



**VILLAGE COUNCIL MEETING MINUTES
VILLAGE HALL - COUNCIL CHAMBERS
226 CYPRESS LANE PALM SPRINGS, FLORIDA
DECEMBER 11, 2025 AT 6:30 PM**

CALL TO ORDER

Mayor Bev Smith called the Village Council Regular meeting to order at 6:30 p.m.

ROLL CALL

Present: Mayor Bev Smith, Vice Mayor Kim Schmitz, Mayor Pro Tern Gary Ready, Council Member Patti Waller, and Council Member Johnnie Tieche.

Absent: None

Also present were Village Manager Michael Bornstein; Village Attorney Christy Goddeau; Deputy Village Clerk Jane Worth; Assistant Police Chief Peter Buhr serving as Sergeant in Arms; Assistant Village Manager Kim Glas-Castro; Director of Public Works Felipe Lofaso; Director of Planning, Zoning, and Building Iramis Cabrera; Director of Utilities, Dr. Jimmie Johnson; Assistant Utilities Director Paul Ward; and Parks and Recreation Assistant Director/Interim Library Services Director/PIO Lauren Bennett

INVOCATION

The Village Manager, Mr. Bornstein, gave the Invocation.

PLEDGE OF ALLEGIANCE

The Village Council led in the Pledge of Allegiance.

ADDITIONS, DELETIONS, OR MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor Smith stated that she was requested to pull Item #4, and it will be renumbered to Item #6A.

Village Manager Bornstein made the following changes:

Items #6, #7, and #8 will be pulled and moved to the February 12, 2026, Village Council Meeting.

(Please note that inadvertently, the Village Council did not vote on this item).

CONSENT AGENDA

1. Approve November 13, 2025, Local Planning Agency Meeting Minutes: Motion to approve the November 13, 2025, Local Planning Agency Meeting Minutes

Staff: Kimberly Wynn, Village Clerk

2. Approve November 13, 2025, Village Council Meeting Minutes: Motion to approve November 13, 2025, Village Council Meeting Minutes

Staff: Kimberly Wynn, Village Clerk

3. Task Order #2 with RMJ Contractors for Demolition of the property located at 3395 2nd Avenue North: Approve Task Order #2 with RMJ Contractors for an amount not to exceed \$87,400.00. Funding is available from the General Government budget.

Staff: Felipe Lofaso, Public Works Director

SUMMARY: The Village of Palm Springs recently acquired the property at 3395 2nd Avenue North. As part of the overall plan for the corridor redevelopment, the structure is to be demolished, graded, and sodded. The demolition and site restoration will be managed by the Village's Public Works Department as part of a broader effort to improve the corridor.

The Village's Public Works Department issued a Request for Proposals (RFP) to pre-qualified contractors for Public Works Minor Construction Projects (RFP #2025R-004 August 19, 2025). A solicitation was issued to all five pre-qualified vendors, and on October 30, 2025, RMJ Contractors submitted the lowest and most responsive proposal, not to exceed \$87,400.00.

Staff recommend approval of the contract with RMJ Contractors Inc to proceed with the project.

Fiscal Impact: Task Order #2 for the demolition of the property located at 3395 2nd Avenue North is being funded from the General Government account #01119-56100 at a cost not to exceed \$87,400.00.

4. (THIS ITEM WAS MOVED TO ITEM #6A) Task Order #3 with KENCO Signs and Awning LLC for LED Message Board Sign at the Greenbrier Gateway: Approve Task Order #3 with KENCO Signs and Awning, LLC for an amount not to exceed \$79,880. Funding is available from the Public Works Capital Improvement Budget FY26.

Staff: Felipe Lofaso, Public Works Director

SUMMARY: On November 14, 2024, the Village Council approved a Design-Build Agreement with KENCO Signs and Awning LLC (RFQ No. 2024R-004) for the design, fabrication, and installation of LED message board signs to improve wayfinding throughout the Village for residents and visitors alike.

Each sign is negotiated individually over a three-year period. The first LED message board sign (TO #1) was installed at the Davis Road entrance to Village Hall, and the second message board sign (TO #2) is scheduled to be installed at the SoVi Center.

Village staff are now seeking Council approval for Task Order #3 LED Message Board Sign at Greenbrier Dr. and Congress Ave—within the existing curb island, with a cost not to exceed \$79,880, which is within the FY26 budget allocation of \$100,000.

Fiscal Impact: Task Order #3 with KENCO Signs and Awning LLC is at a cost not to exceed \$79,880.00, funded from Account #01441-56300.

5. Temporary Use Permit - Congress Avenue Force Main Project - Construction Staging Area - 1212 South Congress Avenue: Approve a Temporary Use Permit for David Seabrooke and the Hinterland Group, Inc. to allow for a construction staging area at 1212 South Congress Avenue, designated for the installation of a force main along South Congress Avenue until March 31, 2026.

Staff: Kimberly Glas-Castro, Assistant Village Manager

SUMMARY: Mr. Nelson Bello, Construction Manager and agent for the applicant, Hinterland Group, Inc., is requesting a Temporary Use Permit to allow a construction staging area for the sewer force main installation along South Congress Avenue. Approval of the request will enable the applicant, who is also the CRA's contractor for the project, to stage materials required for the project.

Due to the proximity of this project to the construction area, the use of this property as a staging area will help expedite the project's construction. It will allow the contractor to finish all construction activities quickly.

The preliminary site plan shows the proposed arrangement of temporary storage materials. Staging area accessibility is limited to the existing driveway connection on South Congress Avenue.

The applicant is requesting a three-and-one-half-month Temporary Use Permit while the sewer force main is being installed.

Fiscal Impact: There is no direct fiscal impact from the proposed temporary use. This property is located within the Palm Springs Community Redevelopment Agency (CRA).

End of Consent Agenda....

Mayor Pro Tem Ready motioned to approve the agenda as presented, minus Item #4, and Vice Mayor Schmitz seconded it. The motion carried 5-0.

PRESENTATIONS

None

PUBLIC COMMENT

Fire Chief Martinez began by thanking the Council for inviting Palm Beach County Fire Rescue to attend the tree lighting ceremony and grand opening of the police building. Chief Martinez continued with the November monthly report. Chief Martinez also informed the Council that the Palm Beach County Fire Department entered two (2) competitions, and everyone did extremely well; he was very proud of them all.

PUBLIC HEARINGS

6. (Second Reading) Ordinance No. 2025-13 - Code Amendment — Chapter 78, Schedule of Fees — Establishment of the Utilities' Schedule of Fees by Village Council Resolution: Motion for the approval of Ordinance No. 2025-13 to amend Chapter 78 - Utilities of the Village Code of Ordinances to modernize how the Village establishes and manages its utility rates, fees, and operating standards to improve administrative efficiency, transparency, and responsiveness to regulatory changes. *(THIS ITEM IS CONTINUED TO FEBRUARY 12, 2026, VILLAGE COUNCIL PUBLIC HEARING)*

Staff: Jimmie Johnson, Utilities Director

SUMMARY: Ordinance No. 2025-13 amends Chapter 78 – Utilities of the Village Code of Ordinances. It modernizes how the Village sets and manages utility rates, fees, and operating standards to improve administrative efficiency, transparency, and responsiveness to regulatory changes.

Key Provisions:

Authority to Establish Rates by Resolution

- The ordinance authorizes the Utilities Department, with Village Council approval, to set and revise all water and sewer rates, fees, and charges by resolution, rather than by formal ordinance amendment.
- This change will streamline future rate adjustments, allowing the Village to respond more efficiently to inflationary pressures, cost-of-service studies, and capital funding needs.
- The change maintains public notification and hearing requirements consistent with Florida Statutes to ensure rate transparency and customer protection.

Ordinance No. 2025-13 was approved on first reading at the November 13, 2025, meeting and is being presented for second and final reading.

Creation of a Utilities Policy and Procedures Manual (PPM)

- The ordinance creates a new Section 78-2, authorizing the adoption of a Policy and Procedures Manual by resolution
- The PPM will formalize and document all utility department standards, technical requirements, and service procedures—including billing, development review, cross-connection control, pre-treatment, emergency water use, and construction standards.
- Following Council adoption, future amendments may be approved administratively upon recommendation of the Utilities Director and approval of the Village Manager.
- The PPM will carry the same enforceability as an ordinance, ensuring compliance through existing enforcement mechanisms such as Code Enforcement.

Operational and Administrative Benefits

- Efficiency: Shifts recurring technical updates (e.g., rate tables, procedural standards) from the lengthy ordinance process to the more agile resolution process.
- Transparency: Provides a single codified manual documenting standards and policies, improving clarity for residents, developers, and staff.
- Consistency: Ensures uniform enforcement of service standards across all utility operations.
- Compliance: Aligns with Florida Statutes, granting municipalities authority to regulate local utilities and set equitable rates within and outside corporate boundaries.

Next Steps

- First Reading: Scheduled for initial Council review and discussion.
- Second Reading: Upon adoption, a companion resolution will be presented to establish the updated Schedule of Rates, Fees, and Charges.
- The Utilities Department may also present the draft Policy and Procedures Manual (PPM) at the second reading or at a subsequent meeting for Council adoption.

Recommendation

Staff recommends the Village Council adopt Ordinance No. 2025-13, authorizing:

- The establishment and modification of all utility rates and fees by Village Council resolution, and
- The creation of a Utilities Policy and Procedures Manual to be adopted and maintained by resolution.

These changes will provide the Village with a more effective and adaptive governance structure for managing utility operations, rates, and service standards while maintaining accountability and public transparency.

Fiscal Impact: There will be no fiscal impact on the Water & Sewer Enterprise Fund.

Item 6A. Task Order #3 with KENCO Signs and Awning LLC for LED Message Board Sign at the Greenbrier Gateway: Approve Task Order #3 with KENCO Signs and Awning, LLC for an amount not to exceed \$79,880. Funding is available from the Public Works Capital Improvement Budget FY26.

Director of Public Works Felipe Lafaso explained there would be a sign at SoVi, Greenbriar, and Congress, and one at 10th Avenue and Davis. Depending on the Council's direction, the fifth sign would be installed at Commons Park at the entrance to the parking lot and Alameda.

A discussion ensued regarding information that has been put on the sign and the speed of the notices as they come out, which is currently on Davis and Cypress. There were many good suggestions from the Council, and Village Manager Bornstein said this was a learning experience, and there are corrections that will be made.

Mayor Smith offered the public an opportunity to further comment. There were no comments from the public or the Council. Council Member Waller motioned for the approval, and Council Member Tieche seconded. The said motion carried 5-0.

7. Resolution No. 2025-64 - Approve Water and Sewer Rate Increase: Motion to approve Resolution No. 2025-64 for the adoption of a Rate Resolution establishing a 3% annual increase to the Village's water and sewer rates beginning this year (FY 25/26) and continuing annually through FY 2030. ***(THIS ITEM IS CONTINUED TO FEBRUARY 12, 2026, VILLAGE COUNCIL PUBLIC HEARING)***

Staff: Jimmie Johnson, Director of Utilities

SUMMARY: The Utilities Department's recommendation for adoption of a Rate Resolution establishing a 3% annual increase to the Village's water and sewer rates beginning this year (FY 25/26) and continuing annually through FY 2030. This resolution represents the Village's first use of the new authority established under Ordinance No. 2025-13, which allows utility rates, fees, and charges to be adopted and amended by Village Council resolution.

The Village's water and sewer utilities are enterprise operations funded entirely by user fees. As operating costs, regulatory compliance expenses, and capital infrastructure continue to rise, maintaining a predictable and sustainable rate structure is essential to protect service reliability and financial stability. With the adoption of Ordinance No. 2025-13, the Village now has a modern, flexible approach for adopting and adjusting utility rates, ensuring that cost recovery, capital funding, and regulatory obligations are met in a timely and transparent manner.

Once adopted, the first 3% rate increase will take effect immediately on FY 25/26. Subsequent 3% increases will automatically take effect each October 1 through FY 2030, unless revised by Council. Consistent with state law, the Village will notify all customers of the new rates and implementation schedule through utility bill messaging and official Village communication channels. The Utilities Department will review financial performance annually to confirm alignment with the 3% adjustment schedule.

Staff recommend that the Village Council adopt the proposed Rate Resolution implementing a 3% annual increase to water and sewer rates beginning on FY 25/26 and continuing through FY 2030. This long-range rate plan provides financial predictability, operational stability, and a sustainable funding path for the Village's water and sewer utilities.

Fiscal Impact: The proposed utility rates would be expected to provide revenues sufficient to maintain the Village's utility operations and capital needs for the next five (5) fiscal years (FY 2025 to FY 2026).

8. Resolution No. 2025-65 - Approve the Adoption of a Utility Policy and Procedure Manual: Motion for the approval of Resolution No. 2025-65, adopting the Utility

Policy and Procedure Manual (UB-PPM). (THIS ITEM IS CONTINUED TO FEBRUARY 12, 2026, VILLAGE COUNCIL PUBLIC HEARING)

Staff: Paul Ward, Assistant Director of Utilities

SUMMARY: The Utilities Department’s request for Village Council adoption of the Utility Billing Policy and Procedure Manual (UB-PPM) by Resolution is pursuant to the authority provided under Ordinance No. 2025-13. The UB-PPM establishes a comprehensive, standardized framework governing all billing, customer service, account management, fee assessments, delinquency processing, and administrative procedures for the Village’s water and sewer utility billing operations.

The Utility Billing Policy and Procedure Manual (UB-PPM) is the first component of the larger PPM framework and focuses exclusively on billing, account administration, and customer service functions. Under Ordinance No. 2025-13, the UB-PPM carries the same enforceability as an ordinance, allowing for consistent application and Code Enforcement action when necessary.

Future minor updates, such as software enhancements, workflow improvements, or federal/state compliance adjustments, can be approved efficiently by the Village Manager and or Utilities Director without requiring a complete ordinance amendment.

The Utilities Department recommends that the Village Council adopt the Utility Billing Policy and Procedure Manual (UB-PPM) by Resolution. This action will modernize the Village’s billing framework, strengthen internal controls, promote fairness and transparency, and ensure consistent and compliant service to all utility customers.

Fiscal Impact: There is no impact on the Water & Sewer Enterprise Fund.

ACTIONS AND REPORTS

9. Discussion: Letter to Vendors — Notice Regarding Future of Contracts

Staff: Kimberly Glas-Castro, Assistant Village Manager

SUMMARY: A sample letter that has been sent out by another city is attached for Council discussion.

Fiscal Impact: There is no direct fiscal impact associated with holding this discussion.

The Village Manager said the attached letter would be sent out to vendors, contractors, and consultants. This references the impact of the state's efforts to adjust, change, and/or eliminate property taxes. The adjustment, however, if the state decides to vote or proceed with property taxes, will have an impact on our General Fund. The Village Council discussed this item and agreed it would be a good idea to have it sent out.

Mayor Smith asked for a motion to send the letter to the above-mentioned. Mayor Pro

Tem Ready motioned for the approval, and Vice Mayor Schmitz seconded. The said motion carried 5-0.

VILLAGE MANAGER COMMENTS

Village Manager Bornstein commented on the yard signs, which would let residents know that any new facilities completed were paid for with their tax dollars. He complimented the organization, the Police Chief, contractors, and consultants on the beautiful building built for the Police Department. He also wished everyone a Merry Christmas and a Happy New Year.

VILLAGE COUNCIL COMMENTS

The Village Council wished everyone Merry Christmas and a Happy New Year. They thanked staff for all of their hard work.

ADJOURNMENT

Hearing no further business, Mayor Smith adjourned the meeting at 6:55 p.m.

The undersigned is the Village Clerk of Palm Springs, Florida, and the information provided herein is the Minutes of the Regular Council Meeting held on **December 11, 2025**. The minutes were formally approved and adopted by the Village Council on **January 15, 2026**.

Submitted by

Jane R. Worth,

Deputy Village Clerk

**NEXT REGULAR MEETING:
THURSDAY, JANUARY 15, 2026, AT 6:30 PM**