

CITY OF BATAVIA

DATE: July 18, 2019
TO: Committee of the Whole - PU
FROM: Gary Holm
SUBJECT: Resolution 19-084-R Authorizing Contract with Dowdy Recruiting, LLC

Background:

The City's Manager of Electric Operations position has been vacant since early May following the retirement of our prior Manager. The City has advertised internally, statewide via our professional organization and nationally via the American Public Power Association. We have received some resumes; however, we feel we need to continue our search prior to commencing with the interview process.

Positions within the Electric Utility have historically been the most difficult to fill. The industry is highly specialized and not many people have chosen it as a career path over the past few decades. We previously utilized Dowdy's services when seeking candidates for the Electric Superintendent position. We felt that Dowdy's work on that engagement was very good. Other circumstances led to us not hiring any of the potential candidates at that time, but it wasn't any reflection on Dowdy's work.

Discussion

Attached is a proposed recruiting services agreement from Dowdy. We would like to engage them to help us find additional viable candidates for the vacant Manager of Electric Operations position. Dowdy is a specialized recruiting firm with focus on the utility industry. During their prior engagement with us they were able to locate several qualified candidates that we had not previously identified. Dowdy is proposing a timeline of six to eight weeks for the search process. Dowdy is proposing a minimum fee of \$25,000 for their services.

Staff recommendation:

We are recommending approval of Resolution 19-084-R authorizing a contract with Dowdy Recruiting, LLC for seeking candidates for the vacant Manager of Electric Operations position.

Budget Impact:

This work was not identified as part of the 2019 budget and it is not included in the budget. The 2019 Wage and Salary Ordinance specifies that the Manager of Electric Operations is at salary grade #21 with a top salary of \$127,744. That entire value was budgeted in 2019. The position has been vacant since May 3 and it is anticipated to be vacant until the position is filled. The savings in salary expenditures due to the position being vacant will more than offset the unanticipated cost of Dowdy's engagement.

**CITY OF BATAVIA, ILLINOIS
RESOLUTION 19-084-R**

**A RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH DOWDY
RECRUITING, LLC**

WHEREAS, the City of Batavia owns and operates an electric utility which includes transmission, sub-transmission and local distribution lines and associated infrastructure; and

WHEREAS, the City employs journeyman linemen to construct and maintain said infrastructure; and

WHEREAS, the City's Manager of Electric Operations is responsible for oversight of the journeyman linemen and other utility personnel; and

WHEREAS, the Manager of Electric Operations position is currently vacant due to a retirement; and

WHEREAS, the City desires to attract additional potential candidates for the Manager of Electric Operations position; and

WHEREAS, the City desires to engage Dowdy Recruiting, LLC to assist with attracting potential candidates; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Batavia, Kane and DuPage Counties, Illinois, as follows:

SECTION 1: That the Mayor and City Clerk are hereby authorized to execute a contract, with Dowdy Recruiting, LLC to provide recruitment services as outlined in **EXHIBIT #1**

CITY OF BATAVIA, ILLINOIS RESOLUTION 19-084-R

PRESENTED to the City Council of the City of Batavia, Illinois, this 5th day of August, 2019.

PASSED by the City Council of the City of Batavia, Illinois, this this 5th day of August, 2019.

APPROVED by me as Mayor of said City of Batavia, Illinois, this this 5th day of August, 2019.

Jeffery D. Schielke, Mayor

| Ward | Aldermen | Ayes | Nays | Absent | Abstain | Aldermen | Ayes | Nays | Absent | Abstain |
|---|----------|------|------|--------|-------------|----------|------|------|--------|---------|
| 1 | O'Brien | | | | | Salvati | | | | |
| 2 | Callahan | | | | | Wolff | | | | |
| 3 | Meitzler | | | | | Chanzit | | | | |
| 4 | Malay | | | | | Knopp | | | | |
| 5 | Uher | | | | | Beck | | | | |
| 6 | Cerone | | | | | Russotto | | | | |
| 7 | McFadden | | | | | Miller | | | | |
| Mayor Schielke | | | | | | | | | | |
| VOTE: | | Ayes | Nays | Absent | Abstentions | | | | | |
| Total holding office: Mayor and 14 aldermen | | | | | | | | | | |

ATTEST:

Ellen Posledni, City Clerk

Dowdy Recruiting, LLC

Recruiting Service Agreement

City of The City of Batavia

Search Proposal – Manager of Electric Operations

July 18, 2019

Objective:

Dowdy Recruiting, Inc. will conduct a comprehensive national search to identify, evaluate, vet and recruit a Manager of Electric Operations for the City of Batavia (Batavia).

Dowdy Recruiting Qualifications:

Dowdy Recruiting, LLC brings over 35 years of combined utility industry recruiting expertise to the Power Industry. Our strength comes from creating complete business partnerships with our clients and consultants, for the long-term, by continually adding value to their business and employment needs.

We are engaged by investor-owned utilities, municipal utilities, publicly owned joint action agencies, irrigation districts, cooperative utilities, independent transmission companies, independent system operators' (ISO), non-utility generators, consultants, and vendors who service these organizations.

Our experienced staff have completed assignments at all levels of responsibility including Presidents, Chief Executive Officers, Chief Operating Officers, Chief Financial Officers, Senior Vice Presidents, Vice Presidents, General Managers, Assistant General Managers, Directors, Plant Managers, Electrical Engineers and other technical industry experts.

Dowdy Recruiting has an internal candidate database of over 38,000 individuals. We feel confident in saying, without question, no other recruiting firm has access to a larger portion of the Power Industry labor pool.

Scope of Services:

Dowdy Recruiting will search nationally to identify qualified candidates and facilitate the selection of the Manager of Electric Operations.

Defining Search Objectives

Once engaged, Dowdy Recruiting will meet, or set up a telephone conference call, with Batavia to ensure a thorough and comprehensive understanding of Batavia's expectations and obtain information regarding:

- The full requirements and duties of the Manager of Electric Operations including training, experience, skills, talents and personal attributes desired/required of the Manager of Electric Operations.
- The relationship of the Manager of Electric Operations to the City of Batavia's organizational structure, business strategies and performance.
- The City of Batavia's organizational information (objectives, revenues, financial condition, history, culture, customers, policies, resources, staff, compensation, etc).
- Regional information, location, population, climate, culture, cost of living, etc.

Develop the Electric Engineering & Business Manager Profile

In consultation with the City of Batavia, Dowdy Recruiting will use the above referenced information to develop a position profile that describes the Manager of Electric Operations duties and responsibilities, education requirements, experience level, required certifications, and personal attributes, in addition to organizational and regional information. We will then submit the profile to Batavia for approval.

Conduct Search Procedures

After gathering the data listed under *Defining Search Objectives*, Dowdy Recruiting will engage our resources and database, including personal contacts and networking, to methodically identify qualified prospects. We will discreetly identify and contact prospects to ascertain their interest, suitability, and/or request referrals for other prospects.

Dowdy Recruiting will conduct telephone interviews with the most promising prospects to ascertain:

- Suitability with requirements.
- Interest in the Manager of Electric Operations position.
- The candidates' and their families' attitudes regarding employment change and relocation.
- The candidates' current salary including bonus, cost of living in their present location and their compensation requirements/issues (benefits, retirement, stock allowances, etc.)

Dowdy Recruiting vigorously pursues all prospects including minority and female candidates to satisfy diversity initiatives.

Dowdy Recruiting conducts an extensive nationwide search effort and advertising for appropriate candidates. Our process typically generates word-of-mouth referrals that occasionally contact the client directly. Batavia agrees to include all prospects for Manager of Electric Operations, from any and all sources, in Dowdy Recruiting's vetting process.

At the request of the City of Batavia, Dowdy Recruiting will advertise in suitable publications, at Batavia's expense, to identify prospects not in our database.

Candidates Evaluation and Interview

We will evaluate the candidates and submit resumes of the most qualified for the City of Batavia's perusal and consideration.

Numerous issues dictate the number of interested and qualified candidates submitted. These issues include, but are not limited to; compensation levels, geographic preferences, and family concerns. All affect the prospect's availability, suitability and ultimate interest.

Once the list of qualified candidates are submitted, Dowdy Recruiting will set up a conference call with the City of Batavia's hiring authority to discuss candidate's suitability and recommend finalists for interview with Batavia's selection group and/or hiring authority.

Dowdy Recruiting, LLC will assist the City of Batavia in its selection process by;

- Assisting Batavia schedule finalist interviews.
- Notifying candidates of their selection or rejection.
- Background investigations, references, as well as salary, contract and employment negotiations (if requested).

Timetable

The typical time table for the Manager Electric Operations search is six (6) to eight (8) weeks from the date the City of Batavia signs the contract until Dowdy Recruiting presents a long list of qualified candidates.

This timeline includes a week to ten days to develop and approve the Manager of Electric Operations profile and five to six weeks to ***Conduct Search Procedures***.

Dowdy Recruiting's Candidate Evaluation and telephone screening interviews are completed prior to submitting the long list of prospective candidates.

Batavia's ***Candidate Evaluation(s) and Finalist Interview(s)*** are dependent on the City of Batavia's hiring manager/selection group(s) and candidate(s) availability, but can typically be completed in less than twenty-one (21) days.

Signed contract date to candidate start date should be less than or near 120 days.

Fees and Expenses

Dowdy Recruiting's fee is 25% of the annual agreed upon salary of the Manager of Electric Operations, with a minimum fee of \$25,000. The fee is payable at 1/3 in advance, 1/3 at long list submittal, and the balance when the Manager of Electric Operations begins employment.

The City of Batavia will incur travel expenses to interview the finalists in Batavia, Illinois.

The City of Batavia will incur expenses to relocate the selected candidate, per the City of Batavia's relocation policies and guidelines.

Dowdy Recruiting will facilitate specific candidate Credit History and Criminal Record Search, at the City of Batavia's expense, if/as requested by Batavia.

Dowdy Recruiting fees cover telephone, postage, printing and administrative expenses.

Additional Information

Guarantee

If, during the first 12 months of employment, the selected candidate is terminated, or voluntarily terminates or leaves his/her employment, for any reason other than lack of work, illness, injury, or death, Dowdy Recruiting will reinstate the search at no additional charge, provided all applicable fees have been paid within 45 days of the invoice date(s).

Cancellation

The City of Batavia or Dowdy Recruiting may cancel this agreement at any time in writing.

Should Batavia employ any of the candidates submitted by Dowdy Recruiting within one (1) year of the date of cancellation of this agreement, The City of Batavia will pay Dowdy Recruiting the fees described herein.

Indemnification & Amendments

Dowdy Recruiting demonstrates and warrants strict legal compliance with all laws pertaining to employment procedures and agrees to defend, hold harmless and indemnify the City of Batavia for any and all intentional and negligent acts and omissions of Dowdy Recruiting which causes injury to third parties. Batavia agrees to hold harmless and indemnify Dowdy Recruiting for the intentional and grossly negligent acts and omissions of the City of Batavia which causes injury to third parties. Dowdy Recruiting supports mutual indemnification.

No amendments or variations of the terms and conditions of this Agreement shall be valid unless the same is in writing and signed by all parties hereto.

Applicable Law

All disputes shall be resolved in accordance with the laws of Illinois and any applicable federal laws.

Force Majeure

If Dowdy Recruiting's performance under the terms of the Agreement or any obligation herein is prevented, restricted or interfered with by acts of God, fire, explosion, storm, any new law, order, regulation or directive of the United States government, or state, local governments, department, agency, commission, court, bureau, or other instrumentality or by national emergency, insurrection, riot, war, then Dowdy Recruiting shall be excused from such performance of the Agreement on a day-to-day basis to the extent of such restriction or interference.

Other Information

Background investigations will include verifying education and employment records shown on the candidates' resumes, applications and interview documents. Specific candidate credit, criminal record searches conducted on written request.

Dowdy Recruiting adheres to all laws applicable to recruitment and employment and maintains on-going customary insurance policies.

Dowdy Recruiting will provide the City of Batavia with status reports throughout the recruitment process.

Approvals:

Acceptance of this Recruiting Service Agreement is made by signing below.

| The City of Batavia | Dowdy Recruiting, LLC. |
|---|--|
| The City of Batavia | Dowdy Recruiting |
| Address: 100 N. Island Avenue | 27445 Stagecoach Road |
| City, State, Zip: Batavia, Illinois 60510 | Conifer, CO 80433 |
| Name: Laura Newman | Steve Dowdy |
| Title: City Administrator | Principal |
| Signature: | Signature:  |
| Date: | Date: July 18, 2019 |

Regards,

Stephen Dowdy
Principal/Owner
Dowdy Recruiting, LLC
27445 Stagecoach Road
Conifer, CO 80433
o) 303.816.0047
c) 720.335.9697
sdowdy@dowdyrecruiting.com
www.dowdyrecruiting.com

The City of Batavia
Manager of Electric Operation Recruitment Service Agreement
July 18, 2019