



## CITY OF WASHINGTON, ILLINOIS

### Committee of the Whole Agenda Communication

**Meeting Date:** July 14, 2025

**Prepared By:** Joanie Baxter, CPA – Finance Director  
Lilija Stevens – Mayor

**Agenda Item:** City Administrator Recruitment update

**Explanation:** As directed by the City Council on May 12, 2025, we requested proposals from two different executive recruitment firms. MGT purchased GovHR and was the firm used in the most recent recruitment with Mark Peterson as the lead consultant. Arndt Municipal Support, Inc. was recommended by Tim Gleason as an additional firm to consider with Jim Arndt as the lead consultant. We had conversations with both firms, and we are in receipt of their proposals.

A comparison of the proposals follows:

	MGT	Arndt
Recruitment services	\$24,000.00	\$23,500.00
Advertising	actual expenses*	included**
Consultant travel costs	included	actual expenses
Candidates' travel expenses	actual expenses	actual expenses

\*MGT estimates costs to be \$1,200 to \$1,500. Anything over \$2,000 would require advance approval

\*\*Includes up to \$2,500 in advertising

Another option that we'd like to consider is somewhat of a hybrid approach. We believe there is value in utilizing the talents and expertise of our staff, including our HR Manager and newly hired Communications Specialist to work in partnership with the consulting firm, thereby reducing the overall cost. We have contacted Jim Arndt to request consideration of a modified proposal reflecting the involvement by our staff and he has agreed to provide one. He will work with Maureen Chambers, our HR Manager to determine the distribution of tasks. We believe this approach offers a very efficient and cost-effective option to consider in the search for a City Administrator.

We plan to bring the revised proposal for approval by the City Council on July 21<sup>st</sup> if there is consensus to move forward with this hybrid approach.

**Fiscal Impact:** To be determined.

**Action Requested:** Discussion and determination of path forward.