



## Agenda Memo

Crest Hill, IL

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**Meeting Date:** 8/29/2022  
**Submitter:** Lisa Banovetz/ Glen Conklin/ Jim Marino  
**Department:** Treasurer's Office  
**Agenda Item:** Approval to hire an Accounts Disbursement Clerk

### Summary:

During the Fiscal Year 2022~2023 budget process, there were discussions of adding an additional Accounts Disbursement Clerk to the Treasurer's Office, but the position was not accounted for in the current year's budget.

The City is respectfully requesting Council's approval to add an additional Accounts Disbursement Clerk to the current Treasurer's Office staff. If City Council approves this request, the Treasurer's Office would have three (3) Accounts Disbursement Clerks and one (1) Utility Billing Supervisor.

The Treasurer's Office currently struggles to complete all the duties which are required of this office with the current number of employees in its department. The Treasurer's Office does receive assistance from the Clerk's Office staff in addition to receiving assistance from the City's Administrative Assistant to help the Treasurer's Office with not only the collection and processing of water bill payments, but also assists with the City's annual Property Tax Rebate program. Adding one Full Time Equivalent (FTE) Accounts Disbursement Clerk in the Treasurer's Office would reduce the frequency for the need to ask other departments for assistance to ensure that the City is providing excellent customer service to its residents.

Per the current International Union of Operating Engineers, Local 150 contract, the salary for the Accounts Disbursement Clerk position would be \$26.52 an hour (or \$55,161.60 annually) plus health insurance and Illinois Municipal Retirement Fund (IMRF) benefits. This would be a new International Union of Operating Engineers, Local 150 position and would be funded from the City's Water and Sewer Administration fund.

This position is not currently in the Fiscal Year 2022~2023 budget. However, the City recently received notification that it will be receiving an additional \$78,758 more than it had budgeted for in revenue from the Illinois Department of Revenue (IDOR) for its share of the Personal Property Replacement Taxes (PPRT). PPRT are revenues collected by the state of Illinois and

paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.

The additional PPRT revenue is a one-time increase that will cover the unbudgeted salary and benefits for this position for the current fiscal year. A budget amendment will not be required. This will be a position that will be budgeted for, if approved by the City Council, in the Fiscal Year 2023~2024 budget.

This position is subjected to the City's current Civil Service hiring process. The current Civil Service list expires in October 2022.

**Recommended Council Action:**

To hire a full time Accounts Disbursement Clerk from the City's current Civil Service list as discussed at the September 22, 2022 City Council Work Session.

**Financial Impact:**

**Funding Source:** Water/Sewer Fund

**Budgeted Amount:** \$0

**Cost:** \$55,161.60 plus benefits to be offset by the unbudgeted increase in the PPRT revenue which will be received during the Fiscal Year 2022~2023

**Attachments:**