

City of Troy, Missouri
City Administrator Recruitment Workshop
Monday, November 13, 2023
6:30 P.M.

Present for the Board of Aldermen Workshop were Aldermen Steve Jones, Rachel Dunard, Gary Leifert, Harold Horner, David Norman, and Mayor Ron Sconce. Alderman Kay Diekemper was absent. Also present were City Attorney Brian Sinclair and City Clerk Tonya Hawkins.

Mayor Sconce started the meeting at 6:30 p.m. He explained that aldermen would be responsible for coming up with a plan to recruit a City Administrator. He stated that Alderman Diekemper could not attend the workshop.

Mayor Sconce explained that City Clerk Hawkins and Finance Director Linda Flinn compiled information from MML and their professional consortiums for aldermen to review regarding recruitment of city administrators. He told aldermen they would hear from representatives of three recruitment firms via Zoom to learn more about their services. He said they would have time to discuss, ask questions, and to determine if they want to go out for RFP for a recruitment firm.

Mayor Sconce reiterated that aldermen would be responsible for most of the decision-making process, such as whether they want to cast a wide net to recruit someone from other states or regions. He talked about funding transportation costs to interview candidates in person or via Zoom. He discussed temporary housing and relocation fees for the selected candidate and other negotiable terms.

Alderman Horner said the purpose of the workshop is for aldermen to determine what they want to do and how to pay for it.

Art Davis, of Baker Tilly, joined the workshop via Zoom at 6:45 p.m. He told aldermen he was a City Administrator at Lee's Summit, MO for several years. Mr. Davis said he would work closely, collectively, and individually to assist the City of Troy. He explained that Baker Tilly would create a marketing plan, obtain information from leaders, and work the Chamber of Commerce to put together a summary – not just of what city leaders are looking for in an administrator, but also an educational guide for the community. Mr. Davis said Baker Tilly would do outreach, both statewide, in adjacent states, and nationally.

Mr. Davis said Baker Tilly would vet candidates. The firm would share with city officials the most qualified candidates, who would move on to a semi-finalist group. That group would be narrowed down to three or four candidates for in-person interviews, he said. He noted that Baker Tilly would offer a guarantee.

Mayor Sconce asked Mr. Davis if he could provide a timeframe. Mr. Davis said the process could take 90 to 120 days. He said it depends on whether the candidate is currently in a contract. He added that most city administrators are required to give 30 to 60 days' notice before terminating their contracts. Mr. Davis quoted a cost of \$26,950, but he said the cost is negotiable. He said he works in the Kansas City, MO area.

Mr. Davis disconnected from the meeting.

Lee Szymborski, of Gov HR, joined the workshop after 7 p.m. He explained he was a former city administrator and worked in local government. He expressed that he would take time to get to know the

City of Troy. He said Gov HR would conduct background checks. He said the process could take 12 to 15 weeks. He quoted a cost of \$24,000.

Mr. Szymborski explained that he works in Milwaukee, WI, and he previously worked in city government. He said he is familiar with the type of growth Troy is experiencing.

Mr. Szymborski disconnected from the meeting.

Alderman Dunard noted that Gov HR's proposal includes additional fees for some services.

Pamela Wideman, of Raftelis, joined the meeting via Zoom at 7:30 p.m. She previously worked in the public sector in North Carolina. She explained the recruitment process could take three to four months before there is a contract. She said Raftelis would help the City of Troy create a brochure. The firm would advertise with professional organizations, including IPMA, she said.

Ms. Wideman explained that Raftelis would get a compilation of top applicants and conduct candidate reviews. Candidates would move from the semi-finals to the finals, at which point they would be interviewed. Ms. Wideman said Raftelis would conduct background checks and reference checks. Holidays and vacations could slow the process, she said.

Ms. Wideman explained strategies to attract talent. She said all candidate information is kept confidential because some individuals may currently be employed. Raftelis recruits for all positions and has 335 successful recruitments under their belt, she said. She quoted a cost of \$30,000 to \$35,000.

Mayor Sconce asked if Raftelis offered a guarantee. Ms. Wideman said yes, the firm offers a 1-year guarantee with quarterly reviews. She asked why the City of Troy is conducting a search. Alderman Horner said the county is one of the fastest-growing counties. Ms. Wideman asked when the City anticipates choosing a firm. Alderman Dunard said by December.

Ms. Wideman disconnected from the meeting.

Alderman Horner said this is all new to him, and he wants to review the paperwork.

Alderman Norman requested to set a date for another workshop at the November board meeting.

The workshop adjourned at 8:05 p.m.

ATTEST:

City Clerk

Mayor Sconce

*Approved on Consent Agenda