



Agenda Memo

Crest Hill, IL

Meeting Date:	March 23, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Discussion Regarding City Treasurer Requests

Summary: Over the past several weeks the City Treasurer has made several requests, including wanting a copy of each bill that is being paid by the City delivered to her office. During this time, a few of the requests were refined to have a printed copy of each invoice, as it comes in, copied and placed into a file and then sent to her. And if that becomes too much work, then she no longer wants her digital signature used on City-issued checks.

The Treasurer in an email to me advised that “I know that making a copy of each bill received is not what staff is used to doing, however, I need to do things my own way. This is why I am requesting a copy of all bills received in a week, sent down to me. If this is something that they are unable to do, then I don’t wish to have my signature stamped on a check.” In other correspondence the Treasurer also noted that she is not a fan of the City’s current financial software (Caselle).

Following the Treasurer’s requests, I talked with staff in the Finance Department, and I was told that currently there is no extra staff capacity to make a copy of each invoice for the Treasurer. I was also told several times that the Treasurer and other elected officials have access to every invoice through the Caselle software and they can not only see but can also print any invoice if they want a hard copy.

I then investigated the Treasurer’s alternative request, which was to have her digital signature removed if it was not possible to get hard copies of each invoice delivered to her weekly. I learned that only one (1) signature is needed to make a check valid, but it is a best practice to have two (2) signatures. As the City Clerk’s digital signature is already on file, I asked the City Clerk if she would be okay with hers being the other digital signature. I also reviewed the City Code, policies, and the state statutes and there is nothing that I could find that requires the Treasurer’s signature on City-issued checks.

Next, I informed the Treasurer that her request for weekly copies of all invoices was overly burdensome, especially as she has access to those documents through the City’s financial software and can print and/or save specific items as she deems necessary. Additionally, I advised her that, per her earlier request, I was looking into how to remove her digital signature from future City-issued checks and that I would advise her once I had an update.

As City Council changed the responsibilities of the Finance Department and placed it under the City Administrator in June of 2025, I felt it relevant to report to the Mayor and City Council that I planned to grant the City Treasurer's request to have her digital signature removed and to replace it with the City Clerk's unless City Council wanted to discuss the Treasurer's requests. I heard back from more than half of the City Council, and there was interest in discussing the requests at a work session.

To ensure that City Council has all the reasons why the City Treasurer has made her requests, I have asked her to provide her comments, thoughts, and reasons. Following that request, the City Treasurer agreed to meet with me and our new Assistant City Administrator/HR Director on Monday (March 23rd) in the morning to discuss her requests and allow her to fully explain why she is seeking to have every invoice copied weekly or to have her digital signature not used.

This afternoon (March 20th) the Treasurer shared via email more specifics.

As for her thoughts on the copies of the bills, she acknowledges that she has not been trained as an Accounts Payable Clerk; however, the Treasurer feels that as she previously asked questions when she reviewed bills in the past, that she is comfortable suggesting the following:

“My thought was, when the bills come in to process them as she normally does, then place them in a folder, when she was done processing them, copying the bills put them in an envelope with my name on it, so no confusion set in, and have Dallas bring them to me at public works then she can file them in her folders behind her. This will add 1 step to her day; I am in no way trying to reinvent the wheel and making her take additional time out of her day. It is up to her if she wishes to put them in the envelope daily, weekly, or whatever is easier for her. After a couple of months, I will know what to expect, and when to expect them.”

While there is not an exact way to quantify the possible costs of the City Treasurer's requests, I attempted to do so by using the following methodology. The City's Accounts Payable Clerk is paid approximately \$29 per hour, and if she works 30 minutes of overtime each day to make copies of the invoices, that will equate to 2.5 hours per week @ \$43.50 per hour (or \$108.75 per week). Annually, that would equate to \$5,655. There would also be costs associated with additional wear and tear on the City's copy machine, as well as the cost of paper and toner used for copying. Alternatively, the City could hire a part-time employee at \$15 per hour to come in each day for 30 minutes and make copies. That person would be paid \$90 per week, which would equate to \$4,680 per year. As this person would not be the Accounts Payable Clerk, there may also be organizational costs incurred along with the previously mentioned paper, toner, and wear and tear on the copy machine. Finally, this could also increase the time frame to process payments, which could also result in late charges and/or fees.

Recommended Council Action: With the currently known information, and as the City's Treasurer position in the City of Crest Hill is no longer responsible for the Finance Department, I recommend granting the City Treasurer's request to have her digital signature removed from future City-issued checks and not incur any additional costs to have copies made, nor change the operations of the Finance Department.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: Not budgeted

Estimated Costs: Between \$5,180 to \$6,155 annually