

Many thanks to everyone who donated their time yesterday to share your thoughts about the opportunities, challenges and the current position of the city, as well as skills, expertise, traits and management style that we hope for in the next city administrator. We truly appreciate and value your contributions to the process.

Alderpersons Griesedieck, Kilker, Mullis, Mannion, myself and Lee Szymborski met per the posted agenda attached and discussed a summary of the information learned from the stakeholder meetings completed during the day. Lee provided an overview of the next steps in the process and an anticipated timeline based on the upcoming holidays.

I have cc'd Lee in case he would like to add anything or there is a need to correct my notes. Since this was a workgroup meeting and not a formal city meeting requiring any actions, as with prior work group meetings, a quorum was not required and I do not anticipate that the notes need any formal vote of approval either.

For confirmation of a shared understanding: Leesa is not facilitating or managing this recruiting and retention process because she has indicated a desire to be a candidate in the process. As such, and because the ordinances define the Mayor as the role to appoint the City Administrator, I will be the primary contact for Lee and this process.

Key Themes around issues that stakeholders anticipate the new city administrator will face include:

- redevelopment in view of Le Chateau, Business District 3 and residents' desire for a park,
- implementation of the IT strategy, facility plan and overall, the strategic plan,
- inheriting a city in good financial condition with solid staff/good foundation and an opportunity to build a team within 3-5 years as a result of the # of staff nearing retirement,
- employees provided with the resources needed to do their job, and
- a high customer service expectation from the Board and residents.

Lee recommended that the Board consider including a 90 day and 120 day new administrator work plan in the city administrator employment agreement, which should be based on listening sessions to promote alignment and accountability.

Skills that participants thought are priority for the new administrator

- Hard skills:
 - strong communication skills, including active listening,
 - good economic development knowledge and experience,
 - financial management, and
 - HR knowledge and experience.
- Soft skills:
 - a collaborator,
 - transparency,
 - knowing what you know as well as what you don't know with a willingness to seek help/support, and
 - a need to be personable and polished.

Most agreed that Frontenac is a springboard for city administrator candidates with a likely tenure of 5 or so years. Current ICMA turnover is advertised at 6-7 years across the nation.

Lee has two additional stakeholder meetings to complete that will be done virtually. One is with the courts, Judge Niehoff and Keith Cheung. The other community organization is with Jason Olt, President of Bucksbaum Reality.

Next steps are defined in the RFP response and contract (attached) They include aligning the previous position posting (attached) with the ordinance (attached) and the internal position description that Leesa provided (attached). **I do anticipate that the Board of Aldermen will need to review and approve a revised City Administrator ordinance in Nov. I would anticipate that Lee will lead the recommendations for edits and then Kevin can provide the legal recommendations prior to the Board voting on any changes.**

MGT/Lee will post the position on Linked-in and in several databases MGT uses, in addition to MML, ICMA and EWG job boards the city is most familiar with. Lee has been provided with the CBIZ pay range for the city administrator from Jan. 2023 along with the 2024 MML wage survey results. As noted in his introductory letter, he is familiar with MO municipalities having worked with several. As such he is aware of other compensation and benefits including LAGERS and severance packages.

Please don't hesitate to call or email if you have questions or concerns.

Have a great day!

Kate