



## 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 Finance Director 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 for a Finance Director. The attached proposal highlights SGR's nationwide reach, deep municipal expertise, and servant leadership mindset to deliver tailored recruitment services.

#### **FISCAL IMPACT/FUNDING SOURCE:**

001-1313-5001200

Due to the vacancy of the Finance Director position, SGR will be funded from the salary line of the Finance 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 Finance Director position.