



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	File No.:	Item Type:	1 st Reading	2 nd Reading	
6/10/2026	26-155	<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"/>
Fiscal Impact (\$):	Account Balance (\$):		Funding Source:	Project Number:	
\$61,000	\$61,000		Various Accounts	N/A	
Contract Required:	P.O. Required:	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	City of Milton RFP #2017.10.014	Geovanne Neste, Finance Director	Finance	
Strategic Plan Focus Areas:					
<input checked="" type="checkbox"/> Fiscal Stability	<input checked="" type="checkbox"/> Resident Services	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Infrastructure & Mobility	<input type="checkbox"/> Economic Development & Affordable Housing	
Implementation Timeline:					
Estimated Start Date: 10/1/2025			Estimated End Date: 9/30/2026		

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA AUTHORIZING THE PURCHASE OF BILLING SERVICES FROM ENCO UTILITY SERVICES LLC IN AN AMOUNT NOT TO EXCEED ONE HUNDRED, THIRTY-SIX THOUSAND DOLLARS (\$136,000); AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

The Finance Department requests approval of a change order to Purchase Order No. 20260476 with ENCO Utility Services LLC (ENCO) for utility billing, printing, and mailing services; in an additional amount not to exceed \$61,000 through a piggyback of the City of Milton, FL - RFP #2017.10.014.

This change order increases Purchase Order No. 20260476 by \$61,000, bringing the total FY2025-26 authorization to \$136,000.

Background:

On March 1, 2018, the City of Milton, Florida entered into an agreement with Municipal Code Corporation (Municode), which included an option for annual renewals. On December 11, 2018, the contract was assigned and assumed by ENCO Utility Services Florida LLC. In April of 2025, both parties mutually agreed to extend the contract through March 31, 2026. On April 1, 2026, both parties mutually agreed to extend the contract through March 31, 2027.

During FY2020–21, the Finance Department spearheaded the implementation of Paymentus to expand electronic bill payment options for customers, as well as providing a robust online portal. As part of the implementation, it was determined that both utility billing and general billing would utilize a unified printing and mailing service. This enabled the vendor, ENCO, to provide digital copies of bills for upload to the Paymentus online portal and distribution via email, thereby enhancing customer service. Since then, the Finance Department has been utilizing these services.

Below is a summary of the total amounts (including change order) requested by program for the use of this contract, which is in line with the FY2025-26 Budget:

<u>Department/Program</u>	<u>FY2025-26 Request</u>
Finance – General Billing	\$ 16,000
Finance – Utility Billing	116,000
Finance – Three Islands SA	4,000
Total	\$ 136,000

Current Situation:

Previously, the City Commission authorized expenditures for ENCO under the City of Milton agreement piggyback agreement. Because this contract expired on March 31, 2026, staff opened purchase orders under the City Manager’s spending authority for FY2025-26 with the intent of changing printing vendors to one that integrates with Tyler Munis. Although alternative printing vendor options were identified, implementation of the new printing vendor may take several months. As such, staff is requesting City Commission’s authorization to continue to piggyback off the City of Milton agreement with ENCO Utility Services LLC including a change order to Purchase Order No. 20260476 in an additional amount not to exceed \$61,000, bringing the total Purchase Order amount for FY2025-26 not to exceed \$136,000.

Why Action is Necessary:

Pursuant to Code of Ordinances, in accordance with Procurement Code Section 23-5 Competitive procurement required; Procurement Mechanisms, (4) Piggybacking. Procuring goods or services from vendors who have been selected as a result of a competitive selection process by another governmental entity. The selection process utilized by the contracting entity must be substantially similar to the requirements of the City. The goods or services procured by the City must be procured pursuant to the original contract scope and terms. Furthermore, Section 23-9, Award, (e) The City Manager may

award procurements within the delegated spending authority. All other procurements, except emergency procurements, require commission approval for award.

Pursuant to Code of Ordinances, in accordance with Procurement Code Section 23-16, Change Orders, (a) Any change in the contract price, scope of work or time for completion of any project purchase following the award of a contract shall be by a written change order, approved and executed with the same formalities as the contract.

Cost Benefit:

Using ENCO, a commercial printer, can help reduce bill printing costs in several ways:

- 1) Economies of Scale: they can handle high volumes of print jobs, allowing them to buy paper, ink, and other materials in bulk at lower prices, reducing per-unit costs.
- 2) Efficiency and Automation: These services use high-speed, automated equipment that can print, sort, fold, and stuff mail more quickly and accurately than in-house processes, saving labor costs and time.
- 3) Reduced Equipment and Maintenance Costs: By using ENCO we avoid the upfront and ongoing costs of maintaining printers, copiers, and mailing equipment.
- 4) Lower Postage Costs: ENCO utilizes postage reduction strategies to reduce undeliverable mail and postal costs by as much as 30% each year.
- 5) Minimized Errors and Waste: ENCO's quality control processes reduce misprints, reruns, and paper waste, further cutting costs.

PROPOSED ACTION:

The City Commission considers the attached Resolution.

ATTACHMENT(S):

- Exhibit 1 – Resolution
- Exhibit 2 – Original Agreement and Assignment & Assumption
- Exhibit 3 – City of Milton Renewal and Pricing

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