



RESOLUTION/ORDINANCE EXECUTIVE SUMMARY

Ordinance: No.

Authorizing Emergency Appropriation and Budget Adjustments to Amend FY 2026 County Budget for Finance Department Staffing

Committee Flow: Finance and Budget Committee, Executive Committee, County Board

Contact: Kathleen T Hopkinson, 630.208.5132

Budget Information:

Was this item budgeted? No	
Emergency Appropriation Amount: IMRF Fund - \$1,209 FICA/Social Security Fund - \$1,413	Budget Category Transfer: General Fund – General Account Personnel Services – increase by \$18,507 Contractual Services – decrease by \$18,507
If not budgeted, explain funding source: General Fund – General Account – reclassifying money from the contractual services category to the personnel services category. IMRF Fund and FICA/Social Security Fund – use of fund balance reserves	

Summary:

As the Finance Department continues to implement process improvements, working on identifying more transactions that can be done monthly instead of at year-end, finding new ways to use the tools available in NewWorld, as well as improve the opportunities for the part-time employees to take on additional tasks, the Executive Director of Finance would like to increase the hours of two part-time employees as follows:

- Accounting Clerk from 17.5 hours per week (910 hours per year) to 25 hours per week (1,300 hours per year).
 - Wages at 17.5 hours - \$23,699. Benefits - \$3,364. Total - \$27,063
 - Wages at 25 hours - \$33,854. Benefits - \$4,804. Total - \$38,658
- Purchasing Buyer from 25 hours per week (\$1,300 hours per year) to 30 hours per week (1,560 hours per year)
 - Wages at 25 hours - \$41,760. Benefits - \$5,928. Total - \$47,688.
 - Wages at 30 hours - \$50,112. Benefits - \$7,111. Total - \$57,223