



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Council Meeting **MEETING DATE:** November 18, 2025
FROM: Dee Jones, Human Resources Director
SUBJECT: Proposal for Executive Recruitment Services for the City Manager Position

BACKGROUND

This is a request to approve the proposal from Strategic Government Resources, (SGR) to assist the City of Green Cove Springs with recruitment to fill the City Manager position. The attached proposal highlights SGR's nationwide reach, deep municipal expertise, and servant leadership mindset to deliver tailored recruitment services.

FISCAL IMPACT/FUNDING SOURCE:

001-1212-5001200

Due to the vacancy of the City Manager position, SGR will be funded from the salary line of the City Manager Department budget or budget amendment, if needed.

Fee Proposal: Not-to-Exceed Price: \$28,500

Not-to-Exceed Price is comprised of:

- Fixed Fee of \$26,000*
- Up to \$2,500 in Ad Placements (billed at actual cost)

**A \$1,000 discount will be applied to the second and subsequent searches conducted within (12) twelve months of one another.*

RECOMMENDATION

Move for approval and execution of the Contractual Agreement for Full-Service Executive Recruitment Services to be conducted by Strategic Government Resources, Inc., (SGR) to assist the City of Green Cove Springs with filling the City Manager position.