5th January 2024

Mayor Guy Titus

Board of Works and Public Safety Members

Kathy Locke, Larry Breese, Glenna Shelby and Brent Robertson,

Good morning all,

During the 2024 Budget season while meeting with the Budget Chairs, we discussed the many roles and responsibilities that are carried out in the office of the Clerk-Treasurer each and every day. Each position within the department comes with its own list of responsibilities, requirements and deadlines.

Ours is the office which the State Board of Accounts engage in order to check the accuracy and proficiency of many of our records, files, contracts, agreements, encroachments, certificates of insurance, fleet records, titles, payroll, pension, employee insurance and benefit guide, vendor payments, taxes, monthly reconciliation of 19 bank accounts, all city budgets, bond payments, employee bonds, abatements, annexations, etc., etc., etc. The lists of items each of us perform is truly endless.

The Council acknowledged my request to reward proficiencies in our assigned roles as well as the importance of cross training to learn additional roles within the office. They approved an Operational Proficiency remuneration for each position up to the amount of $3,000.00 in Ordinance No. 2023/31 and again in Ordinance No. 2023/41 which is included in my folder on the Cloud.

It is with great pleasure that I ask you to confirm the increase in pay for Susan Dillman, Penny Lawyer, Michelle Phillips and myself for the first round of Operational Proficiency remuneration payments of $1,000 per person to be effective as of December 23rd, 2023.

Sincerely,

Lori Elmore

Clerk-Treasurer
City of Greenfield