



CITY OF WASHINGTON, ILLINOIS
City Council Agenda Communication

Meeting Date: February 17, 2025

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Agenda Item: New Personnel Proposals – Finance, Planning & Development and Administration

Explanation: The following new positions/promotions are offered for consideration by the City Council for FY25-26.

- Deputy Finance Director As Council is aware, I have been planning for several years to retire sometime in mid-2026 with 31 ½ years of service. The recommendation is to strive to hire my replacement while I am still employed so that a training period could take place to ensure a smooth transition, transfer of duties, and continuity in supervision of the Finance staff. This time would likely be in January 2026 so that the training could include preparation of the budget and thus four months would need to be included in the FY 25-26 budget for this position. The person hired for this role would then take over as Finance Director once my retirement is complete and the Deputy position would be eliminated.
- Customer Service Specialist II promotion I recommend promoting Shari Parker to Customer Service Specialist II. Shari was hired as a Customer Service Specialist I in May 2022. She has a wonderful rapport with the public and her fellow employees. She has mastered many of her responsibilities and is eager to learn and help any way that she can. She is ready to take on additional responsibilities more specific to Water and Sewer functions and is most deserving of this recognition and promotional opportunity.
- Planner/Building & Zoning Coordinator Our Building & Zoning Coordinator is also looking to retire sometime in mid-2026. As a result, we would recommend having a two-month overlap training period with a new hire. We are also considering changing the position somewhat to incorporate more planning functions depending on the applicant pool. The person hired for the role would then take over as the Planner once the Building & Zoning Coordinator's retirement is finalized.
- Office Assistant An Administrative Assistant was hired in 2022 to provide assistance to department heads as well as the City Clerk. Due to the increasing demands of the City Clerk's office, the majority of this position's time is spent performing Deputy Clerk duties. As a result, all departments still have a need for someone to help with scanning documents, filing, and other general office work. We recommend looking into the possibility of hiring a part-time summer employee and/or having a Co-op student from the High School work 10-15 hours per week in this capacity.

Fiscal Impact: The total fiscal impact includes \$71,541 of the total \$90,538 (before IMRF) for temporary costs associated with an overlap training period as part of succession planning for two future retirements and \$2,752 for a one-time promotional increase. The increased fiscal cost will also be offset by savings due to not having a City Administrator for the entirety of the fiscal year.

	General Fund	Water Fund	Sewer Fund	Total	IMRF
Deputy Finance Director - overlap	43,755	5,469	5,469	54,693	4,988
Customer Service Spec. II promotion	550	1,101	1,101	2,752	292
Planner - overlap	16,848			16,848	1,370
Office Assistant	12,996	1,625	1,625	16,245	
	74,149	8,195	8,195	90,538	6,650

Action Requested: Council consideration for these proposals and direction to include in the FY25-26 budget.