

**CLERK-TREASURER
CITY OF WEST LAFAYETTE**

MEMORANDUM

TO: Board of Works
FROM: Clerk-Treasurer Judy Rhodes
SUBJECT Tonya Vanaman – Accounting I
DATE: January 6, 2010

Tonya Vanaman has held a shared position since 2004 between the Street Department (MVH Fund) and the Wastewater Treatment Utility (Billing Office.) This position is titled Accounting/Receptionist on the 2010 salary ordinance. The position was created when the WWTU billing office was a separate operation located at the WWTU plant, just down the road from the Street Department and both functions reported to David Downey. Mrs. Vanaman previously worked from 8: 00 am to 11:00 am at the Street Department., and then traveled a short distance to the WWTU billing office at the plant for the remainder of the work day. When the WWTU billing office moved to City Hall in the fall of 2009, Ms. Vanaman continued in the shared position. With further consolidation of the financial offices under the Clerk-Treasurer, the 2010 WWTU budget plan was to eliminate the shared position and provide a full time Accounting I position.

During the past two months Ms. Vanaman has been on loan full time to the WWTU billing office to provide coverage during leaves in the Clerk-Treasurer's and WWTU billing office. She is willing to continue full time employment with City in the Accounting I position in the WWTU billing office. Her biweekly salary will remain the same at \$1,087.87 (\$14.50/hour). I would request that the change in position be effective December 12, 2009, the first day of the pay period for the 2010 payroll.

The need for a part-time receptionist/clerk position at the Street Department is being evaluated, and a part-time position may be opened in the future.

Cc: Human Resources Director Diane Foster
WWTU Utility Director David Henderson
Street Commissioner Dave Downey