

Fiscal Comments
Commission Meeting
April 23, 2024
Regular Meeting

Policy Report No. 24-02
Consider Award of Executive Search Firm Services

Staff prepared and distributed a Request for Proposal (RFP) on March 29th to firms for the purposes of assisting in the recruitment and selection of a City Manager.

The deadline for proposals was April 17th, and the City received six proposals:

Company
LEAPS
SGR
The Mercer Group
SMART IT Pros
Colin Baenziger & Assoc.
CPS HR Consulting

After careful review of the proposals against multiple criteria, Staff identified Strategic Government Resources (SGR) and CPS HR Consulting as the top two firms to provide this specific service. After further comparing these two firms based on timing and pricing, Staff recommends selecting SGR to provide the executive search services. Fees will not exceed \$28,900 and will be allocated to the City Manager Operating Budget.

Staff recommends that the City Commission entering a contract with Strategic Government Resources for executive search services.

Policy Report No. 24-22
Consider Award of Bid for Municipal Service Center Building Partial Remodel

Finance Project # E2303

During the 2024 Operating Budget and 2024 – 2028 CIP Budget process, The City Commission approved the amount of \$120,000 for the remodeling of the MSC office area with funding allocated from the Capital Projects Fund.

Staff prepared and distributed a Request for Bids to vendors which were closed and opened on March 27th with two respondents providing quotes on a portion

Company	Amount
BKM	\$119,202
Besel's	\$195,733

The low bidder, BKM, provided an estimate below the budgeted amount of \$120,000. Though this estimated amount does not cover all areas at the MSC requiring remodel, the Staff recommends pursuing

the remodel on the areas covered in this estimate and renovating the remaining items (bathroom remodel, and flooring) at a future date.

Staff recommends the City Commission approve the bid by BKM Construction to perform the remodel work at the MSC in the amount of \$119,202.