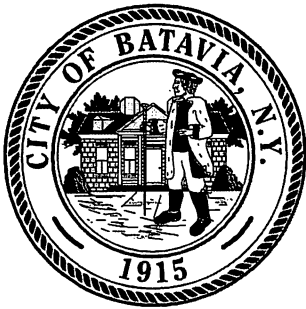


BATAVIA CITY COUNCIL SPECIAL CONFERENCE MEETING

**City Hall - Council Board Room
One Batavia City Centre
Monday, January 8, 2018 at 7:00 PM**

AGENDA

- I. Call to Order
- II. Discussion about City Manager Recruitment
- III. Executive Session...Litigation Matters
- IV. Adjournment



City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager

Date: January 3, 2018

Subject: City Manager Search

As the City Council begins to discuss searching for a City Manager I recommend you consider having an executive search firm conduct and organize the search. Conducting executive searches is not simply putting out an advertisement for the position. Executive search firms will most likely meet with City Council and staff to understand the culture of the organization and what type of leader you are looking for. From there they would develop a recruitment profile that can be used to assist in advertising and recruiting for the position. Once the position is formally advertised they will also have a network of existing managers and assistant managers that they know may be a good fit for Batavia. That could include people in transition, folks looking to advance their career or simply professionals looking to take on a new challenge. As you know, the City of Geneva will also be looking for a new City Manager at the same time. This may be bias, but I think Batavia has much more to offer. Right now, Batavia has a great brand. The organization is known across the State as a top performer and the City has a lot of interest with new investment, not to mention the DRI. A search firm will most likely use this branding as an asset to attract interested candidates.

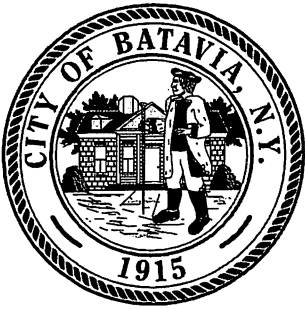
A search firm can also do a review and recommendation of benefits and salary for the position. I have shared with City Council a summary of regional City Manager's benefit packages. They show that right now the Batavia City Manager position is about \$15,000 to \$20,000 behind the pay scale of comparable communities. The City Council should be prepared to have a discussion about prospective salary as it will be an important factor in attracting and recruiting a top candidate.

The interview process can take on many different options. You may want to consider a search committee of a few Council members, department heads and maybe a few community leaders. This search committee could do the initial interviews and recommend several finalists for the City Council to interview. You may also want the management team to meet with finalists and give you feedback as to who they find

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City of Batavia

appealing and why. These are just suggestions, but getting feedback from the staff that will working closest to the City Manager may be helpful to Council when selecting the best candidate for the organization. During this process, Dawn Fairbanks can be the primary contact with the search firm for the City and help coordinate with the search committee and City Council. In all, I would expect the cost of a City Manager search to be around \$20,000. You can use funds from the contingency account to support this effort.

In addition, I did reach out to the New York State City/County Management Association and they offered to assist in any way needed. The President Bryan White the Village of Fairport Manager (blw@fairportny.com) and Past President Ian Coyle the Livingston County Administrator (ICoyle@co.livingston.ny.us) have both offered to be a sounding board and offer any support, answer questions, etc. during this process. They as well as the association have an interest in ensuring Batavia finds a great manager moving forward.

One last suggestion I offer is that once the City Council interviews candidates for the position, if no candidate is appealing or appears to be a good fit for the community or organization, don't hire someone just to fill the vacancy. While there may be additional displacement and anxiety during the transition without a City Manager in place, it will be far less inconvenient and stressful than putting the wrong person in the wrong position. Do another search until you find the right leader for your organization.

Best wishes as you search for Batavia's next leader.

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MOTION TO ENTER EXECUTIVE SESSION

Motion of Councilperson

WHEREAS, Article 7, Section 105(1)(d), of the Public Officer's Law permits the legislative body of a municipality to enter into Executive Session to discuss "...proposed, pending or current litigation..." and;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Batavia, that upon approval of this Motion, the City Council does hereby enter into Executive Session.

**Seconded by Councilperson
and on roll call**