



FLORENCE CITY COUNCIL

Special Meeting Agenda

Tuesday, July 1, 2025, 1:00 PM

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<https://www.youtube.com/@CityofFlorenceCO>

1) CALL TO ORDER & PLEDGE OF ALLEGIANCE

City Council Chambers, 600 W. 3rd Street, Florence, CO 81226

2) ROLL CALL:

Mayor Wolfe
Councilman Vanhoutan
Councilman Stiefel
Councilwoman Stone
Councilman Mergelman
Councilwoman Gardner
Councilwoman MacKinnon

3) NEW BUSINESS

- a) Consider entering into an agreement for recruitment services for the City Manager position.
- High Altitude Partners
 - KRW Associates LLC
 - Strategic Government Resources

4) EXECUTIVE SESSION(S): IF NECESSARY

Pursuant to C.R.S. §24-6-402(4)(e), the City Council may enter into executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators. Specifically, this executive session may be convened to interview potential recruitment firms for the city manager position, discuss and evaluate their proposals, and to instruct staff and/or legal counsel regarding the terms and parameters of any potential negotiations with such firms.

Pursuant to C.R.S. §24-6-402(4)(b), an executive session for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Council approval.

5) ADJOURNMENT: Adjournment until the next regular City Council Meeting
Monday, July 7, 2025

COUNCIL ACTION FORM

MEETING DATE: JULY 1, 2025

STAFF CONTACT: CORTLYNE HUPPE, CITY CLERK

Agenda Item: Consider entering into an agreement for recruitment services for the City Manager position.

Department: Administration

Staff Recommendation:

Enter into an agreement for recruitment services for the City Manager position

Background/Description of Item:

As of June 25, 2025, Staff received four (4) responses: three (3) proposal and one (1) decline to bid.

At the June 10, 2025, Florence City Council Special Meeting, Council directed Staff to initiate the process of engaging a recruitment firm to perform recruiting services for the City Manager position following the City Manager's resignation.

Staff has reached out to five (5) recruitment firms following the integrity of the informal solicitations process for items under \$50,000 as outlined in the City's Purchasing Policy.

Columbia LTD, which the City has used previously, declined to bid due to lack of availability. When pressed for a projected timeline of availability, Columbia LTD reported a kickoff in September, final interviews in November, and an all-inclusive professional fee of \$25,000, with a one-year guarantee.

Staff has received three (3) bids for the project:

High Altitude Partners provided an estimated cost of seventeen percent (17%) of the base salary for the recruitment with an estimated time for completion of 6-7 weeks.

KRW Associates LLC provided an estimated cost of \$24,000 for the recruitment with an estimated time for completion of early October, 2025 (estimated 12-14 weeks)

Strategic Government Resources (SGR) provided an estimated cost of not-to-exceed \$29,419 (not including supplemental services), with an estimated time for completion of 12-14 weeks.

Financial Impact:

Funding for this item is available from fund balances in both the General Fund and the Water Enterprise Fund, interest income, and other sources. Recommendations for the specific funding to be utilized will be based on the final contract amount.

Suggested Motion:

Authorize the Mayor to enter into a contract with _____ in the amount of \$_____ for recruitment services for the City Manager position [if specific conditions or parameters are needed, can include those using "so long as _____"]