

RESOLUTION NO.

22-07

Series of 2022

TITLE: A RESOLUTION ACCEPTING THE PROPOSAL FROM KRW ASSOCIATES AND APPROVING THE LETTER OF AGREEMENT FOR AN EXECUTIVE SEARCH FOR TOWN MANAGER AND CHIEF OF POLICE

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HUDSON, COLORADO, AS FOLLOWS:


Section 1. The Town Council hereby accepts the proposal from KRW Associates and approves the Letter of Agreement for an executive search for Town Manager and Chief of Police, as more particularly set forth in **Exhibit A**, attached hereto and incorporated herein by this reference. The Mayor is hereby authorized to sign the Letter of Agreement on behalf of the Town.

INTRODUCED, READ and PASSED this 19 day of January, 2022.

TOWN OF HUDSON, COLORADO


Laura Hargis, Mayor

ATTEST:


Heather Meierkort, Interim Town Clerk



01/14/22

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KRW associates
Public Sector Executive Search and Organizational Consulting

Website: KRW-Associates.com

Lorne Kramer, MPA –Lynn Johnson BA- Jerry Williams, DPA

January 13, 2022

Honorable Mayor Laura Hargis and Council Members
C/O Corey Hoffman
50 Beech St.
Hudson, CO 80642

RE: - Proposal and Letter of Agreement (LOA) regarding an Executive Search for Town Manager and Police Chief

Dear Mayor and Council:

Enclosed please find a Proposal and Letter of Agreement (LOA) to the Town of Hudson (Town) from KRW Associates LLC (KRW), for assistance with the recruitment, assessment of finalists and selection process for two positions listed above. **If approved and signed, this document will also serve as a Letter of Agreement (LOA) between KRW Associates LLC and the Town of Hudson.**

Based on our professional experience and educational credentials, we believe that we are extremely well suited to assist you with this assignment. We have extensive practitioner backgrounds as executive search consultants and have contacts and professional friendships with highly qualified executives throughout Colorado and other states.

KRW is a local firm, headquartered in Arvada and Littleton, Colorado, with an office in the Goodyear, Arizona. Due to low overhead, our fees are typically more competitive than other firms. We have contacts with potential candidates throughout the nation and can elicit their cooperation and support with our processes. This helps us to solicit quality candidates. We can also advise you with important candidate information, as well as the final negotiation process. Enclosed please find several items: a.) Project Cost Sheet; b.) Sample List of Previous Clients; and c.) Biographies of team members. Hopefully, these items provide the information needed to make an informed decision.

The cost of the two projects is **\$17,500** which covers consultant fees and most direct consultant expenses for the two searches. Our fee includes all phases of the projects: the recruitment and selection process, the assessment and background checks of candidates, and the final recommendations and notifications. This fee also reflects a significant reduction on our normal fee schedule based upon the administrative time and expense of conducting the two searches in concurrently and with the same agency.

Regarding a process for the Town of Hudson for these executive searches, we envision a schedule and timetable which would progress as quickly as possible once the process and a letter of agreement is approved. Mr. Lorne Kramer, KRW Managing Partner, and Mr. Mark Collins, KRW Associate, each with decades of experience, will personally manage your project and will be assisted by additional KRW Associates and Subject Matter Experts as needed.

Mr. Lorne Kramer is the former City Manager, Deputy City Manager and Police Chief for the City of Colorado Springs, Colorado. Mark Collins is a former City/County Manager in both Colorado and Wyoming in addition to serving as a Vice President at the University of Wyoming. KRW Senior Associate, Ms. Gina McGrail, will be key in both searches. She has experience working with the public sector as an executive-level manager. We may also involve several other Associates and Subject Matter Experts (SME's) based upon the specific needs of each of these two searches.

Recruitment Process

Scope of Work, Key Steps, and Schedule

Note: Due to the ongoing challenges associated with the current Covid Pandemic the established practices associated with executive search must be flexible. The uncertainty of the current "Social-Distancing" and public gathering restrictions for meetings and interviews may require the use of virtual technology. KRW has the capacity to conduct both ZOOM and/or Skype meetings.

KRW has an established recruitment protocol which has been successful for many years. Working with an assigned Town liaison individual, KRW would follow this process:

There will be two phases to the recruitment process. The initial search will be for the Town Manager and then the Police Chief. This will permit the newly appointed Manager to select the best candidate for the Police Chief position. There will be an overlap in the search process as outlined below.

Phase 1 – Town Manager

1. Mid — Late January 2022 - Finalize this Letter of Agreement and project details. Mr. Lorne Kramer and Mr. Mark Collins will be the project managers from KRW Associates.
2. Late January - KRW will meet or conference call with the Town Council to compile information concerning the abilities and qualities desired of the new Town Manager.
3. Early February - KRW will prepare an ideal candidate profile and customized posting and submit to the Town for approval. Following approval, KRW will post the position nationally on the Town website and in professional publications such as the Colorado Municipal League, International City Managers Association, CCCMA, etc. for 30 days. Additionally, KRW will post the position on their website.

All applications will be submitted to KRW electronically. Applications will consist of 1) Cover letter, 2) Current Resume, and 3) Six professional references.

4. February/Early March - KRW will receive and initially screen applications and resumes based on background, credentials, experience, and qualifications. The applicants will be ranked in three "tiers" (Tier 1 .a", "Tier I.b." etc.), and presented in descending order for the Town to review. KRW Associates will confer with the Town to conduct a review, discussion, and screen of the KRW ranked candidates to develop the group of semifinalists. This will be a review of the qualified applicants who have met the

established requirements and narrowing the group down to a number manageable for the next step, usually 8-10.

5. March - KRW Associates will conduct a Due Diligence process including telephonic interviews of the top candidates with interview questions that will be designed and tailored by KRW to elicit responses to issues relevant and timely for the Town. KRW will also conduct a thorough national media checks on the semi-finalists and will provide a written report to the Town with a recommended list of finalists to review and consider.
6. Late March - The Town and the KRW team will confer to review and identify finalists. KRW will conduct professional reference checks, a national background, and social media investigation on the finalists. KRW will provide a comprehensive report on the results of the investigation.
7. April - Assessment process in the Town of Hudson with candidates selected and approved by the Town. KRW will design interview questions for the panels, train panelists, and facilitate the various aspects of the interview process.

Phase 2 – Chief of Police

Concurrently with the process for the Town Manager the following steps will be taken:

8. March - KRW will meet or conference call with the Town Council to compile information concerning the abilities and qualities desired of the new Chief of Police.
9. Late March - KRW will prepare an ideal candidate profile and customized posting and submit to the Town for approval. Following approval, KRW will post the position nationally on the Town website and in professional publications such as the Colorado Municipal League, International City Managers Association, International Association of Police Chiefs, Colorado Police Chief Association, CCCMA, etc. for 30 days. Additionally, KRW will post the position on their website.

All applications will be submitted to KRW electronically. Applications will consist of 1) Cover letter, 2) Current Resume, and 3) Six professional references.

10. April - KRW will receive and initially screen applications and resumes based on background, credentials, experience, and qualifications. The applicants will be ranked in three "tiers" (Tier 1 .a", "Tier I.b." etc.), and presented in descending order for the Town to review. KRW Associates will confer with the Town to conduct a review, discussion, and screen of the KRW ranked candidates to develop the group of semifinalists. This will be a review of the qualified applicants who have met the established requirements and narrowing the group down to a number manageable for the next step.

NOTE: The intent at this stage of the process would be to include the newly appointed Town Manager in the process.

11. Late April - KRW Associates will conduct a Due Diligence process including telephonic interviews of the top candidates with interview questions that will be designed and tailored by KRW to elicit responses to issues relevant and timely for the Town. KRW will also conduct a thorough national media checks on the semi-finalists and will provide a written report to the Town with a recommended list of finalists to review and consider.

12. Early May - The Town and the KRW team will confer to review and identify finalists. KRW will conduct professional reference checks, a national background, and social media investigation on the finalists. KRW will provide a comprehensive report on the results of the investigation.

13. May - Assessment process in the Town of Hudson with candidates selected and approved by the Town. KRW will design interview questions for the panels, train panelists, and facilitate the various aspects of the inter-view process.

We would like to underscore, the scope of work for KRW Associates LLC would include assistance with recruiting and selection, including advertisements, (actual cost of all advertisements is the responsibility of the Town), e-mail and telephone solicitations, resume evaluation and screening, background checks, the preparation and presentation of recommended final candidates, the development and facilitation of an assessment process for finalists, notifications of candidates, and reference checks. Reference checks typically include media searches, telephonic interviews with references, etc.

Site visits are not a normal part of the reference check process; however, exceptions may be made under certain conditions.

There is no psychological testing or assessment included in this proposal.

WARRANTY: KRW Associates is confident of our capacity to produce a quality group of candidates and the selection of the right person for all three positions. In the event the person selected by the Town, for each of these two positions, does not complete a full year in the position due to performance issues, KRW Associates will complete a follow-up process charging only for travel and related expenses.

INSURANCE: KRW Associates LLC is a limited liability company (corporation). It does not perform physical tasks or high liability activities but provides the creation and administration of intellectual property. It does not retain or hire employees and uses only subcontractors in projects that require assistance. Nonetheless, KRW Associates LLC has obtained errors and omissions insurance and can provide an insurance certificate if necessary.

Thank you for considering our offer of assistance.

Sincerely,

Lorne C. Kramer

KRW Associates, LLC

Managing Partner

AGREEMENT

Signed: _____

Signed: _____

Date: _____

Date: _____