



## City Council Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	August 19, 2024
<b>Submitter:</b>	Tony Graff, Interim City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Recruitment Proposal from Gov HR USA – Finance Director Position

**Summary:** The request was to contact GovHR USA to prepare a Recruitment Services Proposal for the Finance Director. The Proposal was received on August 7, 2024, which included two (2) phase scope of services at a cost of \$7,000.00. The project timeline is five (5) weeks. If this proposal is approved at the August 19, 2024, city council meeting and the services begin the week of August 26<sup>th</sup> the approximate date for completion is 1<sup>st</sup> of October.

**Recommended Council Action:** Approval of the GovHR USA Recruitment Proposal for Finance Director 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: \$7,000.00**

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