



City of Ormond Beach

City Commission Workshop

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

January 13, 2026, 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 5:30 PM.

Present: Mayor Jason Leslie, Commissioners Lori Tolland, Travis Sargent, and Harold Briley, City Manager Joyce Shanahan, Assistant City Managers Claire Whitley and Shawn Finley, City Attorney Randy Hayes, Finance Director Kelly McGuire, and Human Resources Manager Samantha Potts.

2. DISCUSSIONS

A. RFP - Employee Benefits Broker of Record

Ms. Claire Whitley, Assistant City Manager, reviewed the Employee Benefits Broker of Record role and proposed Request for Proposals (RFP) based on prior feedback provided by the City Commission.

Commissioner Sargent inquired what the current contract compensation was; whereby, Ms. Whitley explained the agreement in place was a contract extension based on Commission direction, noting the commission fee was two percent.

Commissioner Tolland clarified if it was the broker to provide the wellness incentives, including the personal health assessments and wellness events; whereby, Ms. Whitley confirmed the broker helped facilitate the events.

Ms. Whitley further reviewed the RFP including the need for the current plan to be in place at the start of the new agreement.

Mayor Leslie asked if the scope of work was common; whereby, Ms. Whitley stated it was common among Florida municipalities, noting there were some differences but were essentially identical. He questioned the union's collective bargaining; whereby, Ms. Whitley explained when and if bargaining would be needed.

Ms. Whitley reviewed the terms, qualifications, and current plan maintenance within the RFP.

Mayor Leslie noted the cost-saving plans presented by the broker may not be approved by the unions and inquired how to ensure the broker selected saves the city money; whereby, Ms. Whitley explained the potential plans and when the plan would need to be brought before the unions for collective bargaining.

Commissioner Sargent stated the idea behind broadening the request was to allow for different plans to bring cost savings for the city with no reduction in benefits for the employees.

Ms. Whitley reviewed the broadened language in the RFP.

Mayor Leslie inquired if there was a change in the scoring process; whereby, Ms. Whitley indicated the scoring process was revised.

Commissioner Tolland asked if the responding brokers would provide examples of their work with other municipalities; whereby, Ms. Whitley stated the request for specific examples was included in the RFP.

Ms. Whitley reviewed the evaluation process noting the staff evaluation committee would meet to ensure the responding brokers met the minimum qualifications.

Ms. Kelly McGuire, Finance Director, clarified there would be no score sheet for the RFP evaluation.

Commissioner Briley inquired if there would be a staff recommendation based on the evaluation; whereby, Ms. Whitley stated there would not be a staff recommendation, staff would pass along the brokers who met the qualifications.

Commissioner Sargent thanked staff for the revision, noting the need for competitive costs, and stated he did not want a reduction in benefits for employees; whereby, Commissioner Briley, Commissioner Tolland, and Mayor Leslie agreed.

Commissioner Sargent indicated he would abstain from voting when the item was brought before the Commission during a City Commission meeting.

Ms. Whitley showed the prior score sheet, reviewed the timeline of the RFP and the broker selection.

Commissioner Sargent inquired if the workshop to review the RFP's would allow for the brokers to sit at the table; whereby, Ms. Whitley asked if the Commission would like for the brokers to give a presentation.

Commissioner Tolland indicated a question and answer period would be beneficial.

Ms. McGuire stated it would be good to decide if a presentation and question and answer period would be at the workshop so staff can inform the brokers. She inquired how long the presentation time should be

The Commission discussed the duration of time, and 15 minutes was suggested and agreed upon.

Ms. McGuire confirmed 15 minutes, noting the question and answer period would not be defined allowing the Commission to ask questions as needed.

Commissioner Tolland inquired how many companies could respond to the RFP; whereby, Ms. Whitley stated there were three submissions during the last RFP process, noting it was open for any company to respond.

Ms. Whitley reviewed the timeline for awarding the RFP and the next steps once the new broker was in place.

Commissioner Sargent stated he would like to see a workshop to set goals and expectations from the Commission; whereby, Ms. Whitley stated she would like to give the broker some time to review historical data before a workshop.

Commissioner Tolland inquired about the length of history provided to the broker; whereby, Ms. Whitley stated the city had the same broker and carrier for a number of years, noting she was not sure how far back was relevant, noting the broker selected would be provided enough data.

3. ADJOURNMENT

The meeting was adjourned at 6:01 PM.

Prepared by: Taylor Lochert