

## KRW ASSOCIATES

TO: David Torgler, Town Administrator/Clerk  
FROM: Mark Collins, KRW Associates  
RE: Update on Recruitments for Town of Oak Creek  
DATE: June 27, 2024

In recent discussions with Town of Oak Creek representatives, it appears there may be interest in having KRW Associates undertake a recruitment/search for a new Town Administrator/Clerk prior to conducting a search for a new Chief of Police. As you may be aware, KRW Associates has an existing contract with the Town for the Police Chief recruitment.

KRW is prepared to “pause” the Police Chief search and revise the contract with the Town to initiate a formal search process for a new Town Administrator/Clerk. Our firm has extensive experience (and success!) in recruiting Town Managers and Administrators in Colorado and would be excited to assist the Town of Oak Creek with this important endeavor. In our professional opinion, it makes sense to undertake the Administrator/Clerk search first. The search for a new Police Chief can dovetail quickly on the heels of the Administrator/Clerk search, even soliciting applications while the new Administrator is on-boarding with the Town. KRW is prepared to utilize the same fee structure for the Administrator/Clerk search as was contracted for the Chief of Police.

If there are any questions or requests for additional information, I will be prepared to meet with the Town of Oak Creek Board at its scheduled meeting on June 27<sup>th</sup> at 6 PM.

Thank you!