



# CITY COMMISSION

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## EUDORA CITY COMMISSION SPECIAL MEETING AGENDA

CITY HALL – 4 E. 7th STREET

EUDORA, KANSAS

MARCH 21, 2022

6:00PM

**MAYOR:** Tim Reazin

**VICE MAYOR:** Tim Bruce

**CITY COMMISSIONERS:** Jolene Cullen, Alex Curnes, & Roberta Lehmann

**I. CALL TO ORDER**      Roll Call      Pledge of Allegiance

**II. WORK SESSION**

- A. Consider an update from Raftelis Financial Consultants regarding recruitment for a new City Manager

**III. ADJOURNMENT**

*As a courtesy, please silence all cell phones while the City Commission meeting is in session.*

# MEMO

**Date:** March 21, 2023  
**To:** City Commission – City of Eudora  
**From:** Catherine Tuck Parrish, Vice President  
**Re:** City of Eudora City – City Manager Recruitment Plan DRAFT

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This memo outlines a proposed recruitment plan and schedule for the City Manager.

## Job Posting and Outreach

I recommend we post the job in the following publications and websites. This should allow us to recruit from a broad national base of candidates.

### Postings

- International City/County Management Association (ICMA) – \$450
- Kansas League of Cities (no cost for City but may need to be placed by City)
- National Forum for Black Public Administrators (NFBPA) – \$350
- Local Government Hispanic Network – \$100
- League of Women in Government – online and social media, \$175
- ELGL – free for organizational members of ELGL (must be posted by City)
- Govtjobs.com – an online posting that is picked up by many other government websites – cost \$199
- LinkedIn job posting – \$250
- MPA alumni associations – free

Specifically, we will target the local government managers/administrators and deputy/assistant managers and finance and budget directors in suburban Kansas City, Kansas, Missouri and targeted midwestern cities.

The recruitment information will be posted on our website at [raftelis.hire.trakstar.com](https://raftelis.hire.trakstar.com). We will ask your staff to add a link from the City's website to ours so applicants will be directed to the right place. The recruitment information will also be included on our LinkedIn, Facebook, and Twitter accounts to attract applicants. If any additional names are suggested to us, we will follow up directly with those candidates.

The proposed recruitment schedule is as follows:

Schedule	
Late February/Early March	<ul style="list-style-type: none"> <li>• Conversation with each Commissioner</li> <li>• Meetings with Acting City Manager, Leadership Team, and consultant</li> </ul>
March 21	<ul style="list-style-type: none"> <li>• Virtual meeting with Commissioners to get final input on key elements of recruitment brochure and review draft recruitment plan</li> </ul>
March 22	<ul style="list-style-type: none"> <li>• Consultant to send draft recruitment plan, recruitment brochure text, and first year goals to Human Resources Director; City staff to review for factual accuracy; Commissioners to review and provide changes through Human Resources Director</li> </ul>
March 24	<ul style="list-style-type: none"> <li>• City to send final comments to consultant</li> </ul>
March 29	<ul style="list-style-type: none"> <li>• Consultant will post the position, place ads, and begin outreach</li> </ul>
May 5	<ul style="list-style-type: none"> <li>• Position will remain open until filled; the consultant will begin the first review of applications</li> </ul>
<b>May 23</b> <b>Candidate Review Meeting (Virtual) with the Commission Executive Session</b> <b>3-hour meeting</b> <b>Time: 5:00 – 8:00 pm</b>	<ul style="list-style-type: none"> <li>• Candidate Review Meeting with Commission (virtual meeting – closed session)                             <ul style="list-style-type: none"> <li>○ Determine whom to invite to virtual interviews (semi-finalists)</li> <li>○ Discuss interview process logistics</li> </ul> </li> </ul>
<b>May 30</b> <b>Virtual Interviews with the Commission Executive Session</b> <b>Hold 8 am to 6 pm</b>	<ul style="list-style-type: none"> <li>• Virtual interviews</li> <li>• Determine whom to invite for in-person interviews</li> </ul>
<b>May 15</b> <b>Finalist Interviews In-Person</b> <b>Hold 8 – 8 pm</b>	This will include for each finalist: <ul style="list-style-type: none"> <li>• Tour of City (2 key staff) - optional</li> <li>• Reverse interview with Leadership Team</li> <li>• Small group and full Commission with Commissioners in closed session</li> </ul>
After interviews	<ul style="list-style-type: none"> <li>• Conduct reference and background check on top finalist</li> <li>• Negotiation with the top candidate</li> </ul>
<b>Date TBD</b>	<ul style="list-style-type: none"> <li>• Commissioners approves employment agreement</li> </ul>

**It is essential that all Commissioners are present throughout the entire interview process.** The Commissioners will determine who is offered the position and the terms of the employment offer/contract. The consultant will convey deal points to the top finalist and provide those to the City’s Attorney who will draft the employment agreement.

**Travel Expenses for Candidates**

Travel expenses will be reimbursed by the City for the candidates who are interviewed in person (this includes transportation, meals, and lodging, etc.).

### **Confidentiality and Public Information**

To protect the integrity of the recruitment process and obtain a better applicant pool, the City and Raftelis will keep all applicant materials and names confidential during and after the process. No names will be released except the top candidate, who has accepted the offer.

## **Point of Contact and Communication with Applicants and Prospects**

All communication with applicants or potential applicants should be directed to Raftelis. If any member of the staff or Commissioners are contacted about the position, please direct the individual to the online application process, which can be found at [raftelis.hire.trakstar.com](https://raftelis.hire.trakstar.com). If they have questions about the position or how to apply, direct them to Catherine Tuck Parrish at 240-832-1778 or [ctuckparrish@raftelis.com](mailto:ctuckparrish@raftelis.com).

## **Key Elements of Recruitment Brochure**

### **City Manager – City of Eudora, Kansas**

**March 21, 2023**

#### **Qualifications**

**Minimum requirements** include a bachelor's degree and at least five (5) years of progressively responsible experience in a local government. Experience supervising staff including supervision and leadership is also required. This experience may come as an assistant manager/administrator, department director, and/or other key role within a local government.

**Preferred qualifications** include a master's degree in public administration or a closely related field and strong human resources/employee relations, budget and financial management, economic development, project management, and funding mechanisms for capital and development projects. Experience working intergovernmentally (state, schools, other local governments) in a growing local government is also preferred.

Residency within the City is preferred, but not required. However, it is expected that the City Manager live within a reasonable driving distance from Eudora and be invested in the City's future.

#### **Compensation and Benefits**

The expected hiring range is \$150,000 - \$170,000, depending on qualifications, with an excellent benefits package.

#### **How to Apply**

Applications will be accepted electronically by Raftelis at [www.raftelis.com](http://www.raftelis.com). Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning May 5, 2023.

#### **Questions**

Please direct questions to Catherine Tuck Parrish at [ctuckparrish@raftelis.com](mailto:ctuckparrish@raftelis.com) and Kelsey Batt at [kbatt@raftelis.com](mailto:kbatt@raftelis.com).

## **The Successful Candidate**

Eudora's next City Manager will be a personable, hardworking, and ethical local government management professional. They will be a strategic thinker and visionary, helping the Commission prioritize their goals while managing day-to-day operations to ensure the future success of the community. The City Manager will be a strong leader who can balance conflicting interests and priorities yet be decisive and provide clear and concise recommendations when needed. They will be a collaborative team leader, comfortable giving direction and empowering staff to ensure the long-term success of the City.

The City Manager will be an effective listener and communicator comfortable speaking with a variety of audiences. The City Manager will be an approachable leader with a track record of community engagement, and skilled at building partnerships with government, educational, private, and nonprofit organizations to achieve community goals.

The ideal candidate will demonstrate prior success in attracting and encouraging business growth and will possess strong skills in deploying creative and innovative funding tools and incentives to stimulate economic development. They should be a skilled negotiator, able to negotiate with outside entities on behalf of the City.

The City Manager should be experienced and comfortable handling human resource, employee relations, labor relations, and other personnel related issues. They will be financially and politically savvy and open to ideas from staff, residents, and elected officials that will help the City deliver high-quality services within its financial constraints. The ideal candidate will be energetic, personally invested in promoting Eudora, and actively involved in the community.