



## City Council Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	July 15, 2024
<b>Submitter:</b>	Tony Graff, Interim City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Recruitment Proposal from Gov HR USA – City Administrator Position

**Summary:** The request was to contact GovHR USA to prepare a Recruitment Services Proposal for City Administrator. The Proposal was received on July 5, 2024 which included six (6) phase scope of services at a cost of \$24,000.00 (included a repeat client discount of \$1,000). The project timeline is fourteen (14) weeks. If this proposal is approved at the July 15, 2024 city council meeting and the services begin the week of July 22nd the approximate date for completion is mid-November.

**Recommended Council Action:** Approval of the GovHR USA Recruitment Proposal for City Administrator position.

**Financial Impact:**

**Funding Source:** Expenditures have been incorporated into the existing budget to fund these open positions and transition from interim appointments to permanent appointments.

**Budgeted Amount:**

**Cost: \$24,000.00**

**Attachments:** Recruitment Services Proposal from GovHR USA