

Town of Ulysses Clerk's Office
MONTHLY REPORT for APRIL 2017

Submitted by Carissa Parlato 5/5/17

LICENSES/PERMITS issued:	#
Sporting licenses	19
Disabled parking permits	11
Dog licenses and renewals	56
Marriage licenses	2
Plumbing permits	0
Address assignments	2
Notarizations	4
FOIL requests-completed	3

FINANCIAL REPORT:	
\$1428	TOTAL Collected for fees & licenses
\$920	stays in the town
\$508	goes to the state

CLERK's OFFICE TASKS:

- Tax collection- completed, settled up with Tompkins County. Collected \$4,660,488.94 of \$5,077,646.16.
- Dog enumeration (census)- create mailer, get feedback, find most cost-effective & efficient way to send to town residents
- Routine tasks:
 - Notarized documents for citizens
 - Ordered supplies
 - Retrieved, sorted, vouchered mail
 - Answered inquiries on various topics
 - Took and wrote up meeting minutes
 - Kept website current
 - Sent listserv messages to residents (2/month)
 - Mailed and posted dog licenses; issued tickets as needed
 - Assist other departments when possible
 - Respond & fulfill FOIL requests- coordinate with other departments as necessary

WATER DISTRICT TASKS:

- Posted incoming bills
- Updated testing spreadsheets

COMMITTEES/ASSOCIATIONS:

Health Consortium:

- Attended March 2 meeting. Presentations on CanaRx, telemedicine, upcoming retreat on May 10.

Tompkins County Town Clerks Association:

- Elected president at meeting on 4/25.

TRAININGS:

NYSDHEC- Attended one day of Homeland Security training in Corning on identifying and preparing for risks in your municipality.

NYSTCA- State Town Clerks association 2.5 day conference in Rochester NY with ~250 other Town Clerks.

Classes attended by Clerk and/or Deputy Clerk:

- FOIL and Open Meetings Law by Asst. Director of NYS Committee on Open Gov.
- How the Legislative Process works by lobbyist Chris Duryea
- Bidding and Procurement by lawyers
- How the City of Rochester's created a FOIL program in Laserfiche by the City of Rochester
- Round table session with other small towns
- Ethics For Town Clerks by AOT
- Disaster Planning and Response for Records Mgmt by NYS Archives
- Q & A with Assoc of Towns
- How to gain the upper hand- communication techniques by Matt Episcopo
- Meeting for county association officers