

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, May 11, 2026

6:00 PM

2nd Floor Conference Room

Special Called Meeting

Mayor Craig Newton
Mayor Pro Tem Bruce Gaynor
Councilmember Andrew Hixson
Councilmember Josh Bare
Councilmember Matt Myers
Councilmember Marshall Cheek

Livestream Here:

<https://norcrossga.portal.civicclerk.com/event/658/media>

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Roll Call (recorded)

C. Comments by Citizens

D. Public Hearings

E. Items for Discussion

1. 2026-176: Approval of Contract and Budget Amendment for City Manager Executive Search Services

Approve professional services contract agreement with Arndt Municipal Support for City Manager executive search services, and approve the associated budget amendment.

Attachments:

- 1. Agenda Report - Contract and Budget Amendment Executive Search
- 2. Contract Agreement for City Manager Executive Search Services
- 3. Budget Amendment – Item 26-2026-157

F. Adjourn to Executive Session for Legal, Personnel, and Real Estate

G. Signed by _____ Mayor Craig Newton

H. Attest _____ Monique Philip, City Clerk



Mayor: Craig Newton • Mayor Pro Tem: Bruce Gaynor • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • Councilmember: Marshall Cheek • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Camille Washington, Human Resources Director
Charlene Marsh, Procurement and Capital Projects Manager

Meeting Date: Monday, May 11, 2026 – Special Called Meeting (SCM)

Item No.: 2026-176

Title: Approval of Contract and Budget Amendment for City Manager Executive Search Services

CC: Eric Johnson, City Manager

Recommendation

1. Approve professional services contract agreement with Arndt Municipal Support for City Manager executive search services
2. Approve Budget amendment in the amount of \$28,500.00

Background

In anticipation of City Manager Eric Johnson's resignation, effective September 11, 2026, Mayor & Council authorized staff to issue a Request for Proposals for executive search services. 11 total proposals were received, and Mayor & Council interviewed a shortlist of 3 firms: Colin Baenziger & Associates, Arndt Municipal Support Inc, and Slavin Management Consultants.

At the May 4, 2026, regular meeting, Mayor & Council voted to select Arndt Municipal Support Inc. to provide city manager executive search services. The contract is to be awarded in accordance with the terms outlined in the firm's technical and cost proposals. Arndt Municipal Support Inc. will provide executive recruitment and search support from pre-kickoff through three months post-start of employment for the selected City Manager.

Additional advertising costs in excess of the advertising expenses included in the base contract (\$2,750.00), if desired, will be billed directly to the city. The total contract cost of \$28,500.00 does

not include actual costs for candidate travel expenses. The project is currently unfunded. Staff recommends the Mayor & Council contingency account as the funding source.

Financial Impact: \$28,500.00

Consistent with the Comprehensive Plan?

Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments:

1. Contract Agreement for City Manager Executive Search Services
2. Budget Amendment – Item 26-2026-157

CONTRACT AGREEMENT FOR CITY MANAGER EXECUTIVE SEARCH SERVICES

This Agreement, made and executed as of the ____ TH day of **MAY 2026**, by and between **ARNDT MUNICIPAL SUPPORT INC.** with a place of business at **1542 W POLK AVENUE CHARLESTON, ILLINOIS 61920** (hereinafter called “Consultant”) and **the CITY OF NORCROSS, GEORGIA**, having its principal place of business at **65 LAWRENCEVILLE ST., NORCROSS, GEORGIA 30071** (hereinafter called “Client”), collectively referred to herein as “Parties”, provides as follows:

ARTICLE 1 – GENERAL OBLIGATIONS OF CONSULTANT

The description of the Client’s project (The “Project”) and the Scope of Services as they relate to **CITY MANAGER EXECUTIVE SEARCH SERVICES** (hereinafter called “Services”) to be provided to Client is stated in a formal proposal from Consultant on **MARCH 11, 2026** (the “Proposal”). The Proposal is made a part of this Agreement as Appendix A and its terms and requirements, including those in the response, are incorporated into this Agreement as if specific terms and warranties as provided therein. The Proposal includes the scope of services which complies with the requirements of **RFP HR 26-06, City Manager Executive Search Services**.

ARTICLE 2 – COMPENSATION

Consultant will be compensated for Services as set forth in Appendix “B.”

ARTICLE 3 – PAYMENTS

Consultant will submit invoices for compensation and expenses by electronic transmission. Payments will be due within 30 days after receipt of invoices. Compensation shall be paid to Consultant based on successful completion of the following project milestones:

40% of contractual fee after Task 3: on-site kickoff meetings

40% contractual fee after Task 7: on-site semi0finalist presentations

20% contractual fee after Task 9: job offer is made and accepted by preferred candidate

ARTICLE 4 – PERIOD OF SERVICE

The Consultant shall make reasonable efforts to complete its services for the project within the time period set forth in the RFP. The agreement shall remain in effect through project completion.

ARTICLE 5 – CHANGE IN SCOPE OF SERVICES

The Client may, at any time, make changes in the Scope of Services for the project or in the definition of services to be performed. In the event Client notifies Consultant of its desire to make a change in the Scope of Services that may change the cost of performance, Consultant shall, within ten (10) working days after receiving such notice, give Client notification of any potential change in price for the Services.

Equitable adjustments to price and time of performance resulting from a change in Scope of Services will be negotiable; however, any change shall not be enforceable against the other party unless by mutual Agreement between Client and Consultant.

Client shall have the right to terminate this agreement with fifteen (15) days by written notice for or without cause. In the event of such termination, all sums due to Consultant shall be paid in proportion of the work completed. Consultant shall deliver a work product and confidential information (as defined in Article 15) and any other information or documents in possession of Consultant to the Client within seven (7) days of the termination.

ARTICLE 6 – STANDARD OF CARE

- A. Consultant shall perform the services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Consultant shall put forth reasonable professional efforts to comply with applicable laws, codes, and regulations in effect as of the date of [the execution of this Agreement, submission to building authorities, or other appropriate date]. Changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Consultant to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
- B. Following completion of its Services, if the Services provided hereunder do not conform to the applicable Standard of Care, and the same is reported to Consultant by Client in writing promptly after recognition thereof, Consultant shall, at no cost to Client, furnish all remedial services required, to the extent caused by Consultant's negligence therewith as soon as reasonably possible after receipt of such report from Client.

ARTICLE 7 – INDEMNIFICATION

Consultant will, indemnify and hold the Client harmless from, liabilities, costs, expenses (including attorney's fees to the extent recoverable under law) suffered and brought by third-party claims for bodily injury (including death) and damage to tangible property to the extent caused by a negligent act or omission of Consultant, its employees or sub-Consultant. No negligence shall be attributed to Consultant based on acts or omissions of Client's Consultant or other Consultants.

ARTICLE 8 – LIMITATION OF LIABILITY

Client shall have no liability to the Consultant for contingent, consequential, or other indirect damages including, without limitation, damages for loss of use, revenue or profit;

operating costs; or other similar business interruption losses, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability. The Parties agree that the limitations and exclusions of liability set forth shall not be interpreted as a form of indemnification.

ARTICLE 9 – INSURANCE

- A. During the term of this Agreement, Consultant shall, as its sole expense, secure and maintain in-force policies of insurance of the following types:
 - 1. Comprehensive General Liability Insurance, subject to a limit for bodily injury and property damage combined of at least \$1,000,000 aggregate.
 - 2. Automobile liability insurance subject to a limit for bodily injury and property damage combined, of at least \$1,000,000 per occurrence.
- B. Consultant shall furnish Client Certificates of Insurance evidencing the insurance coverages required in this Article 9. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this Agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client.

ARTICLE 10 – RELATIONSHIP OF CONSULTANT TO CLIENT

The Consultant shall be and shall operate as an independent Consultant with respect to the Services performed under this Agreement and shall not be nor operate as an agent, fiduciary or employee of Client. This Agreement is not intended to be one of hiring under the provisions of a Worker's Compensation statute or other law and shall not be so construed. This agreement shall not be construed as an agreement for partnership or joint venture.

ARTICLE 11 – PERSONNEL

Consultant agrees that during Consultant's performance of Services hereunder, adequate provision shall be made to staff and retain the Services of such competent personnel as may be appropriate or necessary for the performance of such Services. Client shall have the right to review the personnel assigned by Consultant, and Consultant shall remove any personnel not acceptable to Client.

Consultant may remove personnel assigned to the project without Client's prior approval, provided the progress of the Services shall not be unreasonably impaired.

Consultant shall upon execution of this document identify an individual who shall serve as the primary contact for the project and to whom any change orders or requests for services or information shall be forwarded.

ARTICLE 12 – OWNERSHIP OF INSTRUMENTS OF SERVICE AND DATA

All materials and information that are the property of Client and all copies or duplications of Services. Consultant may retain one complete set of reproducible copies of all of its Instruments of Service.

ARTICLE 13 – PERMITS AND LICENSES

Consultant represents to Client that it has and will maintain during the performance of the Services under this Agreement any permits or licenses which, under the regulations of Federal, State, or Local governmental authority, are required to maintain to perform the Services.

ARTICLE 14 – ADHERENCE TO LAWS

Consultant shall adhere to Federal, State, and Local laws, rules, regulations, ordinances, and the direction of applicable agencies applicable to performance of the Services hereunder including, without limitation, all applicable provisions of Federal, State, and Local law relating to equal employment opportunity and non-discrimination.

ARTICLE 15 – NONDISCLOSURE OF PROPRIETARY AND CONFIDENTIAL MATERIALS

Client and Consultant agree that any disclosure will be made on the following basis:

- A. Confidential Client information (“Primary Data”) disclosed to Consultant which is identified in writing by Client as proprietary to Client shall be: (1) Safeguarded, (2) maintained in confidence, and (3) made available by Consultant only to those of its employees or others who have a need to know and agree to equivalent conditions pertaining to nondisclosures as contained herein. Consultant understands that documents it retains may be subject to an Open Records Request Act and, should the Client or Consultant receive a request made under the Act for confidential information, it will inform other side prior to production.
- B. Upon completion of the project or sooner if Client so requests the Consultant shall return to Client’s representative all primary data furnished to the Consultant under this Agreement and shall if requested deliver to the Client’s representative all drawings, schedules, calculations, and other documents generated by Consultant for use in connection with the project (“Secondary Data”)
- C. Consultant shall not use for itself or to disclose to third parties any primary data or secondary data without the prior written consent of Client.
- D. The nondisclosure obligations pertaining to Primary and Secondary data shall terminate three years from date Consultant’s association with this project terminates. Those closure obligations shall not apply to any data which:
 1. Was known to the Consultant (and previously unrestricted) before disclosure of primary data to Consultant under this Agreement or before generation of secondary data;

2. Is subsequently acquired by the Consultant from a third party who was not in default of any obligation restricting the disclosure of such information; or
 3. Is subsequently available or becomes generally available to the public.
- E. Notwithstanding this non-disclosure obligation, Consultant may nevertheless draw upon its experience in its future association with other Clients.

ARTICLE 16 – FORCE MAJEURE

Any delays in or failure of performance by Consultant or Client, other than the payment of money, shall not constitute default hereunder if and to the extent such delays or failures of performance are caused by occurrences beyond the reasonable control of Client or Consultant, as the case may be, including but not limited to, acts of God or the Public Enemy compliance with any other or request of any governmental authority; fires, floods, explosion, accidents; riots, strikes or other concerted acts of Workman, whether direct or indirect, or any causes, whether or not of the same class or kind as those specifically named above, which are not within the reasonable control of Client or Consultant respectively. If any event of force majeure as herein defined occurs, Consultant shall be entitled to a reasonable extension of time for performance of its Services under this Agreement.

ARTICLE 17 – PROJECT DELAY

If the Consultant's Proposal calls for provision of its Services under a guaranteed maximum price, fixed fee, or stipulated lump sum bases and the Consultant's work on any phase of the services is extended by one or more forced major events or other delays not to the extent caused by negligence of Consultant, then the guaranteed maximum price, fixed fee, or stipulated lump sum, as the case may be, shall be equitably adjusted.

ARTICLE 19 – TITLE VI NON-DISCRIMINATION

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

- A. Compliance with Regulations: The Consultant (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- B. Non-discrimination: The Consultant, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractor, including procurements of materials and leases of equipment. The Consultant will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
- C. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Consultant of

the Consultant's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

- D. Information and Reports: The Consultant will provide, upon request by Client, all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Title 49, Code of Federal Regulations, part 21 to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish the information, the Consultant will so certify to the Recipient or the Title 49, Code of Federal Regulations, part 21, as appropriate, and will set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of a Consultant's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Title 49, Code of Federal Regulations, part 21 may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Consultant under the contract until the Consultant complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
 - c. Incorporation of Provisions: The Consultant will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Consultant will take action with respect to any subcontract or procurement as the Recipient or the Title 49, Code of Federal Regulations, part 21 may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided that if the Consultant becomes involved in or is threatened with litigation by a subcontractor or supplier because of such direction, the Consultant may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

ARTICLE 20 – GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the state of Georgia.

ARTICLE 21 – ALTERNATE DISPUTE RESOLUTION

- A. Client and Consultant understand and appreciate that their long-term mutual interests will be best served by affecting a rapid and fair resolution of any claims or disputes which may arise out of this Agreement. Therefore, both Parties agree to use their best efforts to resolve all such disputes as rapidly as possible on a fair and equitable basis. Towards this end, both Parties agree to develop and follow a process for presenting, rapidly assessing, and settling claims on a fair and equitable basis.
- B. Any dispute or claim arising under this Agreement cannot be resolved in accordance with this agreement the parties agree that the Courts of Gwinnett County, Georgia shall be the exclusive jurisdiction and venue for any litigation arising from or related to this Agreement.

ARTICLE 22 – ADDITIONAL TERMS AND CONDITIONS

- A. All work shall be completed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. To the extent required by law, all work shall be performed by individuals duly licensed and authorized by law to perform said work.
- B. Consultant may at its discretion engage subcontractors to perform work hereunder provided Consultant shall promptly and fully pay said subcontractor and, in all instances, remain responsible for the proper completion of this contract.
- C. Consultant agrees to carry and pay for all workers compensation, public liability, property damage, unemployment compensation insurance and payroll taxes as required by law. Consultant warrants it is insured for injury to its employees and others working on the project through a worker's compensation policy. Consultant further warrants it maintains a comprehensive liability policy insuring against any damages or claims as a result of the acts of the Consultant or its employees and subcontractors in the amount of one million dollars (\$1,000,000) per occurrence. Consultant shall supply current declaration pages for such insurance at the execution of this Agreement.
- D. Consultant shall at its own expense obtain all permits necessary for the work to be performed.
- E. Consultant shall not be liable for any delay due to circumstances beyond its control including strikes, casualty, or unavailability of materials.
- F. Consultant warrants all work for a period of thirty-six (36) months following completion and shall replace and/or repair any faulty or defective work or material.
- G. Consultant has familiarized itself with the nature and extent of the Agreement, work, locality, and with all local conditions and Federal, State, and Local laws, ordinances, rules, and regulations that in any manner may affect cost, progress, or performance of the work. Consultant is aware that it must be licensed to do business in the State of Georgia.
- H. No assignment by Consultant of any rights under or interests in the Agreement will be binding on the other Party hereto without the written consent of the Party sought to be bound.
- I.

ARTICLE 23 – NOTICES AND/OR COMMUNICATIONS

Notices and or communications to be given under this Agreement shall be in writing and shall be addressed as follows:

To Consultant:

To Client:

Attn: Mayor and Council
65 Lawrenceville Street
Norcross, Georgia 30071

With copy to:

William J. Diehl
Thompson, O'Brien, Kappler & Nasuti, PC
2 Sun Court, Suite 400
Peachtree Corners, GA 30071

Either party may, by written notice to the other, change their representative or the address to which such notices, certified certificates, or communications are to be sent.

Any notice or communication required in writing here under shall be given by registered, certified, or first-class mail (postage required). The postmark date of notices sent by mail (except for confirmatory notices) shall be the date of notice.

ARTICLE 24 – MISCELLANEOUS

- A. **Waiver.** Waiver by either party of any breach or failure to enforce any of the terms and conditions of this Agreement at any time shall not in any way affect, limits, or waive such Parties' rights thereafter to enforce and compel strict compliance with all the terms and conditions of this Agreement.
- B. **Severability.** Any provision of this Agreement prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remaining provisions of this Agreement.
- C. **Rights and Remedies.** The specific remedies set forth in this Agreement, including but not limited to those remedies with respect to the quality of the services performed by the Consultant here under are the exclusive remedies of the Parties.
- D. **Transfer of Ownership.** client represents that either it is the sole owner of the facilities which are the object of the services or that is authorized to bind and does bind all owners of such facilities to the releases and limitations of liability set forth in this Agreement. Client further agrees that any future recipient of any interest in the facilities and the services will be bound by such releases and limitations of liability such that the total aggregate liability of Consultant to client and such recipients shall not exceed the limits of liability set forth in this Agreement.
- E. **Publicity.** Neither of the Parties shall make any press release, news disclosure or other advertising related to the project that includes the name of the other party without first obtaining the written approval of the other party.
- F. **Entirety of Agreement.** This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter hereof and supersedes all prior negotiations and discussions concerning the subject matter hereof.

Intentionally Blank; Signatures on Following Page

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective as of the date first written above.

Consultant

Client (City of Norcross)

James Arndt

(Signature)

Craig Newton, Mayor
(Signature)

James Arndt

(Printed name)

President/CEO

(Title)

Attest:

5/08/2026

(DATE)

Monique Phillip,
CityClerk

(DATE)

(SEAL)

APPENDIX A
**SCOPE OF SERVICES FOR
CITY MANAGER EXECUTIVE SEARCH SERVICES**



Executive Recruitment Services for the Position of City Manager Proposal

City of Norcross, GA
Procurement & Capital Projects Manager Charlene Marsh,

Thank you for the opportunity to provide you with a proposal to work with the city in the recruitment of your next City Manager. Arndt Municipal Support, Inc. prides itself on a tailored, personal approach to executive recruitment for local governments. We can adapt to your specific requirements for the project. We strive to exceed your expectations.

Arndt Municipal Support is known for being a “candidate preferred” recruitment service. We strive to build relationships with the candidates and guide them through the recruitment process to make sure they can focus on becoming your next City Manager. The following are strengths we provide that help us stand out from the crowd:

- Quicker process
- Quicker project kickoff time – we begin immediately upon contract execution
- Hands-on effective and regular communication with the city throughout the process
- Strong connection with the candidates at the beginning, during, and after the process
- Amazing local government reach
- Each recruitment is supported by a minimum of three professional team members

UNDERSTANDING OF ENGAGEMENT – SUMMARY

The city seeks to undertake an executive recruitment for its next City Manager in April/May 2026. The Executive Recruitment process will include:

- Preparation and distribution of an Opportunity Teaser on social media prior to the official kickoff meeting to get the conversation started amongst passive job seekers.
- Deep dive data gathering for the Recruitment Brochure prior to the kickoff meeting.
- Research salary and employee benefit market trends and recommend a competitive job package.
- On-site kickoff meeting with the Mayor and City Council.
- On-site meeting with community stakeholders.
- On-site individual interviews with the City’s Leadership Team, Mayor and City Council Members.
- Maxwell DISC Assessments for the Mayor and each Council Member.
- Preparation and advertisement of a professional executive job announcement.
- Preparation and distribution of a social media/website promotional document.

- Preparation and distribution of an executive job brochure.
- In-depth professional background checks that include up to six national background checks for finalists that include credit, criminal, driver's history, and education verification, and reference checks.
- Up to six Maxwell DISC Assessments for finalists.
- Preparation and submission of a Norcross Organizational DISC Wheel.
- Preparation and submission of Team Norcross DISC Communication Guide.
- Social media background searches.
- News article background searches.
- Preliminary virtual interviews with each semi-finalist.
- On-site candidate presentation to the Mayor and Council.
- Candidate portfolios for each finalist.
- Final interview coordination and facilitation.
- Preparation and submission of an interview guide that includes DISC highlights for each finalist.
- 1-year guarantee (if candidate leaves for any reason before the end of 1-year, consultant will complete a new recruitment at no cost except for costs associated with the background checks, DISC Assessments, and advertisement).
- Employment Agreement negotiation assistance.
- Delivery of a leadership book to the newly appointed City Manager.
- Three-month check-in with the Mayor and City Manager.

CONSULTING FIRM BACKGROUND

Arndt Municipal Support Inc. is a public-sector management consulting firm specializing in meeting the needs of local government.

Arndt Municipal Support Inc. provides services to jurisdictions and agencies on a variety of contemporary issues, providing board training, **executive recruitment**, leadership development, leadership training, classification and compensation studies, and planning assistance. The company opened in January 2021. Arndt Municipal Support recently successfully completed the recruitment of a City Manager for Salem, IL, Mattoon, IL, Decatur, IL, and the Village Manager for Niles, IL, and the Village Administrator for Antioch, IL and City Administrator for Washington, IL. We are currently assisting the City of Rochelle, IL and the City of Streator, IL with the recruitment of their next City Manager. Our network of applicants currently searching for City Manager positions will assist in recruiting a City Manager for Norcross. We will also utilize various municipal leagues and national advertising to reach candidates searching nationally. Our incredible reach in the ICMA and ILCMA network connects with passive and active job seekers. We also have a tremendous connection with more than 12,000 professionals on LinkedIn.

PROPOSED CONSULTING TEAM

President/CEO James Arndt will serve as the project Administrator and executive recruiter. Jim is connected with the International City Administrators Association, the Illinois City Administrators Association, and the Illinois Municipal League. Jim recently gave a speech at the annual Illinois Municipal League in Chicago, IL about recruiting your next City Administrator/Manager. Jim has five years of successful experience as an executive recruiter.

Office Administrator/CFO Kimbery Arndt will serve as the recruitment coordinator. Kim is the co-owner of Arndt Municipal Support and serves as the AMS Office Manager.

EXECUTIVE RECRUITMENT PROCESS

The following proposed scope of services assumes kick-off of the project in April/May 2026. We will begin as soon as the city is ready to proceed. Time is of the essence.

PROPOSED SCOPE OF SERVICES

TASK 1

Outcome – Pre-kickoff support

Description – The Consultant will tease this opportunity within our vast city management network prior to the kickoff meeting on social media and by direct outreach. Consultant will gather brochure details from the city staff prior to the official kickoff.

Method and Timeline – *Immediately* after contract execution

TASK 2

Outcome – Provide a Maxwell DISC Assessment for the Mayor and each Council Member.

Description – In this task, the Consultant will electronically submit a DISC Assessment to the Mayor and each Council Member for use within this recruitment process.

Method and Timeline – *Immediately* after contract execution

TASK 3

Outcome – Completion of On-site Kickoff Meeting.

Description – The Consultant will conduct an on-site recruitment kickoff meeting with the Mayor and Council to discuss the recruitment process, discuss the culture of the city, gather job announcement data, and establish advertisement sources. Consultant will share compensation and benefits recommendations.

Method and Timeline – April/May 2026.

TASK 4

Outcome –Complete On-site interviews with City Leadership team, Mayor, Council Members and Community Stakeholders.

Description – Consultant will meet with City Leadership team, Mayor, Council Members and chosen community stakeholders to determine what the community is looking for in the ideal candidate.

Method and Timeline – April/May 2026.

TASK 5

Outcome – Creation of Job Announcement and Advertisement

Description – In this task, after the completion of the kick-off meeting the Consultant will create a job announcement and advertise this position with the approved advertisement sources. This project includes up to \$2,750.00 in advertising expenses for this position. Additional advertising costs, if desired by the client, will be billed directly to the client.

Method and Timeline – The 30-day advertisement period **will begin the same week as the kickoff meeting.**

TASK 6

Outcome – Virtual preliminary interviews and initial background checks.

Description – The Consultant will complete virtual interviews with all semi-finalists that meet or exceed the qualifications desired by the city. At this time, we will complete a social media check and internet news check on each semi-finalist candidate.

Method and Timeline – Through virtual interviews at the completion of the 30-day advertisement process.

TASK 7

Outcome – On-site Semi-finalist Presentation

Description – The consultant will prepare a candidate portfolio and present the semi-finalists to the Mayor and City Council (on-site).

Timeline – After the completion of the preliminary interviews.

TASK 8

Outcome – On-site Final Interview Support

Description – The Consultant will schedule, coordinate, and facilitate on-site interviews. This may include public stakeholders, department directors, Mayor and Council. Prior to the final interviews, the Consultant will complete the DISC Assessment, the Organizational DISC Wheel, a DISC Analysis, reference checks, and final background checks for up to six

finalists. If more than six are desired, the city will be billed the additional expense of these services per additional finalist.

Timeline – As dictated by the flow of the recruitment process and the successful completion of a background check.

TASK 9

Outcome – Job Offer

Description – The Consultant will make the job offer to the preferred candidate and assist with negotiating final employment terms with the preferred candidate.

Timeline – After the completion of the final interviews.

TASK 10

Outcome – Post Offer Services and Support

Description – The Consultant will distribute a Norcross DISC wheel and Norcross Communication Guide to the city. The consultant will provide the newly appointed City Manager with a leadership book. The Consultant will check in on the City Manager and the Mayor three months after the start of employment. The consultant will notify all finalists about the city’s decision and provide them with positive and encouraging feedback and encourage them to apply for other amazing city management opportunities.

Timeline – Post offer.

Billing

40% contractual fee after Task 3 – on-site kickoff meetings.

40% contractual fee after Task 7 – on-site semi-finalist presentations.

20% contractual fee after Task 9 – job offer is made and accepted by preferred candidate.

Arndt Municipal Support, Inc. is driven by our three core organizational values: dependability, integrity, and enthusiasm. Arndt Municipal Support, Inc. exists to support local governments, and we strive to exceed your expectations in every service we provide.

Following your review of this proposal, and if you find it acceptable, please sign the Contract Acceptance on the next page and return to my office via email to james@arndtmunicipalsupport.com. We appreciate your consideration of this Proposal.

Sincerely,

James Arndt

James W. Arndt President/CEO
Arndt Municipal Support, Inc.

APPENDIX B
COMPENSATION FOR
CITY MANAGER EXECUTIVE SEARCH SERVICES

Fixed Fee for Services: \$ 28,500.00

The flat fee for services includes the full completion of the requirements detailed in the project’s Scope of Work. Please use the table below to detail itemized costs for the fixed fee. Attach a list of any *additional* estimated costs outside of the fixed fee.

<u>ITEM DESCRIPTION</u>	<u>COST</u>
Task 1	\$ 1,000.00
Task 2	\$ 500.00
Task 3	\$ 1,000.00
Task 4	\$ 3,000.00
Task 5	\$ 7,000.00
Task 6	\$ 6,500.00
Task 7	\$ 2,000.00
Task 8	\$ 3,000.00
Task 9	\$ 1,000.00
Travel	\$ 3,500.00
	\$
	\$
	\$
	\$
FIXED FEE FOR SERVICES	\$ 28,500.00

EXECUTIVE RECRUITMENT CONTRACT

Between Norcross, Georgia and Arndt Municipal Support, Inc.

The City of Norcross, Georgia, agrees to have Arndt Municipal Support, Inc. conduct executive recruitment for the position of City Manager.

Total Project Cost for All Tasks Outlined in the Proposal:

- **\$28,500.00 plus additional expenses, if applicable as noted above.**
- **Total Cost does not include actual costs for candidate’s travel expenses.**

The city will be invoiced 40% of the Total Project Costs after the completion of Task 3, 40% after the completion of Task 7, and the final 20% after the acceptance of the job offer Task 9.

ACCEPTED BY NORCROSS, GEORGIA:

BY: _____ TITLE: _____ DATE: _____

ACCEPTED BY ARNDT MUNICIPAL SUPPORT, INC.:

BY: James Arndt

TITLE: President/CEO

DATE: 03/11/2026

*** Appendices A & B are extracted from the firm's proposal**

