



**REQUEST FOR BOARD ACTION**

---

**BOARD MEETING DATE:** Tuesday, September 13, 2022

**REVIEWALS:**

City Administrator – Completed

**SUBJECT:** Resolution accepting a contract with Creative Entourage for the city's communication plan

**LIST OF ATTACHED REFERENCE DOCUMENTS:**

Bid Documents

Resume and Experience

Project Scope

Fee Explanation

**FISCAL IMPACT:**

\$25,000.00 – This amount was budgeted through ARPA funds

**BACKGROUND/DISCUSSION:**

The proposed resolution would accept the bid received from Creative Entourage for the City's communication audit and plan. This was discussed and approved as part of the 2022 budget in an effort to better communication with our residents and those who utilize the city's services. Creative Entourage is well-known company within the St. Louis area and has successfully completed many projects within the region as noted in their attached resume.

**STAFF RECOMMENDATION:**

Staff recommend approval

**MEETING HISTORY:**

N/A