



# Administrative Report

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H.4., File # 26-0270

Meeting Date: 3/10/2026

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**To:** MAYOR AND CITY COUNCIL  
**From:** STEPHANIE MEYER, FINANCE DIRECTOR

**TITLE**

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE AN AGREEMENT WITH VORTEX INDUSTRIES, LLC FOR THE PURCHASE AND INSTALLATION OF A GARAGE DOOR AT THE TRANSIT OPERATIONS AND MAINTENANCE BUILDING IN AN AMOUNT NOT TO EXCEED \$22,560.31 FOR THE TERM MARCH 11, 2026 TO MARCH 10, 2027

CONTACT: ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

**EXECUTIVE SUMMARY**

Approve Contracts Under \$35,000

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt, Signature & Insurance - Vortex Industries, LLC