



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: March 12, 2026	ITEM NO.	SUBJECT: Strategic Government Resource/ Town Administrator Recruitment
Presented by: Erica Romero Town Clerk		

Purpose

The purpose of this memo is to provide the Board of Trustees with a follow-up regarding the Town Administrator recruitment process being facilitated by Strategic Government Resources (SGR) and to outline recommended next steps for moving the process forward.

Background:

As directed, the Town Clerk contacted Marsha Reed with Strategic Government Resources (SGR) to provide an update following the February 26 Board of Trustees meeting and the direction provided by the Board.

SGR has reissued the previously developed recruitment brochure for the Town Administrator position as a starting point for continuing the search process. The brochure outlines the position profile, community overview, qualifications, and the salary range that was previously discussed.

SGR has also recommended that the Board review the proposed salary range carefully. They noted that some salary levels mentioned during the last meeting may not be competitive for attracting qualified candidates, and adjustments to the range could impact both the competitiveness of the recruitment and the size and quality of the candidate pool.

Recommended Board Review

It is recommended that Board members familiarize themselves with the recruitment brochure and identify any questions, comments, or areas they would like to discuss further. SGR also recommends that the Town secure legal representation to assist with the recruitment process, as legal counsel may need to be involved throughout the process to review employment terms, assist with contract preparation, and ensure compliance with applicable laws and municipal procedures.

It has also been noted that one or more Trustees have expressed interest in reviewing Title 2 of the Town of Palmer Lake Municipal Code. It is recommended that this review occur after legal representation has been secured and appropriate training has taken place. Conducting the review in this order will help ensure the Board receives appropriate legal guidance and training first, which can help save time and make the review process more efficient and productive.

Trustees are asked to return any questions, suggested edits, or discussion topics to the Town Clerk so they can be compiled and shared with SGR in advance of the meeting.

Meeting with SGR

Once the Board has had the opportunity to review the brochure and submit questions, a meeting with SGR can be scheduled to discuss the feedback and make appropriate updates to the recruitment materials.

Next Steps

1. Trustees review the recruitment brochure
2. Trustees submit questions, comments, or discussion topics to the Town Clerk.
3. SGR will review
4. SGR will provide further information on the recruitment process moving forward.