

# City of Gainesville

City Hall  
200 East University Avenue  
Gainesville, Florida 32601



## **Meeting Agenda - Final**

**May 23, 2019**

**1:00 PM**

**Gainesville Regional Utilities Multi-Purpose Room**

## **General Policy Committee**

*Mayor Lauren Poe (At Large)*  
*Commissioner Helen Warren (At Large)*  
*Commissioner Gail Johnson (At Large)*  
*Commissioner Gigi Simmons (District 1)*  
*Mayor-Commissioner Pro Tem Harvey Ward (District 2)*  
*Commissioner David Arreola (District 3)*  
*Commissioner Adrian Hayes-Santos (District 4)*

*If you have a disability and need an accommodation in order to participate in this meeting, please contact the Office of Equal Opportunity at (352)334-5051 at least two business days in advance. TTY (Text Telephone Telecommunication Device) users please call 711 (Florida Relay Service). For Speech to Speech (STS) relay, please call 1-877-955-5334. For STS Spanish relay, please call 1-877-955-8773. For STS French Creole relay, please call 1-877-955-8707.*

## CALL TO ORDER

## AGENDA STATEMENT

*"Citizens are encouraged to participate in City of Gainesville meetings. In general, speakers will be limited to 3 (three) minutes per agenda item. Additional time may be granted by the Mayor or by the City Commission as directed. The City of Gainesville encourages civility in public discourse and requests that speakers limit their comments to specific motions and direct their comments to the Chair. Signs or Props are not permitted in the meeting room. Citizens are encouraged to provide comments in writing to the Clerk of the Commission before meetings and/or during meetings for inclusion into the public record. Citizens may also provide input to individual commissioners via office visits, phone calls, letters and e-Mail, that will become public record. In some instances, i.e., Quasi-Judicial Hearings, these particular contacts may be prohibited.*

## ROLL CALL

## ADOPTION OF THE AGENDA

## APPROVAL OF MINUTES

[181071.](#)

### General Policy Committee Minutes (B)

**RECOMMENDATION**

*The General Policy Committee approve the minutes of May 9, 2019.*

[181071 May 9 Minutes 20190523.pdf](#)

## DISCUSSION OF PENDING REFERRALS

[180612.](#)

### City Manager Executive Search (B)

**This item is to update the General Policy Committee on the hiring process for the City Manager position and for staff direction.**

*Explanation: During the February 7th City Commission meeting, the City Commission authorized the Human Resources Director to initiate the procurement process to hire an executive search firm to assist in the City Manager selection process.*

*On March 13, 2019, the City's Procurement Division solicited a Request for Qualifications (RFQ #HRDX-190032-GD) for multiple executive search firms to provide service to the City of Gainesville. Multiple executive search firms submitted proposals by the April 10th due date.*

Staff reviewed and scored the proposals and evaluation of the written submittals resulted in the qualifying of the five firms listed:

1. Colin Baenziger & Associates
2. GovHR USA, LLC
3. Cooperative Personnel Services dba CPS HR Consulting
4. Baker Tilly Virchow Krause, LLP
5. MGT of America Consulting, LLC

*Fiscal Note:* Each department will fund their own use of the contract, as the need arises. The contract does not guarantee business will be given to each vendor, only that the vendor is qualified to do business with the City of Gainesville. The anticipated fiscal impact for the City Manager executive search is \$30,000. This amount includes \$22,000 in search fees and \$8,000 allocated for candidate travel, meals, and other expenses. This will be funded through unallocated general fund balance.

**RECOMMENDATION**      *The General Policy Committee: 1) accept the qualified firms; 2) authorize the City Manager or a designee to initiate contract negotiations and execute a contract for executive search firm services with each of the firms; and 3) authorize the City Manager or a designee to execute all contract documents and other necessary documents, subject to approval from the City Attorney as to form and legality*

**Legislative History**

12/13/18	General Policy Committee	No Action Taken
1/3/19	City Commission	Approved, as shown above
1/17/19	City Commission	Approved, as shown above
2/7/19	City Commission	Approved, as shown above
5/2/19	City Commission	Discussed

[180612C RFQ-GD-Executive Search Services 20190523.pdf](#)  
[180612D RFQ Addendum 1 Executive Search Services 20190523.pdf](#)  
[180612E Submittal-Baker Tilly Virchow Krause, LLP 20190523.pdf](#)  
[180612F Submittal-Colin Baenziger & Associates 20190523.pdf](#)  
[180612G-Submittal Appendices-Colin Baenziger & Associates 20190523.pdf](#)  
[180612H Submittal-CPS HR Consulting 20190523.pdf](#)  
[180612I Submittal-GovHR Proposal 20190523.pdf](#)  
[180612J Submittal-MGT Consulting Group 20190523.pdf](#)  
[180612K Submittal-Renee Narloch & Associates 20190523.pdf](#)  
[180612L Submittal-SGR Executive Recruitment Services 20190523.pdf](#)  
[180612M Submittal-Sunshine Enterprise USA 20190523.pdf](#)  
[180612N Submittal-Vinali LLC 20190523.pdf](#)  
[180612O RFQ 190032 Evaluator 1 Notes and Ranking.pdf](#)  
[180612P RFQ 190032 Evaluator 2 Notes and Ranking 20190523.pdf](#)  
[180612Q RFQ 190032 Evaluator 3 Notes and Ranking 20190523.pdf](#)  
[180612R RFQ #190032 Evaluation Form Summary 20190523.pdf](#)  
[180612S RFQ Executive Search Services Bid Record 20190523.pdf](#)  
[180612T RFQ CC Bid Tab Executive Search Services 20190523.pdf](#)  
[180612U Award recommendation transmittal 20190523.pdf](#)  
[180612V Executive Search Services Award Public Notice 20190523.pdf](#)  
[180612X City Manager Search Criteria Survey 20190523.pdf](#)  
[180612W City Manager 1019 Draft With Commission Feedback 20190523.pdf](#)

### 181039.

#### **Total Rewards Study Update (B)**

*Explanation: In March 2018, the City engaged in a contract with Korn Ferry to conduct a review of the City's core total rewards program to ensure they were aligned with its mission and competitive against the appropriate peer group. The City's organizational structure and total rewards approach were reviewed and benchmarked relative to the market, including with peer organizations, similar industry organizations, the Florida market, and in the U.S. national market in both the public and private sectors. An extensive analysis was conducted to determine whether the City's compensation and benefits practice is aligned with the markets from which it needs to recruit talent, and if it is adequate to attract, motivate and retain the right staff, in accordance with the City's mission, compensation and benefits strategy, and in the most cost-effective manner.*

*Fiscal Note: Funds in the amount of \$200,000 are available in the Total Rewards Study budget. Any additional funds that are requested as a result of the Total Rewards Study are contingent upon the recommendations made by*

*the General Policy Committee.*

**RECOMMENDATION**      *The General Policy Committee: (1) receive an update on the Total Rewards Study; and (2) make recommendations as deemed necessary.*

[181039A\\_City of Gainesville Total Rewards Study Presentation\\_20190523.pdf](#)  
[181039B\\_Total Rewards Study and Project Timeline\\_20190523pdf](#)  
[181039C\\_Appendix A. Work Plan\\_20190523.pdf](#)  
[181039D\\_Appendix B. C-1 Compensation Philosophy and Policy\\_20190523.pdf](#)  
[181039E\\_Appendix C. Interview Protocol\\_20190523.pdf](#)  
[181039F\\_Appendix D. Benefits Pulse Survey Results\\_20190523.pdf](#)  
[181039G\\_Appendix E. Guide Chart Method of Job Evaluation\\_20190523.pdf](#)  
[181039H\\_Appendix F. Job Level Matrix\\_20190523.xlsx](#)  
[181039I\\_Appendix G. Custom Survey Target Participants Local Peer Organizat](#)  
[181039J\\_Appendix H. Survey List of Participants\\_20190523.pdf](#)  
[181039K\\_Appendix I. Market Variance by Job Departments\\_20190523.pdf](#)  
[181039L\\_Appendix J. New Pay Plan\\_20190523.pdf](#)  
[181039M\\_Appendix K. Employee Benefits Market Analysis Results\\_20190523.r](#)  
[181039N\\_Appendix L. Competitive Market Analysis by Benchmark Job\\_201905](#)  
[181039O\\_City of Gainesville Total Rewards Study Report\\_DRAFT\\_5-1-19\\_2019](#)  
[181039P\\_City of Gainesville Final Report 5.17.19\\_20190523.pdf](#)  
[181039Q\\_2019 City of Gainesville Total Rewards Study Presentation\\_20190523](#)

[180487.](#)

### **Commission Guidelines (B)**

**RECOMMENDATION**      *The City Commission hear a presentation and take action deemed necessary.*

**Legislative History**

10/25/18	General Policy Committee	Approved, as shown above
12/13/18	General Policy Committee	Withdrawn

[180487\\_City Commission Guidelines\\_20190122.pdf](#)  
[180487\\_Policy Process Committees\\_20190523.pdf](#)  
[180487\\_City Commission Guidelines Draft\\_20190523.pdf](#)

[181055.](#)

### **General Policy Committee Referral List (B)**

**RECOMMENDATION**      *The General Policy Committee discuss the 2019-2020 referral list.*

[181055\\_GPC 2019-2020 Referral List\\_20190523.pdf](#)

**PUBLIC COMMENT**

**MEMBER COMMENT**

**NEXT MEETING DATE**

**ADJOURNMENT**