

Minutes

City Commission Workshop
Executive Search Selection

The City of Daytona Beach, Florida

September 28, 2020

Minutes of the Daytona Emerging Workshop of the City Commission of The City of Daytona Beach, Florida, held on Monday, September 28, 2020 at 4:30 p.m., City Hall, Commission Chambers, 301 S. Ridgewood Avenue, Daytona Beach, Florida.

Attendance

Commissioner Ruth Trager	Present
Commissioner Aaron Delgado	Absent
Commissioner Quanita May	Present
Commissioner Robert Gilliland	Present
Commissioner Dannette Henry	Present
Commissioner Paula Reed	Present
Mayor Derrick Henry	Present

Also Present:

James V. Chisholm, City Manager
Robert Jagger, City Attorney
Letitia LaMagna, City Clerk

1. Welcome

Mayor Henry welcomed everyone to the Executive Search Workshop. He turned the meeting over to the City Manager.

2. Presentations

James V. Chisholm, City Manager, introduced the Purchasing Director to outline the scoring and outline the procedures.

Joanne Flick, Purchasing Manager, stated they will be scoring and rank the proposals that were received for the Executive Search Services for the City Manager position. She stated that the score sheet is on the monitor and typically what they would do in a Selection Committee is to go around the room and ask everyone their score. She has a place to notate the scores and then if there is a large difference in scores and they want to discuss, then they can discuss to reach a census. She stated if they prefer to just average the scores, they can do that as well. She stated each criterion is scored between one and five, with one being poor, three average, and five excellent. She stated the score is multiplied by the weight for the weighted score. She

stated one of the things they will look at is the price proposals and she has inserted the price per column. She asked if everyone has had an opportunity to score the proposals.

Mayor Henry stated he had not.

Ms. Flick as if anyone scored the proposals where they assigned numeric scores.

Commissioner Trager stated she did not see a price on number one.

Ms. Flick stated she sent it out today.

Mr. Chisholm stated go done the list and give them the price for all of them.

Ms. Flick stated Affion proposed \$28,000; Alliance proposed \$38,000; Colin Baenziger proposed \$26,500; GOV-HR proposed \$21,000; Mercer Group proposed \$17,750 however, they did not complete any of the other required forms; Slavin Management Consultants proposed \$23,986; Strategic Government Resources (SGR) proposed &24,900; Useful Staffing proposed \$5,000 + 10 percent of selectee's first year total compensation package; and WBCP propped \$26,400. She asked if they had read through the proposals and be in a position to over a score.

Commissioner Trager asked what Useful Staffing would come to.

Ms. Flick stated that it was \$5,000 and whatever 10 percent of the selectee's total compensation and she didn't know what that would be.

Commissioner Gilliland stated the had scored them his own way. He doesn't know if it is transferable into this scoring system. He stated for him Mercer and Slavin were at five points. He gave Useful one point and the others he gave three. He stated that was based on price. He stated he would actually give Alliance a two.

Ms. Flick asked if anyone else wanted to score on price.

Commissioner Trager stated she liked that Colin and Mercer were local.

Commissioner Gilliland stated that does make it easier to meet with people. Proximity means something to him.

Commissioner May asked about the pricing and community meetings.

Ms. Flick stated it would be additional work and some of them are charging extra for additional work.

Commissioner May clarified that Mercer didn't submit everything.

Ms. Flick stated that is correct and she recommended finding them as non-responsive.

Commissioner Gilliland stated she is actually here in the lobby; they could just sign the forms.

Commissioner Reed asked if that was fair.

Commissioner Gilliland asked if it was defined in the Request for Proposals (R.F.P.) that they had to fill out all the paperwork.

Ms. Flick stated yes.

Commissioner May asked who the other local one.

Commissioner Trager stated Colin.

Commissioner Gilliland stated they use Colin for everything and he's getting a little tired of them. He asked the City Manager when the last time he used Colin.

Mr. Chisholm stated he has used them many times. He does more than most of them in Florida. Slavin is mostly in North Florida.

Commissioner Reed stated she agreed with Commissioner Gilliland about not preferring companies that are so far away from Florida.

Ms. Flick asked if they would like to discuss the experience of the firms and attempt to score that criteria.

Commissioner Trager clarified that Mercer was non-responsive.

Commissioner Reed stated yes. She stated Slavin has a list of their Florida clients and even did some work in Volusia County.

Commissioner Trager stated that Useful hasn't done anything with City Managers, only a whole bunch of other positions. She stated she was going to scratch them.

Commissioner Reed stated she didn't like how they did their pricing.

Ms. Flick stated they didn't complete one of their forms properly either.

Commissioner Reed stated then let's scratch them.

Commissioner May asked who didn't fill out all the forms.

Ms. Flick stated Mercer and Useful.

Commissioner Reed stated she didn't see the R.F.P.

Commissioner Gilliland stated it looks like at the back of item nine; the last twelve pages is the R.F.P.

Commissioner Trager stated she wasn't seeing the scoring on Slavin.

Ms. Flick stated each firm submitted a response to each criterion and then she printed it as the whole response.

Mr. Chisholm asked Joanne to led them through this.

Ms. Flick stated covered each criterion for Slavin. She stated they will take each vendor and score them across for each criterion. She stated they will start with experience and Affion.

(Score sheet attached)

Commissioner Gilliland stated most of Affion's experience is not in Florida.

Ms. Flick stated they typically ask the person who scored the lowest and the person they scored the lowest to give a reason why they scored them that way and to have some discussion.

Commissioner Trager stated she scored them a one because they only had one experience in Florida.

Mayor Henry stated he didn't think that Florida was that unique and that they had lots of experience with City Managers across the Country.

Ms. Flick stated the average score was 2.7. She stated she wanted to point out that location and proximity to the City were criterion they considered in the R.F.P. She moved on to Alliance. She stated the average was 2.2. She asked if they wanted to discuss or take the average.

Mayor Henry stated take the average.

Ms. Flick stated the next one is Colin Baenziger. The average was 4.3. She stated the next one is GOV-HR. The average was 2.5. She moved to Slavin. The average was 4.2. She moved to Strategic Government Resources (SGR). The average was 2.5. She moved on to WBPC. The average was 1.7.

Ms. Flick stated the next criterion was Skills and Credentials and they would start with Affion. The average was 3.2. She moved on to Alliance. The average was 2.7. She stated the next one was Colin Baenziger and the average was 3.6. She stated the next one under Skills and Credentials was GOV-HR and the average was 2.3. The next group was Slavin and the average was 3.2. She stated the next group was SGR and the average was 3.4. She stated the final group under Skills and Credentials was WBCP and the average was 2.9.

Ms. Flick stated the next criterion was Scope Approach and Anticipated Schedule of Major Project Milestones. She stated the first group was Affion and the average was 3.3. She stated the next is Alliance and the average is 3. She moved on to Colin Baenziger and the average was 3.7. She stated that GOV-HR was next, and the average was 2.9. She stated Slavin is next and the average is 3.3. She moved on to SGR and the average was 3.1. She stated that WBCP was the last group under Scope Approach and the average was 2.9.

Ms. Flick stated the final criterion was Price Proposal and the first group was Affion. Their average was 3. She stated the Alliance was next and the average was 1.6. She stated for Colin Baenziger was next and the average was 3.1. She stated GOV-HR was next and the average was 2.8. She stated the price proposal for Slavin was next and the average was 3.3. She stated SGR was next and the average was 2.3 and the final group under criterion was WBCP and the average was 3.3.

3. Discussion

Ms. Flick stated Colin Baenziger is number one with 367.5 and the second highest score was Slavin Management Consultants, and then Affion. She asked them how they wanted to proceed.

Mr. Chisholm stated that it would be up to the Commission. They usually narrow it to three and then decide if they want to talk to all of them or just one.

Commissioner Trager asked for the scores on all of them.

Ms. Flick read all the scores (attached). She stated they have the option to conduct interviews or to go straight to selection and negotiations and then a contract would be brought to the Commission for approval.

Commissioner Gilliland stated for him it was a choice between Colin Baenziger and Slavin Management. He stated he was torn because they had used Colin a bunch of times, but that is always a good thing. He stated sometimes there is too much familiarity. He stated he was leaning towards Slavin.

Commissioner May stated that Colin's community engagement piece caught her eye. She stated she really liked they lengths that they were willing to go to engage the community. She stated that was an important piece to her.

Commissioner Reed stated they could take that and make it a requirement of the other guy.

Commissioner May stated there were two things she liked. She stated one company was going to keep an online record of the interviews and the other one was the community engagement portion.

Commissioner Reed stated she expected the community engagement portion whether they stated it in the proposal or not. She stated that when they hired Mr. Chisholm that they had three meetings that introduced him to the community.

Commissioner Gilliland stated that is not necessarily something done or coordinated by the consultant. He stated they wanted to make the decision. He stated they are looking for someone unbiased to go out Nationally and find the best candidates.

Commissioner May asked how that process would go. She clarified that the consultant would go out and get the candidates and the candidates would then go out into the community.

Commissioner Gilliland stated the consultants may get 50 qualified candidates and they would narrow that down and rank them and then the Commission would pick a number...somehow that list gets down from 50 to some manageable number for individuals they would either ask for more information or are moved to a more in-depth exploratory phase of the selection process. He stated no one knows their community better than they do.

Robert Jagger, City Attorney, stated under the R.F.P. and under the Purchasing Code, they would need to rank them, and he assumes they would do that by motion, and they would need to take public comment. He stated that would direct the City Manager to start negotiations.

Commissioner Gilliland asked if they would have to go with the highest score.

Mr. Jagger stated they didn't have to go with the highest score under the criterion. He stated they can go with the rank; they can modify the decision. He stated that is the basis for the ranking, but they are not bound by that score. He stated the scoring allows them to put them in some order.

Mayor Henry stated he is comfortable with choosing either one because at the end of the day they are the ones that have to define how they want to interview these folks.

Commissioner Reed agrees with Commissioner Gilliland and she is leaning towards Slavin.

Mayor Henry stated he is comfortable with that.

Commissioner Gilliland moved to negotiate with Slavin Management Consultants. Seconded by Commissioner Reed.

Mr. Jagger stated the motion should be a ranking so the City Manager can start negotiations with number one and then he can report back to them if those negotiations break down.

Anne Ruby, 137 Park Avenue, Daytona Beach, suggested they talk to the Cities who had worked with these agencies before and look at the contracts that they had done and how satisfied the citizens and commission are with the candidates that were placed.

Letitia LaMagna, City Clerk, stated that was the only speaker.

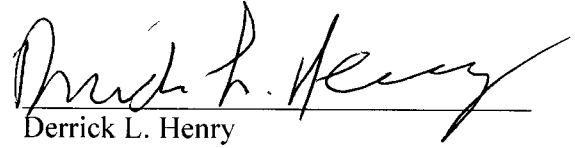
Commissioner Gilliland moved to rank Slavin Management Consultants first, Colin Baenziger second, and Affion third. Seconded by Commissioner Reed. The Motion passed 6-to-0 with the breakdown as follows:

Commissioner Trager	Yea
Commissioner Delgado	Absent
Commissioner May	Yea
Commissioner Gilliland	Yea
Commissioner Henry	Yea
Commissioner Reed	Yea
Mayor Henry	Yea

Mayor Henry asked if there were any other comments.

4. ADJOURNMENT

There being no further discussion or comments the meeting was adjourned at 5:45 p.m.


Derrick L. Henry
Mayor

ATTEST:


LETITIA LAMAGNA
City Clerk

Adopted: March 3, 2021

RECORD REQUIRED TO APPEAL: In accordance with Florida Statute 286.0105 if you should decide to appeal any decision the City Commission makes about any matter at this meeting, you will need a record of the proceedings. You are responsible for providing this record. You may hire a court reporter to make a verbatim transcript, or you may purchase a CD of the meeting at the City Clerk's office. CDs are only made upon request. The City is not responsible for any mechanical failure of the recording equipment.

Proposer	A. Experience of the Firm		B. Skills & Credentials of the Designated Project Team		C. Scope Approach and Anticipated Schedule of Major Project Milestones		D. Price Proposal		Proposed Fee	Notes on Proposed Fee
	Raw Score	Weight	Raw Score	Weight	Raw Score	Weight	Raw Score	Weight		
TOTAL										
Affion	2.7	67.5	3.2	80	3.3	82.5	3	75	\$ 28,000	
<i>Comments</i>										
Alliance	2.2	55	2.7	67.5	3	75	1.6	40	\$ 38,000	\$2,000/add'l on-site meeting
<i>Comments</i>										
Colin Baenziger	4.3	107.5	3.6	90	3.7	92.5	3.1	77.5	\$ 26,500	add'l work \$150/hr
<i>Comments</i>										
GOV-HR	2.5	62.5	2.3	57.5	2.9	72.5	2.8	70	\$ 21,000	\$1,000/trip to client
<i>Comments</i>										
Mercer Group		0		0		0		0	\$ 17,750	add'l work \$150/hr
<i>Comments</i>										
Non-Responsive did not complete required forms Non-Collusion Affidavit; Public Entities Crimes Form, Drug Free Workplace										

Score criteria between 1 and 5, 1=Poor, 2=Below Average, 3= Average, 4=Above Average, 5=Excellent

		A. Experience of the Firm		B. Skills & Credentials of the Designated Project Team		C. Scope Approach and Anticipated Schedule of Major Project Milestones		D. Price Proposal		TOTAL	
		Weight	Weight	Weight	Weight	Weight	Weight	Weight	Weight	Weight	Weight
Slavin Management Consultants		4	105	3.2	80	3.3	82.5	3.3	82.5	350	\$23,986 plus travel costs
<i>Comments</i>											
Strategic Government Resources (SGR)		2	5	3.4	85	3.1	77.5	2.3	57.5	282.5	\$250 change fee for position profile brochure changed, add'l online interviews over 12 included \$225/candidate
<i>Comments</i>											
Useful Staffing			0		0		0		0	0	\$5,000 + 10% of selectees first year total compensation package
<i>Comments</i>		Non-Responsive Checked all boxes on Public Entities Crimes form, no city manager placements									
WBCP		1.7	42.5	2.9	72.5	2.9	72.5	3.3	82.5	270	Includes expenses NTE \$6,900 including brochure design @ \$950 TOTAL Not to Exceed \$26,400
<i>Comments</i>											

	Zone 4				Zone 5		Zone 6		Zone 1		Zone 3		Mayor		Average
	A. Experience of the Firm		B. Skills & Credentials of the Designated Project Team		C. Scope Approach and Anticipated Schedule of Major Project Milestones		D. Price Proposal		Weight		Weight		Weight		
Affion A	3.0	3.0	3.0	3.0	1.0	2.0	4.0	2.7	3.0	3.0	3.0	3.0	3.0	3.0	2.7
Affion B	4.0	3.0	3.0	3.0	3.0	3.0	3.0	3.2	3.0	3.0	3.0	3.0	3.0	3.0	3.2
Affion C	4.0	3.0	3.5	3.0	3.0	3.0	3.0	3.3	3.0	3.0	3.0	3.0	3.0	3.0	3.3
Affion D	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Alliance A	2.0	3.0	2.0	2.0	1.0	2.0	3.0	2.2	2.0	3.0	2.0	3.0	2.0	3.0	2.2
Alliance B	3.0	3.0	2.0	2.0	3.0	2.0	3.0	2.7	2.0	3.0	2.0	3.0	2.0	3.0	2.7
Alliance C	4.0	3.0	3.0	3.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Alliance D	2.0	1.0	2.0	2.0	1.5	1.0	2.0	1.6	1.0	2.0	1.0	2.0	1.0	2.0	1.6
Colin Baenziger A	5.0	4.5	3.0	3.0	5.0	4.0	4.0	4.3	4.0	4.0	4.0	4.0	4.0	4.0	4.3
Colin Baenziger B	4.0	3.0	3.0	3.0	4.0	3.5	4.0	3.6	3.5	4.0	3.5	4.0	3.5	4.0	3.6
Colin Baenziger C	4.0	3.5	3.0	3.0	3.5	4.0	4.0	3.7	4.0	4.0	4.0	4.0	4.0	4.0	3.7
Colin Baenziger D	3.0	2.0	3.0	3.0	3.0	3.5	4.0	3.1	3.5	4.0	3.5	4.0	3.5	4.0	3.1
GOV HR A	3.0	3.0	2.0	2.0	2.0	2.0	3.0	2.5	2.0	3.0	2.0	3.0	2.0	3.0	2.5
GOV HR B	2.5	1.5	3.0	3.0	2.0	2.0	3.0	2.3	2.0	3.0	2.0	3.0	2.0	3.0	2.3
GOV HR C	3.5	3.0	3.0	3.0	2.0	2.0	3.0	2.9	3.0	3.0	3.0	3.0	3.0	3.0	2.9
GOV HR D	3.0	3.0	3.0	3.0	3.0	2.5	2.8	2.8	2.5	2.5	2.5	2.5	2.5	2.5	2.8
Slavin A	5.0	5.0	4.0	4.0	3.0	4.0	4.2	4.2	4.0	4.0	4.0	4.0	4.0	4.0	4.2
Slavin B	3.0	3.5	3.5	3.0	3.0	3.0	3.2	3.2	3.0	3.0	3.0	3.0	3.0	3.0	3.2
Slavin C	3.5	3.0	3.0	3.5	3.0	3.0	3.3	3.3	3.0	3.0	3.0	3.5	3.0	3.5	3.3
Slavin D	3.0	4.0	4.0	4.0	3.0	3.0	3.3	3.3	3.0	3.0	3.0	3.0	3.0	3.0	3.3

Score criteria between 1 and 5, 1=Poor, 2=Below Average, 3= Average, 4=Above Average, 5=Excellent

	A. Experience of the Firm		B. Skills & Credentials of the Designated Project Team		C. Scope Approach and Anticipated Schedule of Major Project Milestones		D. Price Proposal		TOTAL
	Weight		Weight		Weight		Weight		Weight
SGR A	3.0	2.0	3.0	1.0	3.0	3.0	3.0	2.5	2.5
SGR B	3.5	4.0	3.0	3.5	3.5	3.0	3.0	3.4	3.4
SGR C	3.5	3.0	3.5	2.5	3.0	3.0	3.0	3.1	3.1
SGR D	2.0	2.5	2.0	2.5	2.0	3.0	3.0	2.3	2.3
WBPC A	2.0	1.0	2.0	1.0	1.0	3.0	3.0	1.7	1.7
WBPC B	3.5	3.0	3.0	2.5	2.5	3.0	3.0	2.9	2.9
WBPC C	3.0	3.5	3.0	3.0	3.0	2.0	2.0	2.9	2.9
WBPC D	3.0	4.0	3.0	3.0	3.0	3.5	3.3	3.3	3.3

Score criteria between 1 and 5, 1=Poor, 2=Below Average, 3= Average, 4=Above Average, 5=Excellent