



**CITY OF CREST HILL, ILLINOIS
ORGANIZATIONAL STAFFING ANALYSIS
PROPOSAL
JANUARY 10, 2023**

INTRODUCTION

It is a pleasure for GovHR USA, LLC ("GovHR") to provide the City of Crest Hill, Illinois with this proposal to review the organizational structure and staffing levels for the public works and utilities operations of the City. GovHR will review current workload, anticipated workload due to upcoming infrastructure projects, and comparable staffing levels in mutually agreed upon communities with similar operational requirements.

Our understanding is that the Scope of Work will be conducted as follows:

- GovHR will prepare and conduct a kickoff meeting with the City Administrator and the Public Works Director. **Total estimated hours: 3**
- GovHR will survey mutually agreed upon comparable communities to ascertain their current staffing levels, analyze the data, and incorporate this data into the construction of the final report and recommendations. **Total estimated hours: 14**
- GovHR will interview key personnel currently in the City Administrator's office, Public Works, and the Water Utility and Wastewater Department. It is anticipated that this will be approximately 10 individual interviews for at least one hour each. It is assumed that the City Administrator and the Public Works Director interviews will be two hours each. **Total estimated hours: 12**
- The gathering, assessment and review of data pertaining to public works and utility operations. **Total estimated hours: 8**
- The gathering, assessment and evaluation of the public works and utilities budget, capital improvement plan, and related infrastructure planning information to understand the City's upcoming workload and assess the current structure's ability to effectively manage this workload. **Total estimated hours: 8**
- GovHR will review a variety of methods for effective service delivery including but not limited to increasing current staffing levels, outsourcing project management functions to long term (1-2 years) contract staff members, and outsourcing other functions related to this local government service. **Total estimated hours: 8**
- GovHR will prepare and present a draft report on the findings and recommendations related to the organizational structure and staffing. **Total estimated hours for report preparation: 23**
- **Total estimated hours for report presentation: 2**



KEY PERSONNEL ASSIGNED TO THIS PROJECT

The consultant assigned to this project is GovHR Vice President [James Arndt](#). James “Jim” Arndt has served in local government for more than 23 years. Jim recently served as the City Manager for Paducah Kentucky. Prior to becoming Paducah’s City Manager, he served eight years as the City Administrator of Effingham, Illinois. He also has been the Administrator for the City of St. Clair, Missouri and the Village of Union City, Ohio. Before entering the realm of city management, Arndt served six years as a police officer in Mattoon, IL

TIMELINE

GovHR will work with the City of Crest Hill on a mutually agreed upon timetable to establish the initial kickoff meeting date and project timeline. In general, however, GovHR is prepared to commence the study within two weeks of having been notified to proceed. The City can expect the project to be completed within an 8-week time frame contingent upon the timely response from the mutually agreed upon comparable communities.

The consultant will deliver an electronic version of the final draft of the report.

COST PROPOSAL

GovHR is pleased to provide our proposed costs and expenses for the City of Crest Hill’s Organizational Staffing Analysis. Consultant time is priced on estimated staff hours to complete the assignment as defined in this proposal. A component for estimated reimbursable direct expenses is also included for consultant travel. Together, these two components comprise the projected fee. It is expected that the City will provide background information, City documents, office space, and access to City staff and officials while our staff is conducting the project.

GovHR agrees to complete the study for a **not-to-exceed fee of \$12,450**. If the City requests additional hours over the estimate amount, GovHR will charge a \$150 hourly rate. The City and GovHR will mutually agree upon the number of and need for the additional hours before the hours are incurred. The following provides a breakdown of the costs of the components of the study. The cost for each component may vary based on conclusions reached by the consultant in discussion with City officials.

Project Hours (Estimated) 78 hours @ \$150/hour = \$11,700

Reimbursable Expenses - consultant travel, meals, lodging, copying, presentation materials etc. - Not to exceed \$750 (receipts will be provided -- one trip anticipated).

TOTAL PRELIMINARY PROJECT COST – Not to exceed **\$ 12,450.**



Payment will be due as follows: 50% of the professional fees (\$5,850) will be due after the initial project meeting, and the balance of the fee plus expenses will be billed following completion of the second segment (development of long-term alternatives) after delivery of the Final Report. Invoices will be sent to the City and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the consultant assigned to conduct the assessment meet the high caliber and qualifications expected by the City. Please contact the undersigned at 630-362-8934, Jschmittgens@govhrusa.com, or Jim Arndt at 217-500-0770 or at JArndt@govhrusa.com if you have questions regarding the proposal or need additional information.

GovHR appreciates your consideration of this proposal and looks forward to the opportunity to work with the City of Crest Hill, Illinois on this important project.

Sincerely,

A handwritten signature in black ink that reads 'Judith Th. Schmittgens'.

Judith Schmittgens
Corporate Secretary

Cc: James Arndt, Vice-President, GovHR

ACCEPTED:

City of Crest Hill, Illinois

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

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EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING



JAMES "JIM" ARNDT



James "Jim" Arndt is a Vice President with GovHR USA. Jim has over 23 years of experience in local government. Arndt has direct executive level experience in municipal finance, budgeting, human resources, executive level recruitments, collective bargaining, compensation and compression studies, succession planning, reinventing organizations, strategic planning, priority setting, City Council Retreats, Leadership Team Retreats, and City Council Orientations and Training.

James "Jim" Arndt has served in local government for more than 23 years. Jim recently served as the City Manager for Paducah Kentucky. Prior to becoming Paducah's City Manager, he served eight years as the City Administrator of Effingham, Illinois. He also has been the Administrator for the City of St. Clair, Missouri and the Village of Union City, Ohio. Before entering the realm of city management, Arndt served six years as a police officer in Mattoon, IL.

Arndt is a military veteran, serving three years in the United States Army. During his military career, Arndt spent time in Germany, North Carolina, Georgia, and South Carolina.

Arndt holds a Master of Arts Degree in Political Science concentrating in public administration and public policy and a bachelor's degree in General Studies, both from Eastern Illinois University. Arndt holds an associate degree in Applied Science in Law Enforcement from Lake Land Community College. He is an International City/County Management Association Credentialed City Manager (ICMA-CM) and a graduate of the University of Missouri Leadership Academy and the Midwest Leadership Institute.

Arndt currently serves on the Midwest Leadership Institute Advisory Committee and previously served as the Illinois City and County Managers Association Downstate President, the Chairperson for the Illinois Municipal League City Manager's Committee, and the Eastern Illinois University Graduate School Alumni Advisory Committee.

PROFESSIONAL EDUCATION

- Master of Arts in Political Science, Eastern Illinois University
- Bachelor of Arts in General Studies, Eastern Illinois University
- Associates in Applied Science in Law Enforcement, Lake Land Community College

AWARDS

- Duke of Paducah, Kentucky
- International City/County Management Association, Credentialed Manager
- Best City Manager in the World Trophy from Paducah, Kentucky
- Distinguished Graduate Student Alumni Award from Eastern Illinois University
- Plaque of Recognition from Union City, Ohio
- Plaque of Recognition from Paducah, Kentucky
- Illinois City/County Management Association Lifesaver Award

MEMBERSHIPS AND AFFILIATIONS

- International City/County Management Association
- Midwest Leadership Institute Advisory Committee Member
- Former Illinois City/County Management Association Downstate President
- Former Effingham Sunrise Rotary President Elect
- Former Illinois Municipal League City Manager's Committee Chairman
- Former Eastern Illinois University Graduate School Alumni Advisory Committee Member

PROFESSIONAL BACKGROUND

Over 23 Years of Local Government Experience

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|---|-------------|
| • City Manager, Paducah, KY | 2018 - 2021 |
| • City Administrator, Effingham, IL | 2010 - 2018 |
| • City Administrator, St. Clair, MO | 2007 - 2010 |
| • Village Administrator, Union City, OH | 2004 - 2007 |
| • Police Officer, Mattoon, IL | 1998 - 2004 |

