



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		File No.:	Item Type:		1 st Reading	2 nd Reading
6/4/2025		25-071	<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:	
\$96,700		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	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: 12/1/2024				Estimated End Date: 9/30/2025		

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING UTILIZATION OF THE CITY OF MILTON, FL - RFP #2017.10.014 AGREEMENT WITH ENCO UTILITY SERVICES LLC IN AN AS NEEDED AMOUNT NOT TO EXCEED NINETY-SIX THOUSAND, SEVEN HUNDRED DOLLARS (\$96,700) FOR FY 2024-25; 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 City of Milton, FL - RFP #2017.10.014 in an amount not to exceed \$96,700 for FY2024-25.

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.

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.

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 share important information with the public. The FY2024-25 budget includes amounts allocated for advertising, direct mailers, and promotional material across various departments and divisions.

Below is a summary of the amounts requested by department or programs for the use of this contract, which is in line with the FY2024-25 Budget:

<u>Department/Program</u>	<u>FY2024-25 Request*</u>
Finance - General Billing	\$ 7,100
Finance - Utility Billing	80,350
Public Works	2,750
Building	2,000
Business Tax Receipts	2,000
Planning & Zoning and Code	2,500
Total	\$ 96,700

* Please note that these amounts exclude approximately \$18,000 in expenditures during FY2024-25 associated with the Florida Municipal Power Agency's (FMPA) piggyback agreement, which expired on November 30, 2024.

Current Situation:

Previously, the City Commission authorized expenditures for ENCO under the Florida Municipal Power Agency's (FMPA) piggyback agreement. Because this contract expired on November 30, 2024, staff opened purchase orders under the City Manager's spending authority for FY2024-25 pending City Commission approval for the amount requested above. Therefore, staff is requesting City Commission's authorization to continue to piggyback off the City of Milton agreement with ENCO Utility Services LLC for an amount not to exceed \$96,700 for FY2024-25.

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:

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 – Agreement - Municode and the City of Milton
Exhibit 3 – Assignment and Assumption of Contract from Municode to ENCO
Exhibit 4 – City of Milton Renewal and Pricing

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