

Town of Ulysses Clerk's Office
MONTHLY REPORT for JULY 2021

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	8
Disabled parking permits	9
Dog licenses and renewals	69
Marriage licenses	2
Plumbing permits	0
Address assignments	0
Notarizations	8
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$1264.50	TOTAL Clerk fees & licenses collected
\$920.07	stays in the town
337.43	goes to the state
\$2532.00	Building & Zoning fees collected and deposited in supervisor acct.

CLERK'S OFFICE TASKS:

- Routine tasks:
 - retrieved, sorted, vouchered mail, answered inquiries on various topics, attended town board meetings and took minutes, kept website current, provided notary services, issued marriage & dog licenses and disabled parking permits, collected building & zoning fees, assigned new addresses as requested, participated in weekly Supervisor/Clerks office meetings, sent weekly e-newsletter messages to residents including COVID resources, contract management
- Provided IT equipment inventory data to NYS auditors as requested
- Hosted Community Leaders meeting (monthly on 3rd Monday)
- Finalized Community Contract/Funding application, sent to prior organizations, created and posted fliers around town
- Updated asset database
- Trained Rec Director on procurement procedures
- Fielded Planning & Zoning inquiries

WATER DISTRICT TASKS:

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Collected and posted water payments
- Provided monthly reporting to the bookkeeper to reconcile accounting
- Provided our amount due to Town of Ithaca for annual water loss reconciliation for past 6 years

HABITAT NATURE PRESERVE COMMITTEE:

- Met to discuss signage, neighbors check-ins, possible future events and new trailer park owners

OTHER COMMITTEES/ASSOCIATIONS:

- Health consortium- Joint Committee on Plan Structure & Design (meets every other month)- no July meeting