

**CLERK-TREASURER
CITY OF WEST LAFAYETTE**

MEMORANDUM

TO: Mayor John R. Dennis

FROM: Clerk-Treasurer Judy Rhodes

SUBJECT: WWTU Billing Office Positions

DATE: August 27, 2009

Lorraine Wilkins, Accounting II in the WWTU billing office, has requested to resign effective on or about August 28. With the impending maternity leaves of my senior accounting personnel in October/November in Accounts Payable and Payroll, and the impending FMLA leave of the staff member who runs the billing function in the WWTU billing office, it is urgent that the WWTU billing office vacancy be filled as soon as possible. Given that Ms. Wilkins was trained over the past 7 months to run accounts payable, payroll insurances benefits, bank reconciliation to cover one of the maternity leaves and to reflect a permanent change of her position, it is essential that I have a person who can quickly perform these tasks.

I would like to re-hire a former employee of the Clerk-Treasurer's office, Kathleen Henderson, who has performed accounts receivable, accounts payable, and court clerk accounting tasks and also held the administrative assistant in my office over the period April 19, 1995 through October 14, 2003. In addition to the experience in my office, she worked in the Clerk-Treasurer's office in the Town of Syracuse in all accounting areas including payroll and utility billing, and comes with strong recommendations. Ms. Henderson would be hired as an Accounting II position at a salary of \$1,346.15 biweekly (\$17.95/hr.) Ms. Henderson would be paid by the WWTU in 2009, and then 50% of her salary would be allocated to the Clerk-Treasurer's budget in 2010. My request for a part-time accounting assistance in my 2010 budget would be withdrawn.

Coincident with hiring Ms. Henderson, I am recommending that the salary of Ms. Rhonda Robinson in the WWTU billing office be changed commensurate with her actual job responsibilities. Prior to reporting to me, Ms. Robinson functioned as a billing clerk under Ms. Wilkins' supervision, handling customer billing and account maintenance. Ms. Robinson now performs essential accounting functions that were in part performed by the position held by Ms. Wilkins previously. Ms. Robinson has added responsibility for reconciliation of the billing with the trial balance and general ledger, and for billing adjustments; has developed new capabilities of reporting from our accounting system; has overseen the implementation of the eGOV online WWTU billing system and the Komputrol print-to-mail system; and supervises day-to-day activities of the part-time billing staff member. She has developed new applications for the WWTU billing office in Excel and Access. I am recommending that her salary of \$1,291.15 biweekly be changed to \$1,346.15 (\$17.95/hr.)

The budget impact is a reduction in WWTU billing office payroll of approximately \$2.85 biweekly. This will result in a WWTU billing office salary structure which reflects skills and responsibilities for these two full time accounting positions.

The WWTU billing office reports directly to me and I am responsible for all performance reviews and recommendations on hiring, termination, discipline. While the WWTU funds the WWTU billing positions in part of whole, the WWTU Director is not involved in personnel decisions.