

RESOLUTION 19-124

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH COLIN BAEZINGER AND ASSOCIATES RELATING TO THE CANDIDATE SEARCH FOR A NEW CITY MANAGER IN THE AMOUNT OF \$21,000.

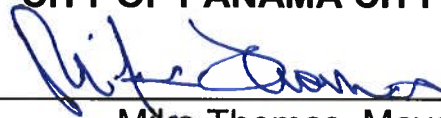
BE IT RESOLVED that the City Council hereby approves, ratifies and confirms that certain Agreement between the City and Colin Baezinger and Associates, relating to recruitment and hiring of a new City Manager, in the amount of Twenty One Thousand Dollars (\$21,000), with such changes, insertions or omissions as may be approved by the Mayor and whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 12th day of September, 2019.

CITY OF PANAMA CITY BEACH

By: _____



Mike Thomas, Mayor

ATTEST:



Mary Jan Bossert, City Clerk

August 27, 2019

Mayor Mike Thomas and Fellow Members of the City Council
City of Panama City Beach
110 S. Arnold Road
Panama City Beach, FL

RE: Engagement Letter for City Manager Search

Dear Mayor Peterson:

I would first like to thank you for the opportunity to assist Panama City Beach, FL, in finding your next City Manager. It is an honor to be selected and a significant responsibility, one we do not take lightly.

The following outlines our process send reflects our proposal (which will be the governing document). If it is agreeable to you, please sign at the end and return an electronic copy.

Section A: Work Plan

The following outlines the process Colin Baenziger & Associates will undertake:

Phase I: Needs Assessment / Information Gathering

- Discuss with key officials to:
 - Develop a description of the ideal candidate,
 - Learn the issues the next City Manager will face,
 - Gather materials for our information and to send to potential candidates,
 - Understand what compensation package the City is prepared to offer, and
 - Finalize a project schedule. Our searches are always completed within 90 days of a notice to proceed, barring circumstances beyond our control.

- Develop materials we can utilize to recruit candidates.

Phase II: Candidate Recruitment

- Actively search for, identify, and recruit outstanding candidates who we feel are best suited for the position.
- Distribute the recruiting materials to appropriate publications and websites, including our own.
- Consult our database of strong candidates, contact them and encourage them to apply.
- E-mail the advertisement to our database of local government professionals.

Phase III: Candidate Review and Selection of Finalists

- Resumes will be screened, and we will narrow the list to the eight to twelve most qualified semi-finalists.
- We will conduct thorough reference and background investigations on the selected semi-finalists. It should be noted that, when we conduct our investigations, we do not simply accept the references the candidates suggest. We tell the candidates whom we want to speak with. These include current and former elected officials, former supervisors, subordinate employees and others who know the candidate's work. Our goal is to get comments from six to ten references for each candidate. We also conduct criminal, civil, driver license, media, and credit checks, and we verify employment history and education. We believe these should be done early in the process to avoid embarrassment after a selection has been made.
- We will recommend six to ten candidates to the City to interview. Along with our recommendation, we will provide the results of our background work electronically.

Phase IV: Interviews and Selection

- We will coordinate the interview process and attend the actual interviews.
- Once the interviews are completed, we will provide any additional information the City may wish.
- We will be present and coordinate the selection of Panama City Beach's next City Manager.

Phase V: Contract Negotiation

- If requested, we will provide assistance in the negotiation of the employment agreement with the selected candidate.

Section B: Warranty

Colin Baenziger & Associates offers one of the best warranties in the industry. We can offer it because we have confidence in our work. Provided we conduct the full search and assuming the City selects from among the candidates we recommend, we warrant the following:

- 1) We will not approach the selected candidate concerning any other position as long as the individual is employed by the City.
- 2) If the selected individual leaves for any reason other than an act of God (for example, total incapacitation or death) within the first year, CB&A will repeat the search for the reimbursement of our expenses only.
- 3) If you are not satisfied with any of the candidates we present, CB&A will repeat the search until you are satisfied.
- 4) Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.

Section C: Principal Staff to Be Assigned to the Recruiting Effort

- Colin Baenziger, Principal and Owner will serve as the Project Manager for the recruitment effort, and
- Rick Conner, Vice President of CB&A, will serve as Deputy Project Manager. Mr. Conner will assist in virtually every aspect of the search effort but will focus on the search for outstanding candidate
- Lynelle Klein, Vice President for Operations, will be primarily responsible for the actual recruitment, primarily through networking, and will oversee the background investigations. She will also serve as additional back-up to the other Mr. Baenziger.

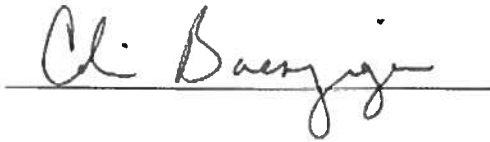
Section D: Fee

Firm, fixed price of \$26,500, which includes all expenses, except the costs associated with bringing the finalists to interview with the city (travel, meals, hotel etc.). Bills (including travel costs) will be rendered as the search progresses and due at the end of each Phase as indicated below:

Phase	Cost
I. Needs Analysis / Information Gathering	\$ 3,000
II. Recruiting	11,000
III. Candidate Screening	10,000
IV: Coordination of Interviews and Manager Selection	1,500
V: Contract Negotiation & Warranty	1,000

Assuming the City agrees that this letter provides a basic understanding of the work to be performed in this engagement, please indicate the City's acceptance by signing below so that we can begin our efforts

Sincerely,



Colin Baenziger
Principal

For the City:

Mike Thomas

Mayor

Date

Panama City Beach City Manager Search Proposal Outline

Activity Completed	Typical Fee	Reduced Fee
Phase I: Information Gathering and Preparation of Recruitment Materials	3000	3000
Phase II: Recruitment of Candidates	11000	10000
Phase III: Candidate Screening	10000	8000
Phase IV: Candidate Interviews	1500	0
Phase V: Warranty, etc.	1000	0
	26500	21000

Differences Between the Reduced Fee and the Typical Fee

- 1) CB&A would make one trip to Panama City Beach instead of three
 - The trip would be to meet with the Council and to gather the information we need to recruit outstanding candidates.
 - We would assist the City Council in selecting finalists via telephone rather than being physically present.
 - We would work with the staff to conduct the interviews (which is largely a ministerial process involving moving candidates on schedule), but not be physically present.
 - We would assist the City Council in selecting its next City Manager via phone instead of being physically present.
- 2) We limit our advertising and networking to the Southeast.
- 3) We will limit our screening to the best 8 to 10 candidates instead of the best 10 to 12. The result will likely be we will present 6 to 8 finalists instead of 8 to 10.
- 4) We will not participate in the contract negotiations and not offer our warranty.