



City Manager Recruitment Sub-Committee Meeting Minutes

August 22, 2025 8:00 AM

111 E. Maple Ave., Third Floor, Conference Room A

WELCOME

The meeting was called to order at 800 a.m. Those in attendance: CM McCandless, CM Perkins, CM Fears, Rich Sese, Procurement, Melissa Cabrera, Director of Finance, and Susanne Holland, City Clerk Observing: CM Wiley, alternate committee member The meeting was recorded on Teams for later publication

DISCUSSION OF RFP

1. Discussion of RFP for search firm
2. Discussion of process

City of Independence overview:

CM McCandless offered a specific introduction about the City of Independence and asked for feedback and other ideas for this paragraph.

Further suggested edits:

CM Perkins suggested separating the general budget and enterprise information to make them distinct.

CM Fears suggested adding that we work with 5 different bargaining unions.

Conversations about whether comprehensive or introductory purpose for this paragraph.

- Scope of Experience and Scope of Work:

CM McCandless said she would like to use the Scope of Experience listed on page 3 of the Columbia RFP as a baseline to adapt.

Added that firm should have emphasis on candidates from the Midwest

She would also like background checks done before interviews are conducted.

Rich suggested that firms provide examples of their recruitment packets for the committee to

review.

He also suggested they be given three weeks to submit their proposals.

Rich also suggested having a pre-proposal conference to give all firms the chance to ask questions. Allow questions up to 3 days prior to the closing date then publish the answers.

These conferences are all open to the public. The preproposal conference will be done by staff and the committee members.

The packet should be limited to 30 pages plus addenda. Once the proposal is submitted and accepted, it cannot be withdrawn. CM Fears requested that all submissions be made electronically. Requested a proposed timeline for recruitment.

The proposal format should have a minimum font size of 11.

CM Fears would like to use City of Lenexa's RFP scope of services

Added a request for process of community engagement

A clause should be added that if the candidate leaves within a year, they will recruit again for a reduced or free rate.

We will use the cover page that is standard for RFPs in City of Independence. On that cover page it states that questions should be submitted to public purchaser by the date specified in the proposal.

Rich will create the RFP from today's suggestions and send it out to the committee for their review next week. Then it will go before the council for their review.

Evaluation scoring system:

Rich suggested adding a component for a presentation of maybe 25 points. He will work with others to determine what in the presentation would be scored.

CM Fears suggested 20 points for Qualifications and Expertise.

CM McCandless suggested 20 points for Past Performance and References. She will be looking for who they recruited for, how they were placed and what they have done for other cities.

Possible change is to assign 25 points to the Organization, Content, and Completeness of Proposal.

The proposal requires a total of estimated expenses for the City to pay for the search process.

Does not include the cost to get them here. Rick will break this out and give limitations.

Job Description:

The proposal will include the existing job description for the City Manager,. Will retain the qualification that the City Manager live within the City limits.

CM Fears would like to add the expectations of working with the City Council and the quality of communication should include listening.

CM Perkins is afraid that doing this would make it too wordy and that should be expected.

CM McCandless would like to include an organizational chart as an addendum. Susanne will get this to the committee.

Melissa suggested they use the job description for Finance Director as an example. She will get that sent out to the committee.

Input:

CM McCandless has spent some time visiting with the Department heads to get a preliminary

feedback on thoughts for a future City Manager. The search firm will conduct their own assessment.

After the TEAMS Town Hall with employees, an anonymous two-question survey was sent out: 1. What would they like to see in a future City Manager 2. What is one question that should be asked in the interview. CM Wiley will compile the suggestions to share with the committee.

Next Steps:

Procurement Director Sese will work on getting a draft together for committee members by next Tuesday and it will be discussed at the next committee meeting on Friday, August 29th at 8:00 a.m. Copy all councilmembers, legal, finance.

Susanne will include the Information Only language on the next full council agenda for notification purposes.

She will also send out the meeting notice with a Teams link and make sure the Communications Dept is aware and available to set up the owl device to record the meeting. CM Fears would like to have a study session after regular session on 9/2 to discuss the RFP and Council to approve.

Feedback from the Council should be received by the 3rd

The committee will meet on September 4 at 8:00 a.m. to make sure everyone is in agreement with the RFP.

Proposal released on 9/5.

CM Fears checked with MML to find out what other municipalities paid for a recruitment firm but did not get adequate information. He suggested checking with ISD. Finance

Director Cabrera will check on what we paid for the past couple of executive searches. CM McCandless will call Columbia and Lenexa.

ADJOURNMENT

CM Fears made a motion to adjourn. Seconded by CM McCandless.

All Ayes; no nays

Meeting adjourned at 8:56 a.m.

This meeting can be viewed at the link below:

<https://youtube.com/playlist?list=PL-CID4TzFSpjbaOIoaysn34ZkN2JNgOr&si=CdZ5RPDQL7Wo6Tl4>