



400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		Item Type:		1 st Reading	2 nd Reading
9/13/2023		<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	N/A	N/A
			Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
			Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
			Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:					
23-312					
Fiscal Impact (\$):		Account Balance (\$):	Funding Source:	Project Number :	
\$166,664		Various Accounts	Various Accounts	N/A	
Contract/P.O. Required		RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Florida Municipal Power Agency: RFP #2018-214	Geovanne Neste, Finance Director	Finance Department	
Strategic Plan Focus Areas:					
<input checked="" type="checkbox"/> Finance & Budget		<input checked="" type="checkbox"/> Organizational Capacity		<input type="checkbox"/> Infrastructure/Projects	
Implementation Timeline:					
Estimated Start Date: 10/1/2023 Estimated End Date: 9/30/2024					

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE UTILIZATION OF THE FLORIDA MUNICIPAL POWER AGENCY'S CONTRACT WITH ENCO UTILITY SERVICES FOR UTILITY BILLING PRINTING AND MAILING SERVICES FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTY-SIX THOUSAND, SIX HUNDRED AND SIXTY-FOUR DOLLARS (\$166,664); AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

The Finance Department and other departments propose to utilize ENCO Utility Services LLC (ENCO) for utility billing, printing, and mailing services through a piggyback of the Florida Municipal Power Agency's (FMPA) - RFP #2018-214 with ENCO in an amount not to exceed \$166,664 for FY2023-24. This resolution authorizes the City Manager to use the same contract used in the previous four fiscal years.

Background:

The FMPA has a five-year agreement with ENCO Utility Services LLC from August 10, 2018 through August 10, 2023. The initial term may be extended for five (5) additional one-year periods. In March of 2023, by mutual agreement, the award was extended for an additional year through August of 2024. In FY2019-20, the City reviewed various potential contracts for utility billing printing/ mailing services. Piggybacking off the FMPA contract with ENCO was found to be cost effective for the City.

Per Resolution No. 2019-069, 2020-079, 2021-162, and 2022-092 the City Commission authorized a piggyback off the FMPA agreement with ENCO Utility Services LLC for fiscal years 2019-20, 2020-21, 2021-22, and 2022-23, respectively. Staff is requesting City Commission authorization to continue using the same agreement with ENCO for an additional year.

During FY2020-21, the Finance Department spearheaded the implementation of the Paymentus payment platform to offer customers expanded payment options via an online payment portal. In addition to utility billing, the implementation included business tax receipts and general billing. During implementation, it was decided that all three bill types would use the same bill printing and mailing service so that the vendor, ENCO, can provide digital copies of the bills that are then uploaded to the Paymentus online payment portal or direct mailings of Energov invoices.

In addition, there are instances where the City may decide to include bill inserts in the utility bills or send direct mailers, as an effective way to communicate with the public. The FY2023-24 budget includes amounts allocated for advertising, direct mailers, and promotional material under the business tax receipts, building, non-departmental and the transportation account codes.

Below is a summary of the amounts requested by department or program, which is in line with the FY2023-24 Budget:

<u>Department/Program</u>	<u>FY2023-24 Request</u>
Finance - General Billing	\$ 8,604
Finance - Utility Billing	93,560
Business Tax Receipts	12,500
Building	5,000
Non-Departmental	17,000
Parking Program	10,000
Transportation	20,000
Total	\$ 166,664

Current Situation:

The existing purchase order to utilize ENCO expires on September 30, 2023. Piggybacking off the FMPA contract with ENCO was found to be cost effective for the City and this contract was extended for an additional year through August of 2024. Therefore, staff is requesting City Commission authorization to continue to piggyback off the FMPA agreement with ENCO Utility Services LLC for an amount not to exceed \$166,664 for FY2023-24.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (6) Bids and Contracts from Other Entities, and Section 23-9 Cooperative Purchasing, the City Manager is authorized to procure all supplies, materials, equipment and services from other governmental units, when the best interests of the City would be served subject to the requirement that any purchase in excess of \$50,000 requires City Commission approval.

Cost Benefit:

An analysis performed by the Finance Department in FY2019-20 concluded that there can be savings of up to 43% for a typical mailing of a 4.25" X 5.5" post cards. This is due to the cost incurred by the City producing mailings "in-house" as compared to the specialized vendor. The costs in the analysis included production (e.g., labor, materials) and postage costs. Additional cost benefit includes staff time saved from the printing and mailing of high volume billings.

PROPOSED ACTION:

The City Commission consider the attached Resolution.

ATTACHMENT(S):

Exhibit 1 – Proposed Resolution
Exhibit 2 – Agreement FMPA & ENCO
Exhibit 3 – ENCO Contract Renewal Memo
Exhibit 4 – Resolution No. 2019-069
Exhibit 5 – Resolution No. 2020-079
Exhibit 6 – Resolution No. 2021-162
Exhibit 7 – Resolution No. 2022-092

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