



CITY OF WASHINGTON, ILLINOIS
Finance & Personnel Committee Communication

Meeting Date: July 20, 2021

Prepared By: Ray Forsythe, City Administrator

Agenda Item: Temporary Administrative Services

Explanation:

City Clerk Pat Brown retired from the City on July 8, 2020 after 27 years of service to the City of Washington. In an effort to provide the new City Clerk with training and guidance during the transition, Ms. Brown has agreed to work up to 80 hours over the next 7 weeks. She will also be working with other staff in organizing the records room.

Fiscal Impact: \$2,160. Funds are available in the General Fund Personnel Funds.

Recommendation/

Committee Discussion Summary: This item will be presented to the Finance & Personnel Committee on July 20, 2020 and the City Council on August 3, 2020.

Direction Requested: Approval to hire Pat Brown on a temporary basis to complete City Clerk Training and Records Room organization.

Additional Documentation: None.