

February 9, 2012

To: City Council Members  
Robert J. Slye, City Attorney

From: Jeffrey E. Graham, Mayor

Subject: Proposal From John Krol

Attached is a proposal from John Krol for the services we talked about Tuesday night. Also attached is a resume for Mr. Krol

I would like to be able to discuss and decide on this issue Monday, especially since some members will be on vacation the following week.

Mr. Slye has reviewed the proposal and sees no issues as to form or substance, should the Council choose to proceed in this direction.

Mr. Krol is available by telephone to answer any questions or concerns.

## **Proposal to Facilitate the Recruitment of a City Manager for the City of Watertown**

John C. Krol hereby proposes to assist the Watertown City Council with its recruitment of a City Manager by providing the following professional services.

1. Krol will assist the City Council by drafting a long-form as well as a short-form City Manager recruitment announcement for publication in both professional position recruitment publications and for newspaper publication. Said draft announcement will be compiled after consultation with each City Councilor relative to the background and primary professional experience being sought in the preferred candidate. Such consultation shall also seek a Council consensus to identify the priority issues that a new City Manager will be tasked to address. Draft announcements will be presented to Council for approval no later than 14 days after the execution of a professional services agreement between John C. Krol and the City of Watertown. At that time, a list of recommended publication sites, quoted publication costs, and publication dates will also be presented to Council for approval. Publication would be anticipated to occur within the first two weeks of March, given a timely contract execution and Council approval of advertisement copy. As applicants would be provided a minimum of 30 days to submit their resume and cover letter, the deadline for the receipt of applications should be no later than April 15.
2. During February and March, Krol will utilize his contacts and relationships with municipal administrators within New York State and Vermont to seek out and encourage qualified applicants to consider the professional opportunity being offered by the City of Watertown. A confidential verbal report on such networking efforts will be provided to the City Council, if requested.
3. If directed by Council, Krol would serve as an information contact for applicants and potential applicants who are seeking additional information on the professional opportunity in Watertown, the recruitment process, and/or the community in general.
4. Krol will provide a Post Office box for the receipt of applications, and will keep all applicant names confidential, providing them (along with copies of all applications received) only to the City Council in executive session. Krol will provide the Council with a spreadsheet that summarizes each of the applicants' key education and experience elements, for ease of comparison. Given an orderly progression of actions, the City Council should be in a position to evaluate the full universe of applicants' resumes, no later than May 1. At that time, the Council would be in a position to identify the candidates that it chooses to bring in for an interview.
5. Krol will perform a thorough evaluation to confirm the accuracy of the stated education and experience on finalists' resumes.
6. Krol would provide the Council with an initial list of potential interview questions, if requested. The Council could conduct its initial interviews in the latter half of May or

early June. If requested, Krol would assist in the logistics of setting up interview dates, lodging arrangements for finalists (and potentially spouses), etc.

7. Krol will be available to support the Council's evaluation of its primary candidate(s) by researching that candidate's history and experience with previous municipal employers through news accounts and discussions with individuals that don't necessarily appear as resume references. The City Council should consider whether to seek a police background check and credit report on its preferred candidate prior to the finalization of a job offer.
8. Krol will notify all unsuccessful candidates of their status in a timely manner.
9. If requested, Krol will be available to assist the City Council in negotiating the details of a salary and benefits package with its preferred candidate.

Expenses related to the recruitment of the City Manager for printing and advertising, and reimbursement of finalists' travel expenses, will be identified to Council in advance of their encumbrance, and will be encumbered by the City of Watertown, unless otherwise agreed to by both parties.

For performance of the above noted services, the City of Watertown agrees to pay a fixed fee of \$10,000.00 payable as follows:

- a. 10% (or \$1000.00) upon the signing of a professional services agreement for the above services;
- b. 30% (or \$3000.00) upon Krol's submission of all resumes received by the deadline date to the City Council, along with a summary spreadsheet of the applicants' primary education and experience qualifications;
- c. 60% (or \$6000.00) at the time that the City's offer of employment is accepted by that candidate.

If, for whatever reason, the City Council requires that the position offering be re-advertised and/or re-initiates the recruitment process, Krol will continue to facilitate said recruitment for an additional fixed fee of \$3000.00, payable at the time that said recruitment is re-initiated.

## John C. Krol

41 St. Lawrence Avenue  
Waddington, New York 13694  
Home: 315-388-3028  
Mobile: 315-276-5259  
jkrol@twcny.rr.com

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### CAREER SUMMARY

Thirty-four years of municipal government experience. Chief Executive Officer with primary responsibility for budget and capital program preparation and administration, personnel management, labor relations, land use planning, community and economic development, regulatory compliance, administration of grants and contracts, and intergovernmental relations.

### PROFESSIONAL EXPERIENCE

- |  |  |                      |
|--|--|----------------------|
| <i>November 2005<br/>to Present</i>      | Federal Emergency Management Agency,<br>Region 2   | Albany, New York     |
|  | <b>Hazard Mitigation Grants and Planning, Group Supervisor</b>   |                      |
|  | Deployed as a Mitigation Planner to the Louisiana Joint Field Office in response to Hurricanes Katrina and Rita. Served as a Mitigation Specialist or Mitigation Branch Director in response to flood disasters in New York State and a tornado disaster in Alabama. Provided technical assistance to municipal governments throughout the states of Louisiana, Alabama, and New York regarding hazard mitigation options and grant programs.  |                      |
| <i>March 1987<br/>to September 2005</i>  | City of Ogdensburg   | Ogdensburg, New York |
|  | <b>City Manager</b>  |                      |
|  | Chief executive officer of this full-service city with 145 employees and a \$15 million annual operating budget. Directed and supervised the administration of all departments, agencies and offices of the City in accordance with policy direction from the City Council, or as otherwise directed by local, state or federal law. Proposed and administered the annual operating and capital budgets as adopted by the City Council. Responsible for the successful implementation of multiple infrastructure improvements, numerous community development projects, and the expansion of municipal facilities. |                      |
| <i>December 1985<br/>to March 1987</i>   | Broome County  | Binghamton, New York |
|  | <b>Commissioner of Planning and Economic Development</b>   |                      |
|  | Administration of a 20-person department responsible for county land use planning, facilities and economic development, environmental review, and metropolitan transportation planning activities. The department also provided technical assistance to local governments in land use planning, grant preparation and administration.  |                      |
| <i>January 1984<br/>to December 1985</i> | St. Lawrence County  | Canton, New York     |
|  | <b>Administrative Assistant to the Chairman</b>  |                      |
|  | Administrative officer responsible to the Board of Legislators for the implementation, administration, and interpretation of legislated policy in a county with a \$50 million annual budget; supervision and coordination of all County offices and departments consisting of over 700 full-time employees.   |                      |

*June 1979  
to January 1984* City of Ogdensburg Ogdensburg, New York  
**Director of Planning and Development**  
Responsible for project planning, community and economic development initiatives, land use planning and zoning. Position required the planning and preparation of state and federal grant applications. Administered revolving loan programs for economic expansion and housing rehabilitation. Coordinated industrial retention efforts and waterfront redevelopment.

*June 1977  
to January 1984* Clinton County Plattsburgh, New York  
**County Planning Director**  
Served as the County's first Planning Director and was responsible for the development of the County Planning Office. Provided county research, project direction, local government assistance and grant administration.

*June 1974  
to June 1977* Town of Amherst Williamsville, New York  
**Senior Planner**  
Major responsibility for long-range planning and special projects in this expanding suburb within the Buffalo SMSA. Responsible for flood plain management and the preparation of the Town's capital improvement program.

*July 1971  
to June 1974* St. Lawrence County Canton, New York  
**Planner**  
Research, analysis and report writing responsibilities toward the preparation of the St. Lawrence County Comprehensive Plan.

## **EDUCATION**

*May 1977* State University of New York at Buffalo Buffalo, New York  
**M.S., Social Sciences**

*June 1971* Clarkson College of Technology Potsdam, New York  
**B.S., Social Sciences**

## **PROFESSIONAL CREDENTIALS**

- Credentialed Manager, International City/County Management Association (ICMA), 2002 to 2005.
- Certified Planner (AICP), American Institute of Certified Planners, 1981 to 1987.

## **PROFESSIONAL AFFILIATIONS**

- International City/County Management Association, 1987 to present.
- New York State City/County Management Association, 1985 to 2007; President, 1992-1993; Board of Directors, 1988 to 1995.