

Village of Thornton

Memo

To: Board of Trustees

From: Arlette Frye, Treasurer

cc: Melissa Wiak, Acting Administrator

Date: 9/12/2024

Re: Restructure of Village Office Staff

Background:

The Village Treasurer is appointed by the Village President with the consent of the Village Board. It has always been a part time position with the expectation that there is no requirement to be in the office during normal business hours. While this allowed the Village to hire a qualified professional without paying top wages, it also had some drawbacks as a result of limited availability during regular office hours.

As you know, I retired from my fulltime position a couple of years ago and intended to retire at the conclusion of the FY24 year but absolutely with the change of administration in the spring of 2025. With the current situation resulting from the cyber-attack and the retirement of the Village Administrator, I did not think it was far to the Village to leave until the records had been restored. Transition to a new employee is difficult in the best of situations and it would be nearly impossible in the current environment.

The Village Clerk, an elected position, by ordinance also serves as the Village collector by default. This allowed that position to be a full-time position with a full-time salary. The current Clerk/Collector duties from a time allotment consists primarily of collector duties and general office responsibilities. This is supported in that the majority of the salary for this position is collector pay and a nominal clerk pay. The current Village code allows for the appointment of the collector to be someone other than the clerk.

Recommendation:

With the transition to a new treasurer in the FY26 budget, it is recommended that the position of Collector be combined with the Treasurer and made a full-time position. The combining of Collector and Treasurer follows the natural flow of the accounting cycle and oversight needed by the Treasurer of the cash receipt collection process. It also provides for duties such as payroll processing and compliance to be supervised by someone with applicable experience or education rather than the popularity of an individual who may win an election.

With the appointment of a full-time treasurer, it is difficult as this time to determine the staffing needs of the front office. The recent situation in the Clerk's position, I believe is a combination of lack of organization, lack of technical ability and excessive workload among other things. The combination of these and the cyber-attack created a situation doomed to fail. As a result, it is not known if a part-time position or a full-time position would be needed to properly staff the front office when there is a full-time Treasurer. The staffing level would be at a minimum: 1 FT treasurer/collector, 1 FT deputy clerk/office staff and 1 PT office staff. Once a flow of work and responsibilities are determined, an evaluation should be made if the

PT position should be made into a full-time position. The board has to understand that the workload of this office is not the same as it was 20 years ago. Improper staffing only sets staff up for failure, resulting in errors, omissions and staff turnover.

Village Code:

I am attaching the Village Code with most of the references to Village Clerk for your review. I have made a couple of suggestions in wording that I think are applicable. Remember, when the code refers to submitting to the Village Clerk, it does not necessarily mean that the Clerk has to be present at the time of submission. The processing of the work flow can and has been done by staff, with the final signature of the Village Clerk as authority.