordinance 26-1631 which provides for development criteria and an associated concept plan. The proposed development supports high-intensity mixed-use development along major corridors and redevelopment along S.R. 436 to aggregate the existing smaller parcels into a cohesive development plan with infrastructure and stormwater improvements.

The proposed use is compatible with the surrounding uses and does not require additional screening beyond the minimum landscaping requirements along the property boundaries and the screening requirements of the Oxford Park Overlay District. Casselberry Corners currently meets perimeter landscaping requirements and mitigation, NVOS, and off-street parking landscape requirements will be met during the site plan of each future development.

Parking requirements and inter connectivity via pedestrian sidewalks shall be incorporated and reviewed in future site plan submittals. Connection of the sidewalk system on Oxford Road and State Road 436 has been incorporated into this site plan and provides a complete walking system around the development. The proposed photometric plan conforms to the lighting standards outlined in ULDR 3-10.2.6.

**Budget Impact:** There is no impact to the City Budget.

**Recommendation:** The City Manager and Community Development Director recommend approval of the DCI of Casselberry Corners, with the following conditions:

- 1) Conditional use approvals to operate the drive-throughs must be obtained prior to operation.
- 2) Site plan approvals for each building site shall be obtained prior to construction of those developments.
- 3) This site plan is only valid for underground utilities and the shared infrastructure and stormwater improvements as depicted on Sheets C3.1 and C4.0 of the site plan.
- 4) Tree bank payments for NVOS and Off-Street parking shall be the obligation of the future building sites to fulfill if the required amount cannot be accommodated for on site and will be required prior to CO issuance.
- 5) This site plan does not include any authority to construct any structures, buildings, or anything outside of the outlined scope of approval.
- 6) The site plan approval shall be valid for one (1) year; an extension request may be submitted prior to the expiration of this approval.
- 7) Provide copies of all local, regional, state, and federal permits for the project to the City prior to the commencement of development.
- 8) An executed temporary construction and permanent maintenance easement agreement with Cass Retail, LLC shall be submitted with construction plans and recorded in the Official Records of Seminole County.
- 9) All of the above conditions shall be fully and faithfully executed, or the site plan shall become null and void.

**Prepared by:** Marla Molina, Chief Planner

**Attachments:**

1. PUD Agreement
2. Master Development Plan
3. Site Plan - Infrastructure
4. Site Plan - Stormwater
5. Landscape Plan
6. PowerPoint Slides



# CITY MANAGER M E M O R A N D U M

12.B.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Board Appointment - Parks and Recreation Advisory Board

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**Introduction:** Applications are being presented for consideration for appointment to the Parks and Recreation Advisory Board.

**Background:** The Parks and Recreation Advisory Board consists of seven (7) members who serve two-year terms. Board members are limited to three (3) consecutive terms on a board. Appointments to fill unexpired terms do not count as a member's first term.

**Discussion:** The current vacancy on the Parks and Recreation Advisory Board is due to the resignation of Janice Zeiger. Ms. Zeiger's term expires on January 31, 2027.

Applications on file to date from those who have expressed an interest in serving on the Parks and Recreation Advisory Board are from Andrea Bourgoin, Kimberley Crow and Alexander Fortis.

**Budget Impact:** This item has no impact on the budget.

**Recommendation:** The City Manager and the City Clerk recommend the City Commission consider the submitted applications for appointment to the Parks and Recreation Advisory Board to fill the unexpired term due to the resignation of Janice Zeiger, term effective until January 31, 2027.

**Prepared by:** Donna Gardner, City Clerk

**Attachments:**

1. Bourgoin, Andrea - Board Application
2. Bourgoin, Andrea - Resume
3. Crow, Kimberley - Board Application
4. Fortis, Alexander - Board Application



# CITY MANAGER M E M O R A N D U M

14.A.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** April 27, 2026  
**Subject:** Procurement Information Report for Period March 1, 2026 through March 31, 2026

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**Introduction:** A list of contracts, task orders, amendments, and/or emergency procurements issued, approved and signed by the City Manager or Procurement Manager, as applicable, from March 1, 2026 through March 31, 2026 is submitted for the record.

**Background:** Pursuant to Section 3.0(B)(8) of the Procurement Policy, the City Manager or designee shall provide monthly reports to the City Commission on various procurement activities either as an informational item on the agenda or via electronic communication. The report sets forth all awards for all Agreements, Contracts, Task Authorizations, and/or Amendments approved and executed by the City Manager, Procurement Manager, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manager shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City Commission meeting.

**Discussion:** Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of March 2026.

**Budget Impact:** There is no impact to the City Budget.

**Recommendation:** The City Manager recommends acceptance of the Procurement Information Report for the stated period.

**Prepared by:** Elsie Burgess, Procurement Manager

**Attachments:**

1. April 2026 Monthly Procurement Information Report