

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, January 27, 2025
5:30 PM

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

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.

Any invocation that may be offered before the official start of the City Commission meeting is the voluntary offering of a private citizen to and for the Commission pursuant to Resolution 15-2808. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief of the City Commission or the City of Casselberry. No person in attendance at this meeting is or shall be required to participate in any invocation, and the decision whether or not to participate will have no impact on his or her right to actively participate in the meeting.

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.

AGENDA

1. MEETING CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. Minutes of January 13, 2025 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Proclamation: Recognizing the Retirement of Joseph A. Murphy

Mayor Henson will present a proclamation in recognition of Joseph A. Murphy's retirement from the City of Casselberry with more than twenty-five years of dedicated public service, retiring as a Utility Technician IV in the Utilities Department.

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. 122470 - \$21.00

B. Amendment No. 5 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape

Approval of Amendment No. 5 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape to add 80 N Sunset Dr and 110 Quail Pond Cir to the annual maintenance schedule for an additional amount of \$3,900 annually (\$75 per visit) is requested.

C. **Piggyback Agreement with Cisco Systems, Inc. for 3-year subscription for Cloud Phone System, Webex**

Approval to purchase 3-year subscription for cloud phone system, Webex (PBA-2025-1281) by way of piggyback agreement using NASPO contract 43220000-NASPO-19-ACS between the State of Florida and Cisco Systems is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 25-3480 - Repealing Resolution 15-2808 - Invocation Policy**

Approval of Resolution 25-3480 providing for repeal of Resolution 15-2808 which established the City Commission policy and procedures regarding opening invocations before meetings of the City Commission, is requested.

10. FIRST READING OF ORDINANCES - None

11. PUBLIC HEARINGS

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.)

A. **Public Hearing: Second Reading of Ordinance 24-1617 - Repealing in Its Entirety Article III, "Peddlers, Solicitors, Begging and Panhandling" of Chapter 26, "Businesses" of the City Code of Ordinances**

Approval on second reading and adoption of Ordinance 24-1617 repealing in its entirety Article III, "Peddlers, Solicitors, Begging and Panhandling" of Chapter 26, "Businesses" of the City Code of Ordinances is requested.

12. OTHER ITEMS

A. **Volunteer Board Appointments**

B. **Amendment to the Pay Grade Schedules for Sworn Police Officers and Related Budget Amendment #25-013**

It is requested to amend of the Pay Grade Schedules for several sworn police positions to ensure successful recruitment and retention and to maintain an effective workforce. It is also requested to approved related budget amendment #25-013 to provide \$502,991 in additional resources to fully fund higher salaries for all affected positions, filled or vacant, for the remainder of FY25.

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 the Period December 1, 2024 through December 31, 2024**

The December 2024 Procurement Information Report is provided for review.

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

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: January 27, 2025
Subject: Minutes of January 13, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the January 13, 2025 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: January 27, 2025
Subject: Proclamation: Recognizing the Retirement of Joseph A. Murphy

Introduction: Mayor Henson will present a proclamation in recognition of Joseph A. Murphy's retirement from the City of Casselberry with more than twenty-five years of dedicated public service, retiring as a Utility Technician IV in the Utilities Department.



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: January 27, 2025
Subject: Approval of Legal Services Invoices

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 - December 2024 - Invoice No. 122470 - \$21.00

Budget Impact: Funds for the Code Enforcement Special Magistrate's invoice are available in FY 2025 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. 122470



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: January 27, 2025
Subject: Amendment No. 5 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape

Introduction: Approval of Amendment No. 5 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape to add 80 N Sunset Dr and 110 Quail Pond Cir to the annual maintenance schedule for an additional amount of \$3,900 annually (\$75 per visit) is requested. (Ref. RFP-2023-1008)

Background: The City of Casselberry depends on contracted services for ground maintenance of various publicly owned areas which include rights-of-way, medians, and parks. On February 3, 2023, the City solicited for such services (RFP-2023-1008). On April 24, 2023, the City Commission awarded a contract to Yellowstone Landscape (Yellowstone) for ground maintenance services for parks for an initial term of three (3) years, from May 1, 2023 through April 30, 2026, with a not-to-exceed amount of \$390,434 annually for a total of \$1,171,302 for the term agreement. Amendment No. 1 to the contract was approved by the City Manager to add the Concord Drive pond to the contract at an increased cost of \$1,836 per year (\$5,508 for the term). Amendment No. 2 to the contract was approved by the City Manager to add Lake Concord Park area to the contract at an increased cost of \$5,460 per year (\$16,380 for the term) while deleting the Concord Drive pond. Amendment No. 3 to the contract was approved by the City Commission to add the new Police Station to the maintenance schedule at an increased cost of \$22,100 annually (\$66,300 for the term). This brought the current contract to a total of \$417,994 annually (\$1,253,982 for the term). On October 14, 2024, the City Commission approved Amendment No. 4, which provided for the addition of Sunset Drive rights-of-way to the maintenance schedule for an increase of \$11,440 annually (\$440 per visit), and a total increase not-to-exceed amount of \$22,880 for the initial term (covering two years). This brought the total contract to \$429,434 annually and \$1,276,862 for the term.

Discussion: The City's Community Redevelopment Agency (CRA) owns 110 Quail Pond Circle. The CRA recently purchased the adjacent lot, 116 Quail Pond Circle, and demolished the house on the lot to create an additional open space next to 110. In addition, as of the writing of this agenda item, the CRA is in the process of acquiring 80 N Sunset Drive. As none of these properties are currently in the City's contract with Yellowstone (or any other contractor), City staff recommends assigning these project areas to Yellowstone by including them in their City-wide maintenance schedule.

Amendment No. 5 provides for the addition of 110 Quail Pond Circle (inclusive of 116 Quail pond Circle) and 80 N Sunset Drive properties to the maintenance schedule for an increase

of \$3,900 annually (\$75 per visit) above the current rate. This will bring the total contract to \$433,334 annually and \$1,284,662 for the term.

Budget Impact: Funding is available in the Fiscal Year 2025 Parks Maintenance Division Repairs and Maintenance Account #001-0410-572.46-00. City staff will continue to monitor expenditures and recommend necessary budgetary adjustments if the need arises.

Recommendation: The City Manager and the Public Works Director recommend approval of Amendment No. 5 to the Agreement for Ground Maintenance Services with Yellowstone Landscape.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Amendment 5



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: January 27, 2025
Subject: Piggyback Agreement with Cisco Systems, Inc. for 3-year subscription for Cloud Phone System, Webex

Introduction: Webex is a cloud-based phone system which is owned by Cisco Systems and is used to manage the City's phone lines, desk phones, call queues and various other phone related services. They have been in business for 29 years and were one of the first software-as-a-service phone system providers in the market. They rose in popularity in 2020 due to the COVID-19 pandemic and are one of the top cloud voice providers in the market.

Background: In 2021, the City purchased a 3-year subscription to Webex as a replacement for its aging phone system. This was the first time the city has utilized a cloud-based phone system and was able to enjoy the additional features that it afforded to staff as well as the flexibility of being able to route and receive calls anywhere on any device. This was especially helpful during an active hurricane so that phone lines could remain open for citizens who were calling for assistance.

This 3-year subscription is set to expire on Feb 2nd, 2025, so staff are requesting a new 3-year subscription which if approved, would expire on 2/1/2028. This purchase would piggyback off NASPO agreement, 43220000-NASPO-19-ACS, which is between the State of Florida and Cisco Systems. This purchase is facilitated through local Cisco partner, Veytec, Inc. who would honor the NASPO pricing.

Discussion: In order for phone services to continue without disruption, the city will need to renew its subscription to Webex. Staff have worked with a local Webex partner, Veytec, Inc. to provide a quote to extend the city's subscription for another three (3) years but this time including additional licenses to cover any additional staff that may be hired in the coming years. The proposed cost is \$36,552 per year for 3 years for a total of \$109,656.

Budget Impact: The cost of year 1 is \$36,552 and is already included in fiscal year budget 2025 under IT repair and maintenance (GL 001-0151-516.46-00). No additional impact on the budget is expected at this time.

Recommendation: The City Manager and Administrative Services Director recommend approval for piggyback agreement PBA-2025-1281.

Prepared by: Ed DeJesus, Information Technology Manager

Attachments:

1. NASPO ValuePoint Master Agreement AR3227
2. NASPO Participating Addendum 43220000-NASPO-19-ACS
3. 3 Year Webex Subscription Quote Veytec



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 27, 2025
Subject: Future Agenda Items

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

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 27, 2025
Subject: Resolution 25-3480 - Repealing Resolution 15-2808 - Invocation Policy

Introduction: Approval of Resolution 25-3480 providing for repeal of Resolution 15-2808 which established the City Commission policy and procedures regarding opening invocations before meetings of the City Commission, is requested.

Background: At the December 16, 2024 City Commission meeting, a request was made to bring a discussion on the City's Invocation Policy forward as a future agenda item. Discussion on the policy was held at the January 13, 2025 meeting, and Commission consensus was to repeal the existing policy which has been in place since 2015.

Discussion: Resolution 25-3480 repeals Resolution 15-2808 and the existing invocation policy in its entirety. It also incorporates several legislative findings and expresses the City Commission's intent to observe a moment of silence at the beginning of Commission meetings rather than an invocation. Recent case law characterizes invocations as "government speech," which is not protected by the First Amendment. Therefore, the City Commission may repeal the existing invocation policy without infringing upon First Amendment rights of speakers.

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

Recommendation: The City Manager and the City Attorney recommend approval of Resolution 25-3480, which provides for the repeal of Resolution 15-2808 and the existing invocation policy in its entirety.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Resolution 25-3480



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

11.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 27, 2025
Subject: Public Hearing: Second Reading of Ordinance 24-1617 - Repealing in Its Entirety Article III, "Peddlers, Solicitors, Begging and Panhandling" of Chapter 26, "Businesses" of the City Code of Ordinances

Introduction: Approval on second reading and adoption of Ordinance 24-1617 repealing in its entirety Article III, "Peddlers, Solicitors, Begging and Panhandling" of Chapter 26, "Businesses" of the City Code of Ordinances is requested.

Background: Article III, "Peddler, Solicitors, Begging and Panhandling" of Chapter 26, "Businesses" of the City Code of Ordinances is intended to regulate aggressive panhandling and solicitation, including the licensing and regulation of solicitors on the premises of private residents. Similar local legislation has been criticized as infringing on first amendment rights and is therefore unconstitutional. Ordinance 24-1617 was approved on first reading during the Commission Meeting held on December 16, 2024.

Discussion: As a result of recent related state and federal case law which has found against similar ordinances, Article III "Peddlers, Solicitors, Begging and Panhandling" of Chapter 26, "Businesses" of the City Code of Ordinances may be susceptible to constitutional challenge and lead to civil damages. Therefore, staff finds that repeal of Article III "Peddlers, Solicitors, Begging and Panhandling" of Chapter 26, "Businesses" is in the best interests of the public health, safety, and welfare of the citizens of the City. A notice of public hearing for the second and final reading of the Ordinance was advertised in the Orlando Sentinel on January 17, 2025.

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

Recommendation: The City Manager and the Police Chief recommend approval of Ordinance 24-1617 on first reading.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Ordinance 24-1617
2. Business Impact Estimate



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: January 27, 2025
Subject: Volunteer Board Appointments

Introduction: Applications are being presented for consideration for appointments to the Planning and Zoning Commission, the Police Officers' and Firefighters' Pension Board, the Parks and Recreation Advisory Board, and the South Seminole North Orange County Wastewater Transmission Authority Board.

Background: The City Clerk has provided the volunteer board applications in alphabetical order and worksheets to facilitate the appointment process. Current reappointments/vacancies/appointments are as follows:

Planning and Zoning Commission - Two (2) Regular Member Reappointments; One (1) Regular Member Vacancy

The Planning and Zoning Commission consists of seven (7) members and one (1) alternate member who serve two (2) year terms. Ed Bakalla and Ron Bryan have submitted applications to be considered for reappointment. There is currently (1) regular member vacancy due to Scott Minnis deciding not to seek reappointment.

Police Officers' and Firefighters Pension Board of Trustees - One (1) City Appointee Vacancy

The Police Officers' and Firefighters' Pension Board of Trustees consists of five (5) members who serve two (2) year terms. Two (2) members are appointed by the City Commission, one (1) member is elected by the Police members, one (1) member is elected by the Firefighter members and the fifth member is selected by the other four members and ratified by the City Commission. The vacancy is due to Tim Veigle's recent resignation after being appointed to the Planning and Zoning Commission in November 2024. The unexpired term is through November 30, 2026.

Parks and Recreation Advisory Board - One (1) Regular Member Reappointment; Three (3) Regular Member Vacancies

The Parks and Recreation Advisory Board consists of seven (7) members who serve two (2) year terms. Woody Bass has submitted an application to be considered for reappointment. One (1) regular member vacancy due to Nick Santiago deciding not to seek reappointment. The other two (2) regular member vacancies are due to the expansion of the board to seven (7) members with the adoption of Ordinance 24-1614.

South Seminole North Orange County Wastewater Transmission Authority Board - Reappointment of Regular Member and One (1) Alternate Member Vacancy

The City of Casselberry is a member of the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) and has one regular member on the board as well as one alternate member. The by-laws for the board allow for appointment of City employees who are not residents of the member cities. The alternate member position is currently vacant due to the resignation of Jiovani Charres, Senior Utility Engineer, from the Board. Matt Baker, Utilities Maintenance Manager is the current Regular Member and is requesting reappointment. Tara Lamoureux, Utilities Director is requesting to be appointed as the new alternate member for the Board. The Board Appointment policy exempts employees from having to submit board applications. It should also be noted that the Transmission Authority Board no longer has term expirations.

Discussion: The Board Appointment Policy provides for consideration of reappointments first and for alternate members to be considered first to fill any regular member vacancies that may occur. Board members are limited to three consecutive terms on a board. Since 2022, the City Commission decided not to fill the alternate member positions on the Planning and Zoning Commission and the Parks and Recreation Advisory Board. There have been no quorum issues as a result of these positions remaining vacant. In December 2024, the alternate position was eliminated from the Parks and Recreation Advisory Board with the adoption of Ordinance 24-1614. Appointments to fill an unexpired term do not count as a member's first term. The City Clerk will provide additional background information and guidance at the meeting, as needed.

Budget Impact: This item has no impact to the budget.

Recommendation: The City Manager and the City Clerk recommend the City Commission consider the submitted applications for appointments to the various boards.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. 2025 Planning and Zoning Commission Worksheet
2. 2025 Pension Board Worksheet
3. 2025 Parks and Recreation Advisory Board Worksheet
4. Board Application - Bakalla, Edmund
5. Board Application - Bass, Woody
6. Board Application - Bryan, Ron
7. Board Application - Highley, Cody
8. Board Application - Meyering, Danielle
9. Board Application - Minnis, Scott
10. Board Application - Thomas, Neal
11. Board Application - Zeiger, Janice



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: January 27, 2025
Subject: Amendment to the Pay Grade Schedules for Sworn Police Officers and Related Budget Amendment #25-013

Introduction: Request to amend the Pay Grade Schedule for several sworn police positions and related Budget Amendment #25-013.

Background: The City Commission approved a Pay Grade Schedule as Appendix A in the City's FY25 Annual Budget that went into effect October 1, 2024. The Pay Grade Schedule is one part of the City's Classification and Compensation Plan, which is defined in City policy and is designed to achieve the City's employee compensation goals. The goals as defined in City policy include:

- a. Ensure fair and consistent pay practices.
- b. Comply with applicable federal and state laws and regulations.
- c. Operate within the constraints of the City's budgetary and financial limitations.
- d. Ensure administrative efficiency.
- e. Allow the City to offer competitive wages relative to the external and internal labor markets.

Development, maintenance, and adherence to a defined plan is critical for the City's success with recruitment and retention of a qualified and competent workforce. The Pay Grade Schedule includes two sections, the first for general positions and the second for Police positions covered by a collective bargaining agreement. Both sections are reviewed and updated annually using multiple sources of market data. The FY25 Pay Grade Schedule for general employees was reviewed and updated in the regular budget process and in most areas continues to align with pay ranges of matching positions for other employers. The FY25 Pay Grade Schedule for the police positions covered by a collective bargaining agreement was developed during the negotiation process for the current collective bargaining agreement that went into effect October 1, 2024. At the time it went in to affect, the City became the city agency with the highest officer starting pay in Seminole County.

Discussion: With high demand yet low supply for law enforcement applicants generally, employers continue to increase their pay ranges. In less than a year, the other cities in Seminole County made significant adjustments to their pay ranges and Casselberry now offers the lowest starting salary and no longer has a competitive position. The market data within the surrounding area within and without Seminole County suggests that a minimum starting annual salary for an officer needs to be \$63,000 to be competitive. A change to the starting rate for officers creates the need to also increase the maximum of that pay range and

subsequently to adjust the pay ranges for higher ranking sworn positions. The cost to fully fund all affected sworn positions including benefits is estimated to begin at \$862,271 for a year. To complete the remaining seven months for FY25, additional funding of \$502,991 is requested.

The collective bargaining agreement provides for the City to be able to change the pay ranges as needed, however the Pay Grade Schedule approved as Appendix A in the City budget requires City Commission approval. Related salary adjustments for non-bargaining employees may follow within normal City policy and procedures. Related salary adjustments for bargaining employees will require appropriate labor relations procedures, such as possibly obtaining a memorandum of understanding with the union.

In an effort to ensure successful recruitment and retention and to maintain an effective workforce, the recommendation is to adjust the pay ranges in the City's Pay Grade Schedule as follows effective February 2, 2025:

Bargaining:

Police Officer: \$63,000 - \$94,500 (\$30.10 - 45.15/hour)

Police Corporal: \$66,150 - 99,225 (\$31.60 - 47.40/hour)

Police Sergeant: \$76,000 - 114,000 (\$36.31 - 54.46)

Non-Bargaining:

Police Commander from paygrade 48 to paygrade 52: \$81,742 - 122,614

Police Captain from paygrade 54 to paygrade 56: \$90,027 - 135,041

Budget Impact: Budget Amendment #25-013 provides total funding of \$502,991 to fully fund all positions, filled and vacant, for the remainder of FY25. The source of the funds is General Fund reserves.

Recommendation: The City Manager, the Police Chief and Administrative Services Director recommend approval of the amendments to the Pay Grade Schedule as presented effective February 2, 2025, and related Budget Amendment #25-013.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:

1. BA 25-013



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: January 27, 2025
Subject: Procurement Information Report for the Period December 1, 2024 through December 31, 2024

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 December 1, 2024 through December 31, 2024 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 December 2024.

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. December 2024 Procurement Information Report