



City of Ormond Beach

City Commission Workshop

City Hall Commission Conference Room
22 South Beach St., Ormond Beach FL 32174

October 8, 2025, 5:30 PM

*Jason Leslie, Mayor
Lori Tolland, Zone 1
Travis Sargent, Zone 2
Kristin Deaton, Zone 3
Harold Briley, Zone 4*

Minutes

1. CALL TO ORDER

Mayor Leslie called the meeting to order at 5:31 PM.

Present: Mayor Jason Leslie, Commissioners Lori Tolland, Travis Sargent, Kristin Deaton, and Harold Briley, City Manager Joyce Shanahan, Assistant City Manager Shawn Finley, Deputy City Attorney Ann-Margret Emery, Parks and Recreation Director Robert Carolin, Contracts Manager Mike Demchak.

2. DISCUSSIONS

A. Grounds Maintenance Overview

Ms. Joyce Shanahan, City Manager, explained the workshop was to discuss the grounds maintenance contract.

Mr. Mike Demchak, Contract Manager, discussed the history of the existing contract with Yellowstone Landscaping (Yellowstone), what was required to issue a Request for Proposal (RFP), and current state of the contract.

Ms. Shanahan reviewed the funding sources for the contract.

Mr. Demchak provided a breakdown of the contract amendments since the original contract was signed in 2012, including the increased service levels and new sites.

Mayor Leslie inquired when a majority of the upgrades were; whereby, Mr. Demchak stated in 2016 there was the largest amount of new construction and upgrades, and discussed the Consumer Price Index (CPI) request clause within the existing contract.

Mr. Demchak highlighted an overview of the services provided based on the contract, noting some services not included in the contract.

Mayor Leslie questioned the frequency of the palm tree trimming; whereby, Mr. Demchak stated there was a schedule for the palm trees. Mayor Leslie inquired about the frequency of the site visits by the vendor; whereby, Mr. Demchak stated he would review the schedule and noted some sites were maintained more frequently than others based

on the scope of the contract.

Commissioner Tolland asked if the Interstate 95 interchange area was the city's responsibility or another entity; whereby, Mr. Demchak stated the city was responsible for the State Road 40/Granada Boulevard interchange.

Mr. Demchak reviewed the staffing and subcontractors provided by the vendor, highlighting how the funds from the contract were spent, the location classifications, and their service schedule.

Mr. Robert Carolin, Parks and Recreation Director, clarified the service schedule was seasonally based.

Mr. Demchak reviewed the irrigation services of the contract.

Commissioner Tolland inquired if the funds set aside for specific services were not used, was a refund provided or if the city owed money if there was an overage; whereby, Mr. Demchak stated the city would pay for the overage and would only pay for the services rendered. He explained all invoices were submitted by the vendor and reviewed for accuracy.

Mr. Demchak reviewed the city's trees, their pruning schedules, mulch standards, fertilizer standards, and flower installations. He reviewed the contracted agreement regarding storm debris cleanup and noted the work the vendor provided in the past at no cost.

Mayor Leslie inquired which sites were deemed a high priority in storm cleanup; whereby, Mr. Demchak stated the sites in the highest classification which were typically the most utilized by the public.

Mr. Demchak compared the city's contract with nearby municipalities' contracts for similar services, noting the city's current contract was near or below market value. He stated some services were ten to 44 percent below other municipalities. He discussed the potential increases based on the data if the contract were to be put out for the RFP process.

Mr. Carolin highlighted services and items within the contract compared to other local contracts, noting not all items could be compared due to the service level standards and site-specific variables.

Commissioner Briley discussed the history of sites and inquired what it would take for the city to do some aspects of the work in-house. He stated it was nice to be able to call the vendor back to a site if the work was not completed to staff's standards.

Mr. Carolin explained a valuable aspect with a vendor completing the work was the knowledge. He noted the multiple crews the vendor had available if they were to fall behind due to inclement weather.

Commissioner Tolland stated the goal was to save as much money as possible, expressed concerns regarding the city taking on the services, and suggested sending specific services through the RFP process.

Commissioner Briley was supportive of sending specific items through the RFP process.

Mayor Leslie voiced concerns regarding staff taking on specific services.

Mr. Demchak reviewed his role, noting he completed daily inspections to verify the quality of the work. He explained Yellowstone had 24 hours to fix any issues he found.

Commissioner Briley noted the long-term cost savings if some services were completed by staff.

Commissioner Deaton inquired if the Commission approved the CPI increase for the vendor; whereby, Mr. Carolin stated it was discussed during the budget workshop to deny the increase, noting no formal action had been taken at that time. She inquired if there was a location to store all equipment if the city were to take on the services in-house; whereby, Mr. Finley stated staff would have to make room in multiple locations, noting a dedicated mechanic would be needed. She clarified there could be potential savings in the long run; whereby, Mr. Finley noted there were increased costs that may not be as upfront such as the cheaper services currently contracted out being at a lower hourly rate than minimum wage. Commissioner Deaton stated she was unsure of the benefit of the services being in-house.

Mayor Leslie noted the costs associated with spare parts.

Commissioner Tolland questioned if there could be more native ground coverings instead of mulch to help reduce costs. She inquired if there was education for Yellowstone regarding the proper way to prune palm trees and fertilizing native plants.

Mr. Demchak discussed the insecticides utilized.

Commissioner Tolland asked if the tree trimming standards were reviewed with Yellowstone; whereby, Mr. Demchak noted the tree ordinance regulations were followed.

Mayor Leslie clarified the only way to lower costs would be by purging services.

Commissioner Sargent inquired if there was technology that could be used to survey the site and monitor the work. He voiced his concerns regarding mulch and highlighted the benefits of native ground coverings. He suggested staff check with other municipalities to see how they handle their grounds maintenance and what their thoughts were on their process. He cautioned bidding out the contract due to increased prices. He inquired if prisoners could do any of the work; whereby, Ms. Shanahan stated that program was not offered anymore.

Commissioner Tolland stated some mulch was needed but would like to see less mulch and more ground covering around the city.

Mayor Leslie inquired if the two to three-inch mulch covering was standard; whereby, Commissioner Tolland clarified three to four inches was the standard. He questioned if it was common practice to add new mulch to the top of the old mulch; whereby, Mr. Demchak confirmed it was.

Mr. Carolin reviewed prior RFP alternates related to mulch, noting it was significantly cheaper to add a small new layer on top of the old mulch.

Commissioner Deaton inquired how often the Granada Boulevard and Interstate 95 intersection embankments were maintained; whereby, Mr. Demchak stated 29 visits annually. She inquired if a beautification was planned for that location; whereby, Mr. Demchak stated the contract did not include install work, reviewing the natural weather incidents that happened contributing to the look of the location.

Mr. Carolin stated there was a project budgeted and in progress to replenish some plantings in the area.

Mayor Leslie agreed there were many areas which mulch was unneeded and could utilize a natural ground covering.

Commissioner Tolland stated she believed the entire Commission agreed the contract should not be sent through the RFP process.

Commissioner Deaton expressed concerns regarding potential cost increases, noting she was not supportive of the proposed CPI increase.

Mayor Leslie inquired where staff got the comparative costs from; whereby, Mr. Demchak noted the information was obtained from calls to other similar municipalities and contractors.

Robert Carolin explained the numbers received were from the areas of the contracts with comparable service levels, noting the level of service for Ormond Beach was generally much higher than surrounding communities.

Commissioner Tolland expressed support of Mr. Demchak and Yellowstone, highlighting their responsiveness to requests.

Ms. Shanahan inquired what the consensus was from the Commission regarding the contract.

Commissioner Deaton stated she would like to see the costs of doing some aspects in-house; whereby, Commissioner Briley stated he would like to see further research on cost savings of some aspects being in-house.

Commissioner Tolland clarified no RFP process for the contract, noting the Commission just wanted more investigation into some aspects of the contract being completed by staff.

Commissioner Briley stated staff could call around to neighboring municipalities to see if their process works and if it would be beneficial to Ormond Beach; whereby, Commissioner Sargent questioned if any other contractors could complete the entirety of the contract, noting there were local companies who may be willing to provide equipment maintenance or parts discounts if the city decided to take on the bulk mowing of the contract.

Mayor Leslie inquired if Commissioner Sargent wanted mowing and mulch potentially removed from the contract; whereby, Commissioner Sargent stated he understood the need for mulch but would prefer native ground coverings.

Commissioner Tolland suggested adding a strip of grass as a border around the mulched areas; whereby, Mr. Finley stated that was a project on the city's radar, noting staff was waiting for the Florida Department of Transportation to complete their Granada Boulevard project before starting.

Mr. Carolin clarified the Commission wanted staff to continue looking for areas where mulch could be reduced or removed and replaced with natural ground coverings. He indicated the contract could be modified in a slow methodical process. He explained the small projects would need to be budgeted and discussed how other small municipalities handled grounds maintenance.

Ms. Shanahan stated she understood the Commission was wanting staff to tweak certain service levels, remove mulch as much as possible, and to look at native plantings and other alternatives to mulch.

Mayor Leslie discussed what was required to bring certain services in-house; whereby, Mr. Carolin reviewed the time and money involved, noting staff would look into.

Mr. Carolin clarified the contract could be modified but would require an amendment approved by the contractor and City Commission.

Ms. Shanahan reviewed issues with potential bad weather impacting the level of service staff could provide.

Ms. Ann-Margret Emery, Deputy City Attorney, discussed the last grounds maintenance contractor and the issues that arose from their contract.

3. ADJOURNMENT

The meeting was adjourned at 6:39 PM.

Prepared by: Taylor Lochert