



**FLORENCE CITY COUNCIL**  
**Special Meeting Agenda**  
**Wednesday, July 16, 2025, 1:00 PM**

Watch this meeting live on the City's YouTube channel at  
<https://www.youtube.com/@CityofFlorenceCO>

**1) CALL TO ORDER & PLEDGE OF ALLEGIANCE**

City Council Chambers, 600 W. 3rd Street, Florence, CO 81226

**2) ROLL CALL:**

Mayor Wolfe  
Councilman Vanhoutan  
Councilman Stiefel  
Councilwoman Stone  
Councilman Mergelman  
Councilwoman Gardner  
Councilwoman MacKinnon

**3) NEW BUSINESS**

- a) Consider entering into an agreement for recruitment services for the City Manager position.
- High Altitude Partners
  - KRW Associates LLC
  - Strategic Government Resources

**4) EXECUTIVE SESSION(S): IF NECESSARY**

Pursuant to C.R.S. §24-6-402(4)(e), the City Council may enter into executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators. Specifically, this executive session may be convened to interview potential recruitment firms for the city manager position, discuss and evaluate their proposals, and to instruct staff and/or legal counsel regarding the terms and parameters of any potential negotiations with such firms.

Pursuant to C.R.S. §24-6-402(4)(b), an executive session for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Council approval.

**5) ADJOURNMENT:** Adjournment until the next regular City Council Meeting  
Monday, July 21, 2025

# COUNCIL ACTION FORM

**MEETING DATE:** JULY 16, 2025

**STAFF CONTACT:** CORTLYNE HUPPE, CITY CLERK

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**Agenda Item:** Consider entering into an agreement for recruitment services for the City Manager position.

**Department:** Administration

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**Staff Recommendation:**

Enter into an agreement for recruitment services for the City Manager position

**Background/Description of Item:**

At the June 10, 2025, Florence City Council Special Meeting, Council directed Staff to initiate the process of engaging a recruitment firm to perform recruiting services for the City Manager position following the City Manager's resignation.

At the July 1, 2025 Special Meeting, the Florence City Council directed staff to conduct reference checks on the recruitment firms under consideration for executive search services related to the City Manager position.

Staff initiated outreach through phone calls and email correspondence in an effort to conduct thorough reference checks; however, despite multiple attempts, the responses received were limited and insufficient to provide a comprehensive update to Council.

As a reminder, staff previously received three (3) bids for the project:

High Altitude Partners provided an estimated cost of seventeen percent (17%) of the base salary for the recruitment with an estimated time for completion of 6-7 weeks.

KRW Associates LLC provided an estimated cost of \$24,000 for the recruitment with an estimated time for completion of early October, 2025 (estimated 12-14 weeks)

Strategic Government Resources (SGR) provided an estimated cost of not-to-exceed \$29,419 (not including supplemental services), with an estimated time for completion of 12-14 weeks.

**Financial Impact:**

Funding for this item is available from fund balances in both the General Fund and the Water Enterprise Fund, interest income, and other sources. Recommendations for the specific funding to be utilized will be based on the final contract amount.

**Suggested Motion:**

Authorize the Mayor to execute a contract with [selected recruitment firm] for City Manager recruitment services, with the final terms and conditions to be negotiated and approved by City staff, provided that such terms are consistent with the proposal presented and do not exceed the authorized or proposed not-to-exceed amount.