

## MEMORANDUM

**TO:** The Honorable Mayor and City Council  
**FROM:** Holly Schulz, Director of Human Resources  
**DATE:** January 20, 2026  
**SUBJECT:** **Recommendation for the award of Executive Recruitment Services for City Manager**

### Request

Approve the resolution for the award of Executive Recruitment Services for City Manager.

### Background

City Manager Mike Dzugan will retire on or about August 2026. As previously discussed with the City Council, staff recommends engaging an executive search firm to support the upcoming City Manager recruitment, leveraging the expertise of a national search firm, which will broaden the candidate pool and strengthen the overall process.

### Scope of Work

The selected consultant will:

- Advise City Council on salary, benefits, and market competitiveness, including best practices for compensation and employment agreements
- Design and implement a regional/national advertising and outreach campaign
- Leverage their networks to identify, contact, and encourage strong candidates to apply
- Provide access to qualified candidates not actively seeking new roles
- Accept and review applications, conduct screening interviews, and compare candidates to the established profile
- Serve as a neutral resource for candidates interested in discussing the position
- Assist with contract negotiations with the selected candidate
- Provide regular updates to City Council and Staff

### Procurement Results

The City received a total of seven (7) proposals from the following vendors.

VENDOR	PROPOSED FEE
Arnt Municipal Support, Inc. (AMS)	\$19,250
Korn Ferry	1/3 of 1 <sup>st</sup> Year Comp plus 4% admin fee for 3 months
MGT Impact Solutions, LLC	\$24,500
Strategic Government Resources, Inc.	\$29,419
Colin Baenziger & Associates	\$32,500
CPS HR Consulting	\$30,000
Delacan, LLC dba WIVERSE	\$45,000



WHEATON MAYOR PHILIP J. SUESS

CITY MANAGER MICHAEL DZUGAN

**Procurement Review**

All proposals were reviewed by the Director of Human Resources and the City Manager. Staff performed a comprehensive evaluation of each proposal based on the experience of the firm and team, project approach, references, and proposed fees. Two (2) firms were selected for in-depth interviews: MGT Impact Solutions, LLC and Strategic Government Resources, Inc. The interview panel included the City Manager, Councilman Scott Weller, and Mayor Philip Suess. The interviews involved discussing each firm's search process, projected timeline, expected deliverables, experience placing City Managers and Administrators in similar communities, firm's professional network and insights into the types of candidates we should expect to see.

At the conclusion of the interview process, Mayor Suess, Councilman Weller and City Manager Dzigan unanimously agreed that MGT should be selected to perform the executive search for the City Manager, with a proposed fee of \$24,500. MGT Impact Solutions, LLC's proposal is the most advantageous firm to perform the services specified in RFP.

Procurement staff reviewed the proposal from MGT Impact Solutions, LLC for conformity with the City's terms and conditions. MGT Impact Solutions, LLC is compliant with the proposal requirements.

**Budget Impact**

\$24,500 will be charged to the General Fund for Recruitment Services for the City Manager.

**Recommendation**

Staff recommends the approval of the attached resolution authorizing execution of Agreement Number 590 with MGT Impact Solutions, LLC for Executive Recruitment Services for City Manager, for a total amount not to exceed \$24,500.

The Agreement with its exhibits, bid package and responses are on file in the City Clerk's office and available for review.

**RESOLUTION R-2026-**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENT NO. 590 WITH MGT IMPACT  
SOLUTIONS, LLC FOR EXECUTIVE RECRUITMENT SERVICES FOR CITY MANAGER FOR A TOTAL AMOUNT  
NOT TO EXCEED \$24,500**

**WHEREAS**, the City of Wheaton, Illinois, ("City") is an Illinois home rule municipality pursuant to the provisions of Article VII, Section 6, of the Illinois Constitution of 1970; and as such the City may exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, the City solicited a Request for Proposal package (RFP Number 25-158) for executive recruitment services for city manager; and

**WHEREAS**, it was determined by the City that MGT Impact Solutions, LLC best meets the City's needs; and

**WHEREAS**, both parties agree to the terms and conditions set forth in the RFP and the agreement contained in the City's RFP package for Executive Recruitment Services for City Manager; and

**WHEREAS**, the corporate authorities of the City of Wheaton, DuPage County, Illinois find it reasonable and appropriate to enter into an agreement for Executive Recruitment Services for City Manager.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Wheaton, Illinois, that:

The Mayor is hereby authorized to execute, and the City Clerk is hereby directed to attest to City of Wheaton Agreement No. 590 with MGT Impact Solutions, LLC for Executive Recruitment Services for City Manager: and that a copy of that certain City of Wheaton Agreement No. 590 is on file with the City Clerk's office and is incorporated herein as if fully set forth as Exhibit A.

**ADOPTED** the 20th day of January 2026.

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Mayor

ATTEST:

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City Clerk

Roll Call Vote

Ayes:

Nays:

Absent: