



City Manager Recruitment Sub-Committee Meeting Minutes

August 29, 2025 8:00 AM

111 E. Maple Ave., Third Floor, Conference Room A, Independence, MO 64050

WELCOME

The meeting was called to order at 800 a.m.

Those present: CM McCandless, CM Perkins, CM Fears, Rich Sese, Procurement and Carrissa Smith, Interim Human Resources Director (via Teams).

Observing: Melissa Cabrera, Director of Finance and CM Wiley, alternate committee member.

CM Perkins made a motion to approve the minutes from the August 22nd meeting, with edits.

This was seconded by CM Fears.

All ayes; no nays; minutes approved.

CITY MANAGER RECRUITMENT FIRM RFP REVISIONS

Rich Sese presented an updated/edited RFP for the recruitment firm to hire a City Manager.

Under Scope of Services:

- Section A was removed. This section listed deadlines fill the City Manager position. It was agreed by the Committee to let the recruitment firm assist in determining those dates.
- Section B (the new Section A), bullet point 10, it will be added that the Sub-Committee will have the option of having screening interviews.
- Bullet point 19 will be changed to say bi-weekly updates will be given to the Human Resources Director and the Sub-Committee.
- Section C, bullet point 2 will include the Sub-Committee.
- Rich will work on a clause to be added to the Scope of Work that will include reciprocal

non-disclosure/non-compete disclosures.

Under Respondent Resume:

- Bullet point 10, the Sub-Committee will rank the candidates in order of recommendation.
- Under Proposal Submission Requirements
- Qualifications and Experience of Each Individual and/or Team – change ‘the last five years (minimum of three)’ to 3-5 years.
- Under the Contract for Services
- Take out Article 11 as that relates to products and not people.
- Article 27 – Prohibition Against Recruitment – City Attorney Jeremy Cover suggested to Rich that this provision should state that the candidate cannot be recruited or contacted for a period of 5 years.

REVIEW OF PROCESS AND RELEASE DATES

The following timeline was agreed upon with regard to the RFP being submitted:

Issue RFP - September 3, 2025

Pre-proposal conference - September 12, 2025, 10:00 a.m.

For the purpose of answering questions and clarifying the requirements of the solicitation:

Deadline for questions - September 17, 2025, 5:00 p.m.

Proposals due - September 24, 2025, 5:00 p.m.

The committee will review the proposals starting September 25th.

First round of discussion of proposals - October 6th at 8:00 a.m. (2 hours)

Final discussion/decision – October 8th at 1:00 p.m. (2 hours)

In-person interview of search firm – October 14th at 8:00 a.m. – noon (Council will be invited to attend.)

The goal is to have a search firm decided on after the interviews on October 14th, with negotiation of the contract to follow.

A summary of these dates will be sent to Council.

ADJOURNMENT

A motion to adjourn the meeting was made by CM Perkins and seconded by CM Fears.

All ayes; no nays

Meeting adjourned at 9:35 a.m.

INFORMATION ONLY

Please Note: In accordance with RSMo. 610.021, the City Council may convene in an Executive Session during or after the meeting, on matters of litigation, legal action, and/or attorney client communications, as permitted by Sec. 610.021(1), on matters of personnel, as permitted by

Sec. 610.021(3) and personnel records, as permitted by 610.021(13), on matters of contracts, as permitted by 610.021(12), on matters of real estate, as permitted by 610.021(2) and/or matters of labor negotiations, as permitted by 610.021(9).

A recording of this meeting can be found at the following link:

<https://youtube.com/playlist?list=PL-CID4TzFSpijbaOIoaysn34ZkN2JNgOr&si=CdZ5RPDQL7Wo6Tl4>