



CITY OF WASHINGTON, ILLINOIS

Committee of the Whole Agenda Communication

Meeting Date: May 12, 2025

Prepared By: Joanie Baxter, CPA – Finance Director *JAB*

Agenda Item: City Administrator Recruitment

Explanation: Mayor Stevens asked that an item be placed on the agenda to start the discussion about the process for the recruitment for a permanent City Administrator. I have reviewed the processes that have been followed in regard to the last seven administrators during my tenure and have attached that summary below. In most cases, an executive recruitment firm was hired that provided many valuable services in the advertising, screening, interviewing, evaluating, and placement processes.

Fiscal Impact: Not known at this time. A total of \$32,000 has been included in the FY25-26 budget for all Finance Department recruitment, including the City Administrator, Finance Director, and Office Assistant.

Recommendation: Discussion by the City Council regarding directing Staff to develop a Request for Qualifications (RFQ) and pursuing executive recruitment or having these services provided by Staff/Council.

Action Requested: Direction on approach to recruitment process.

City Administrator	Tenure	Recruitment	Key Personnel	Cost
Dale Claus	June 1989 - Sept. 1999			
David Plyman	Feb. 2000 - Nov. 2001	Slavin Management Consultants		\$8,189
Bob Morris	July 2002 - May 2011	The PAR Group - Paul A. Reaume, Ltd.	Bob Beezat/Heidi Voorhees	\$17,716
Richard Downey	June 2011 - Aug. 2011	In House		
Bob Morris - Interim	Sept. 2011- Sept. 2012	N/A		
Tim Gleason	Nov. 2012 - Mar. 2015	In House		
Jim Culotta	Dec. 2015 - Aug. 2018	GovHR	Lee Szymborski	\$17,015
Ray Forsythe	Apr. 2019 - Apr. 2021	S. Renee Narloch & Associates	City Clerk/Aldermen assisted	\$24,217
Jim Snider	Dec. 2021 - Aug. 2024	GovHR	Mark Peterson	\$22,628
		MGT (formerly GovHR)	Northfield, IL	847-380-3240
		Arndt	Charleston, IL	217-500-0770