

September 9, 2016

Dear Council Members,

I have been serving as Clerk for the Village of Elberta for a year now and am proud of what I have accomplished. In addition to performing the Clerk's job in accordance with the GLV, I have also completed a number of tasks and filled roles well above and beyond the Clerk's job description. Many of the extra duties were, and are, necessary to be in compliance with the State of Michigan regulations. These additional tasks include:

- Drafting Village Policies required for fiscal or other compliance including the Capitalization Policy, the Travel Policy, the Key Control Policy, the Equal Employment Opportunity Policy, the Non-Sufficient Funds Policy, and the Cellular Telephone Policy.
- Drafting the Village Fireworks Ordinance
- Creating and overseeing the Village Title VI (non-discrimination) Plan
- Creating and overseeing the Village FOIA Guidelines and Forms
- Drafting all RFPs and contracts for the Village in the past year

I was able to complete all the above tasks quickly and thoroughly as a result of my extensive contracting experience and legal training. The Village Attorney was required to do a final review on a number of the above items; however my work resulted in time savings and large cost avoidance by only needing the Village Attorney for the final review. In addition, I have performed the following valuable professional services for the Village:

- Website design and maintenance. Many of the State of Michigan compliance items need to be posted on the Village Website
- Network administrator and IT support for the Village.
- Deficit Elimination Plan Creation and management
- Creation of Capital Asset Maintenance Plans
- Project manager for the Water and Sewer Projects

Furthermore, I perform general operational administration for the Village by providing:

- Support to Council Committees by organizing meetings, taking minutes, tracking actions and holding people accountable, and reporting out to Council.
- Support to the DPW by performing the vast majority of administrative tasks such as record keeping, correspondence with State Agencies, compliance with State Agency requirements, and analysis and management of public works system
- Support to the Zoning Administrator by producing letters, researching parcel information, and creating new forms for his use.

While I was entitled to charge my hourly rate for the extra time spent doing the above delineated items, I only charged for the Water and Sewer Project management work.

I believe that I have proven myself to be a valuable asset to the Village, and even though I have willingly given most of my services to the Village for free both before and during my employment as clerk, I find that I cannot continue to undervalue myself as a practical personal financial matter. Being paid an hourly rate for my work above and beyond the tasks required of the Village Clerk is an option, but would belittle my skills and productivity. I am sure you have recognized that I perform at a very high level, producing quality work in a fraction of the time it would take other people to do the same task. To that end, I am requesting that the Village put me on salary for fulfilling two roles: Clerk and General Professional Management Services. The salary would be a combined \$31,640 per year; \$16,640 for the Clerk position and \$15,000 for the other services. This would allow the Village to continue to benefit from my skills while allowing me to boost my income and stay in the Village. A proposed budget amendment showing the financial impact of this arrangement to the Village accompanies this letter.

I would like to stay in Elberta. I like the quality of life I have found here. That quality of life, however, is dependent on having significant free time. A full-time job at the Clerk's hourly wage would have the same financial effect as the requested salary, but would degrade my quality of life and there would be no reason for me to stay.

As an objective measure, I have consulted the Bureau of Labor Statistics for hourly wage and salaries of several positions that I have fulfilled for the Village. These are the average wages for the jobs listed in the Northwestern Lower Peninsula and do not reflect the considerable training and experience that I bring to these roles. It is not unusual for me to spend 10 hours or more a week doing this additional work, so the Village is still getting a great value.

Bureau of Labor Statistics (bls.gov) for the Northwest Lower Peninsula of Michigan nonmetropolitan area		
	median hourly wage	mean annual salary
Web design	\$ 22.11	\$ 47,100.00
Network and computer system administrator	\$ 28.77	\$ 61,340.00
Paralegal	\$ 18.50	\$ 39,920.00
Lawyer	\$ 30.64	\$ 77,540.00
Engineering manager	\$ 45.89	\$ 100,680.00
Accountants	\$ 31.55	\$ 65,630.00
Administrative managers (government)	\$ 43.59	\$ 90,670.00
Average of above	\$ 31.58	\$ 68,982.86
10 hours/week	\$ 16,420.86	\$ 16,305.04

I would also like to point out that if I did not do this work, it would still be required and the Village would have to contract out for these services. You would lose the efficiency of having the person who is in the position to know exactly what the Village needs from these professional services being the one who meets the needs, or arranges for them.

Finally, I began managing the Village budget and accounts in Summer 2014 as a volunteer.

September 2014

GF Cash = (\$21,713). Park and Water funds in negative cash positions, owed \$64,000 to attorneys, State funds withheld for accounting non-compliance, owed \$79,000 on 1989 sewer loan

September 2015

GF Cash = \$2691. All funds with positive cash positions, no State funds withheld, DPW staffing and compensation increased

September 2016

GF Cash = \$143,048. \$50,000 paid back to other funds, attorney bill paid off, 1989 sewer loan paid off, major work paid for on ELSS, major improvements to water and sewer systems underway, moving cash reserves into investment vehicles, employee benefits increased

Thank you for your Consideration,