

Minutes of the Independence City Commission's July 24, 2019 Special Meeting

The Independence City Commission met for a special meeting on July 24, 2019 at 9:00 A.M. in the Veterans Room at the Memorial Hall. Mayor Louis Ysusi, Commissioner Gary Hogsett and Commissioner Leonhard Caflisch were present. Others present included:

City Staff

Lacey Lies, Director of Finance
Kelly Passauer, Assistant City Manager
David Schwenker, City Clerk/City Treasurer
Jerry Harrison, Police Chief
Shawn Wallis, Fire Chief
April Nutt, Director of Housing Authority
David Cowan, Director of Public Safety
Mike Passauer, Public Works Director
Terry Lybarger, Director of Utilities
Barb Beurskens, Park and Zoo Director

Visitors

Ellie Davis
Larry McHugh
Anthony Royse
Dean Hayse

I. SPECIAL SESSION

A. Call to Order

Mayor Ysusi called the meeting to order at 9:00 A.M.

II. DISCUSSION

A. Discussion of the 2020 Budget.

Mayor Ysusi asked about transfers from utilities to general fund.

Director Lies replied that is for administrative support and the increase is due to a correction in accounting methods.

Mayor Ysusi asked if the unencumbered cash balance from the 2018 audit report was used to develop the budget.

Director Lies replied that it was and that it's common practice to budget for a cash reserve each year and you never want to budget to a zero balance.

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Mayor Ysusi asked about the lower health insurance costs and where the savings would transfer to.

Director Lies replied that any savings that could be found was put into streets or economic development.

Mayor Ysusi asked where the bond and interest funding is coming from.

Director Lies replied that all funding for debt service comes from sales tax funds and water/sewer fund. No debt service is paid from ad valorem taxes.

Mayor Ysusi asked how much is allocated to streets.

Director Lies reported that \$2 million is budgeted for streets and ADA related to streets.

Commissioner Hogsett asked about the residential sidewalk replacement item in the budget and wondered why there wasn't a category for downtown sidewalk replacement.

Assistant City Manager Passauer noted that in the past these were received and dealt with on a case by case basis with the property owner responsible for 25% of the cost.

Commissioner Hogsett replied that the City needs to come up with a plan to address this as some of the sidewalks downtown are in bad shape.

Mayor Ysusi asked if there is room in the budget to make improvements to protect the City's assets.

Director Lies noted that there is a reserve for major projects.

Mayor Ysusi asked there is an increase in the mill rate for the Employee Benefit Fund and a decrease in the General Fund mill rate.

Director lies replied that generally if a fund has a declining cash balance one year you would raise the mill levy support in the following year and reduce the mill levy support in another fund that has ample cash reserves. She was unsure if this was the case for what the Mayor was asking about but would do some research and get back to the Commission with her findings.

Commissioner Caflisch inquired about budgeted funds for a FEMA buyout.

Director Cowan explained that staff have identified five houses that have been flooded in the past and the owners are interested in a potential buyout.

Commissioner Hogsett inquired about the next step in the budget process.

Director Lies replied that tomorrow would be setting the date of the public hearing and once the budget is published there can be no increase in the budgeted amounts that influence the ad valorem taxes. She added that the 2019 budget would need to be amended as well to reflect increase revenues and costs in the Airport and Special Use Sales Tax Funds.

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Mayor Ysusi called for a brief recess at 9:58 AM

Mayor Ysusi resumed the meeting at 10:25 AM.

- B. Discussion with Nikki Harrison, Kansas League of Municipalities, regarding the search and selection of the City Manager and related topics.

Nikki Harrison gave an overview of services the League provides for cities and counties in Kansas.

Commissioner Hogsett asked Mrs. Harrison to review the steps involved with the search and selection of City Manager.

Mrs. Harrison explained that the first thing they do is conduct a survey of the characteristics of what the Commissioners would like to see in a candidate. Based on those characteristics the League will build an ad, a community profile and a ranking system. They collect all the resumes that are submitted and four professionals in their office, which consist of an attorney, Mrs. Harrison, a human resource professional and another top-level executive will individually rank all resumes that come through based on those characteristics. A report is provided to the Commissioners and they will determine who they are interested in looking at further. The next step is to do a written interview or move on to the first interview which the League recommends doing by Skype which saves everyone involved time and money. That field is then narrowed down to the final candidates.

Commissioner Hogsett inquired how many cities this City is competing with right now.

Mrs. Harrison replied that she is currently contracted with four cities and there are three other cities in Kansas that she is not contracted with that have current openings like Independence.

Commissioner Caflisch asked if the ads are posted nationally.

Mrs. Harrison replied that the ads are posted nationally, regionally and within the state.

Commissioner Caflisch asked about background checks on the candidates.

Mrs. Harrison replied that a background checks is done on the final set of candidates.

Commissioner Hogsett asked if the last City Managers' length of service would deter potential candidates from applying.

Mrs. Harrison replied that it could if the focus is not on the right things and noted that a community profile is developed that showcases the community as a great place to come live and work.

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III. ADJOURNMENT

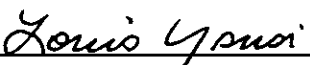
A. Adjournment

Motion:

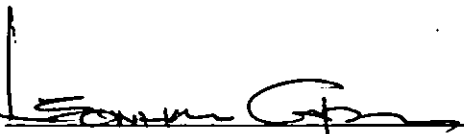
Mayor Ysusi moved to adjourn. Commissioner Hogsett seconded.

Aye: Ysusi, Caflisch, Hogsett

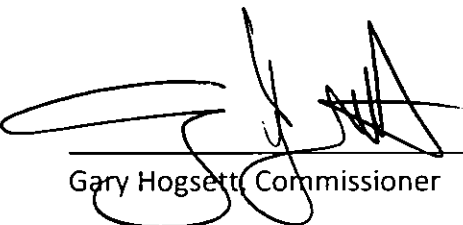
Nay: None



Louis Ysusi, Mayor

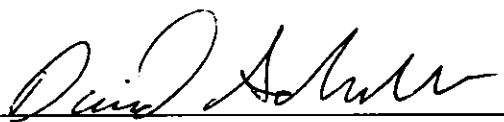


Leonhard Caflisch, Commissioner



Gary Hogsett, Commissioner

Attest:



City Clerk/Treasurer

July 11, 2019

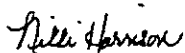
Mayor Louis Ysusi
City of Independence
120 N 6th Street
Independence, Kansas 67301

Dear Mayor Ysusi and Commission:

Thank you for considering the League's Executive/Administrative Position Search program to assist the City of Independence in the search for a new City Manager. The attached proposal provides an overview of our process, a listing of services, average timeline, and the cost of our program.

We appreciate the opportunity to be considered to work with the city through this process.

Thank you again and contact us anytime with questions.



Nikki Harrison
Member Services Coordinator





CITY MANAGER

City of Independence



LEAPS

The LEAPS logo is a black diamond shape with the word "LEAPS" in white, bold, sans-serif capital letters. The diamond is tilted slightly to the right. Below the diamond is a small, stylized graphic of a cone or a funnel.

The League Executive/Administrative Position Search

Helping Cities Find Great Leaders

WHO WE ARE

The League of Kansas Municipalities is a membership association that advocates on behalf of cities, offers training and guidance to city appointed and elected officials, and has a clear purpose of strengthening Kansas communities. Since 1910, the League has been a resource for cities across Kansas and has acted as a body to share ideas, facilitate communication between members and provide information on best practices in city operations.

The League Advocates for Cities

The League advocates on our membership's behalf to sponsor and encourage beneficial legislation for cities and oppose legislation that would be detrimental to our members' interest.

The League Offers Guidance

Member cities can contact the League with a legal inquiry or question. Additionally, we provide sample ordinances and guidance on legislation and rulemakings from both the state and federal levels.

Contract Services

The League offers members a competitive rate to have the League engage in contract services, which include codification services, executive personnel search program (LEAPS) and personnel policies.

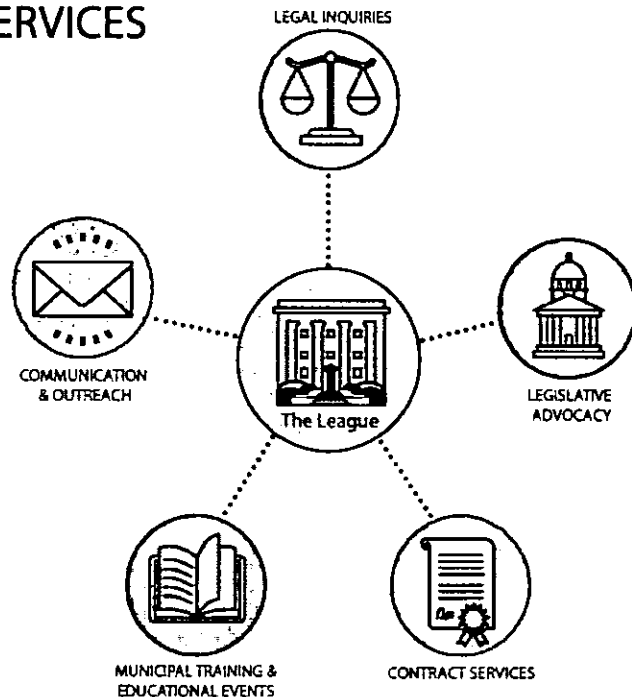
Communications & Outreach

Since 1914, the League has published the Kansas Government Journal, a publication for city, county, and state government officials that is printed ten times a year. The League publishes a weekly e-newsletter, researches municipal issues and develops programs for cities to use to engage their residents and reinforce the importance of civic engagement.

Municipal Training & Education

The League offers members the ability to communicate and converse in an environment which encourages collaboration. The League offers members a variety of education and training opportunities throughout the year. Our annual conference brings together leaders in municipal government to offer innovative ideas for cities. Throughout the year, the League works with professionals in the field to train, inspire and solve problems facing municipal issues.

SERVICES



OUR EXECUTIVE SEARCH SERVICES

THE PLANNING SESSION

League Staff provides the Governing Body with an overview of the entire LEAPS process. The presentation covers roles and responsibilities, as well as a timeline for completing the search.

GOVERNING BODY ASSESSMENT

Each member of the Governing Body completes two surveys. The responses shape the position and criteria for the candidate pool.

The “Administrative Process” survey establishes consensus on the options chosen by the Governing Body to complete the search process.

The “Candidate” survey clarifies the responsibilities for the position description, builds the advertisement and community profile, and outlines the criteria for selecting applicants by articulating the preferred skills and management style needed by the city.

SALARY GUIDANCE

League Staff conduct a salary and benefits survey to provide the Governing Body with compensation information from comparable cities.

ADVERTISING

League Staff create advertisements, a community profile, and recommend an advertisement plan utilizing state, regional, and national resources to reach highly qualified candidates.

RESUME REVIEW

League Staff review all resumes for completeness, compliance with the requirements and preferences of the Governing body, and for alignment with our quality administration rubric. We express our recommendations in the second in-person meeting with the Governing Body to assist in selecting candidates for the interview process. The Governing Body will make the final determination of how many and which candidates to interview.

INTERVIEWING CANDIDATES

League Staff provides guidance on appropriate interview questions and interview process options. These questions assist the Governing Body in determining the skills, management style, and knowledge of their chosen candidates. League Staff also schedules interviews with the candidates and contacts all applicants once the position is filled.

OUR INVITATION TO YOU

WE GUIDE YOU THROUGH THE ENTIRE PROCESS

The League is with you from the start of your search to the very end, with staff available to answer your questions and provide updates as needed. We help you answer the big question of "Who are we looking for?" right up front and then conduct background checks before you make your final offer.

Once the Governing Body has chosen their candidate and the employment contract has been signed, the League will reach out to your candidate to help them get started in their new position. Candidates receive a free one-year membership to the Kansas Association of City/County Management (KACM), can sign up for the mentorship program, and receive a free copy of the book, *Your First 90 Days*. Our desire is to facilitate your city finding the best fit, and then doing everything in our power to make that person successful once they start. We strive to be the primary support for you and your final candidate.

EXPERIENCE

With more than 70 searches conducted since 1998, the League comes to you with exceptional experience placing administrators in the state of Kansas. As the source for advocacy, training, and resources for Kansas municipalities, we come with a broad and deep relationship with Kansas cities and their staffs. Our staff bring a combined 50 years of municipal experience to the process. We represent a personal and economical option for your city.

QUOTE FOR SERVICES

OUR PRICE STRUCTURE

Our price structure is based on the population of your city. This quoted price includes two basic charges. We charge a base price for the core services, which includes staff administrative expenses. Then we charge an advertisement price once the search process is complete. Your base price (based on population) can be larger than this quote if you choose to add any process options to your package. Your advertisement price will be determined by the advertisement platforms chosen.

CITY OF INDEPENDENCE BASE PRICE: \$6,270.75

ADVERTISEMENT PRICE: (\$900 - 1,400 est.)

ESTIMATED TIMETABLE

2 weeks:	Contract	(Contract must be approved by the Governing Body)
	Administrative Questionnaire	(Governing Body completes and approves process questionnaire)
	Position Analysis Survey	(Governing Body members individually submit survey responses)
3 days:	Approval of Advertisement	(Advertisements for online and print publications)
	Approval of Community Profile	(Attached to advertisement or provided upon request)
30 days:	Place position announcement	(One month recommended for resume collection)
1 week:	Deadline for Resume Review	(One week allocated to review resumes)
1 week:	Select candidates for interviews	(We recommend selection of 2-3 finalists)
2 weeks:	Conduct initial interviews	(We allot two weeks to schedule interviews)
1 week:	Interview finalists	(We allot one week to interview final candidates)
1 week:	Extend conditional offer	(City consults city attorney for contract negotiations)
1 week:	Approve employment agreement	(We estimate one week to finalize the contract)
	Announce new city administrator	(The League will also post a press release)
30 days:	New city executive start date	(Professionals give up to 30-day notice to current employer)

PROCESS OPTIONS

ONSITE FACILITATION OF CANDIDATE MEET & GREETINGS*

Onsite Support for up to three (3) candidate meet and greets.

Coordinate with City staff to facilitate candidate meet & greets

Customize a series of response cards.

Compile a summary of the responses and process.

PARTICIPATION IN INTERVIEW PROCESS*

Onsite support for the entire interview process.

Coordinate with City staff and Governing Body to develop multiple interview panels.

Customize an interview process based on direction from the governing body.

Introduce candidates and receive feedback from senior staff.

Compile a summary for the Governing Body to allow them to make an informed decision.

*Additional fee required.

PROS & CONS OF SEARCH CHOICES

We want to ensure you have all the information you need to make an informed choice. Below we will discuss the pros and cons of three different choices of executive search processes: The League, Private Firm, and Self-Administered.

THE LEAGUE LEAPS SERVICES

PRO	20 years of experience.
PRO	Level of service is customizable to the community's preferences.
PRO	Knows the needs and idiosyncrasies of local Kansas communities.
PRO	Contracts with other Leagues and cities for advertising and background checks.
PRO	Relieves staff and governing body of search and screening chores.
PRO	Provides a one-year membership in the Kansas Association of City/County Management for selected candidate.

CON	We do not directly solicit employed city executives.
CON	Less familiar with city executives outside of Kansas

PRIVATE EXECUTIVE RECRUITING FIRM

PRO	Level of service depends on community's specifications.
PRO	Actively solicits employed city executives
PRO	Acquainted with city executives on a regional/national basis and is aware of availability.
PRO	May be able to dedicate more time to the process than the city.
PRO	Relieves staff and governing body of search and screening chores.
PRO	May offer contract negotiations.

CON	Often expensive, depending on services purchased.
CON	May be less familiar with the needs of Kansas communities.
CON	May not provide additional benefits to selected candidate.
CON	Possible of Conflict of Interest.

SELF-ADMINISTERED SEARCH PROCESS

PRO	Least expensive.
PRO	Provides Governing Body with greatest level of involvement in the process.
PRO	Works best when city has a professional human resource staff.

CON	Unfamiliar with process which may result in costly mistakes.
CON	Requires the most time from Governing Body Members.
CON	Governing Body does not normally solicit or know of potential candidates.
CON	Outside resources required for background checks unless a full service human resource programs is available.
CON	Search process may interfere with normal city business and require extensive staff time.
CON	May place city staff in an awkward position of reviewing their potential supervisors in an unsupervised portion of the process.

TEN REASONS TO CHOOSE LEAPS

1. We Save You Money. The League offers quality services for a fraction of the cost of a private firm.

2. We Know Kansas. The League has served Kansas municipalities for nearly a century. We understand the leaders Kansas needs to find and nourish.

3. We Understand Public Hiring. We provide guidance on the role of the Kansas Open Meetings Acts, Executive Sessions, and Lawful interview questions.

4. We Service as a Clearinghouse. As a third-party, we provide a fair and neutral hiring process.

5. We Support Your Final Candidate. We provide a one-year membership and resources to your chosen candidate.

6. We Come to You. League Staff will make up to two trips to your community to meet with you personally.

7. We Provide Direct and Accessible Support. You will have a direct number to contact staff with questions or request updates.

8. We Customize Services to Your Community. The Governing Body has the opportunity to express their preferences, open the process to community members, and select process options.

9. We Provide Advertising Discounts. Through contacts, we provide advertising discounts to increase your reach for qualified candidates.

10. We Communicate with the Applicants. Direct them to our office! We will manage all communication and calls with applicants.

WHAT MAKES A QUALITY CANDIDATE?

The League has developed and utilizes a ranking process backed by the latest research in selection procedures.

We further customize this metric by including the preferences and needs of your community to assist you in finding the best fit.

	0-1	2-3	4-5	6-7	8-9	10
Municipal Experience	Basic	Beginning	Developing	Competent	Mature	Exemplary
Management Experience	Basic	Beginning	Developing	Competent	Mature	Exemplary
Kansas Connection						
Education						
Work History	Basic	Beginning	Developing	Competent	Mature	Exemplary
Cost	Basic	Beginning	Developing	Competent	Mature	Exemplary

Developing

Demonstrates ability to navigate government processes and execute the organization's projects and initiatives.

Competent

This candidate shows early success and potential to be a good public administrator and their particular skill set appears to match the needs of the organization



The League Executive/Administrative Position Search



300 SW 8th Avenue, Suite 100
Topeka, Kansas 66603
785-354-9565
www.LKM.org



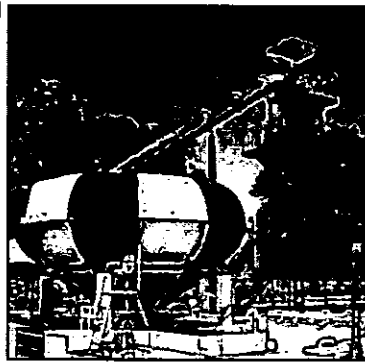
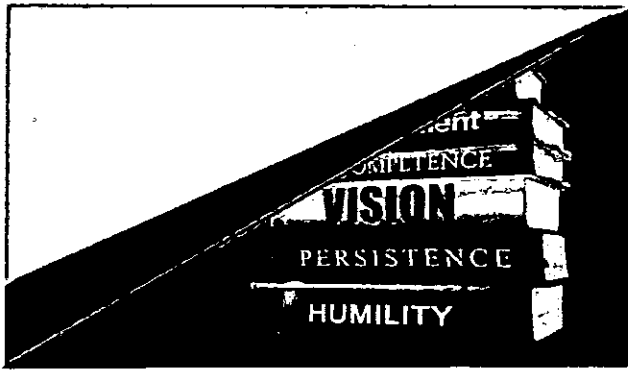
LEAPS

South East Kansas Independence

SEEKING A CITY MANAGER

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SITUATED

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SCHOOLS

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ARTS & CUTLURE

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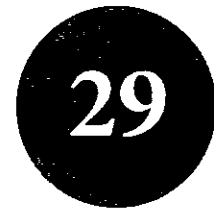
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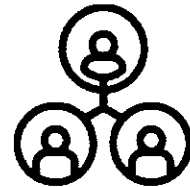
DEMOGRAPHICS



Pop. 8,598



Average Age:



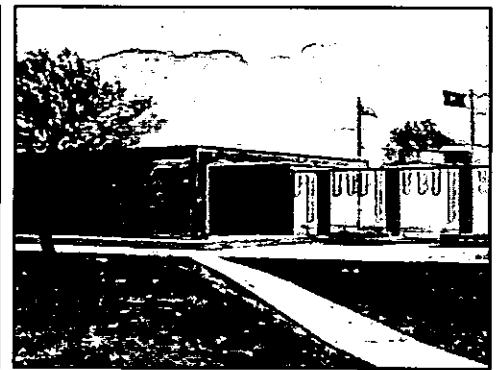
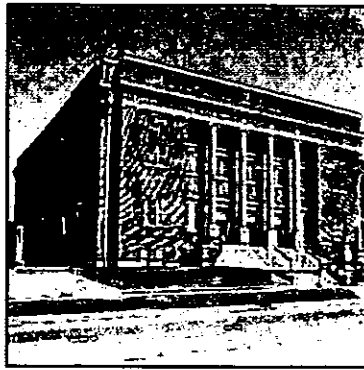
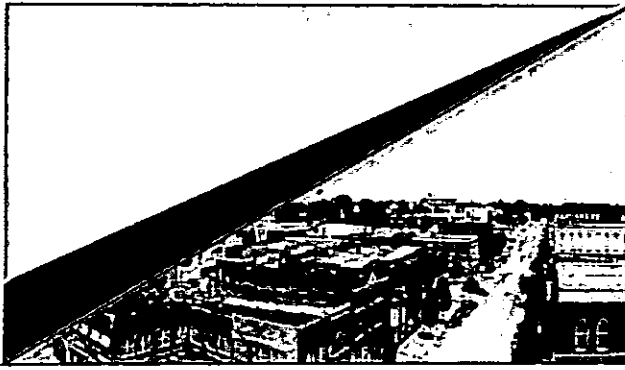
Average Family Size



% High School Diplomas
% Bachelor Degree +

INDEPENDENCE, KS

120 N 6th Street Independence, KS 67301
(620) 332-2511 | IndependenceKs.gov



ENTERTAINMENT

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ORGANIZATIONS

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ECONOMY & ECONOMIC DEVELOPMENT

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COMMUNITY SPECIFICS



Median Household Income: \$

Median House Value: \$



Rural Opportunity Zone



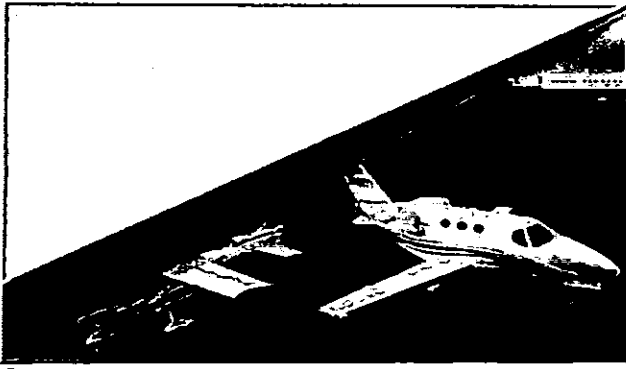
Critical Care...



% Unemployment Rate

INDEPENDENCE, KS

120 N 6th Street Independence, KS 67301
(620) 332-2511 | IndependenceKs.gov



STRENGTHS

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CHALLENGES

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POWERS & DUTIES

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QUALIFICATIONS & QUALITIES DESIRED

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

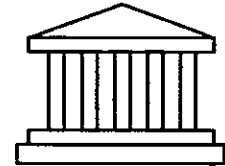
Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

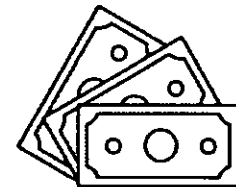
Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

POSITION SPECIFICS



Commission-Manager
3-person City Commission
Full-Service City



City Budget:
Mill Levy:



Compensation:



FTE:

Interested Candidates should submit
a cover letter, resume, and three
references to: **LEAPS-Independence@LKM.org**