

Monthly Report

City of Oneida
Department of Parks
and Recreation

Helen Acker
Mayor



Lucas M. Griff
Director

CITY OF ONEIDA
DEPARTMENT OF PARKS AND RECREATION
ONEIDA RECREATION CENTER, 217 CEDAR STREET
ONEIDA, NEW YORK 13421
Telephone: (315) 363-3590 Fax: (315) 363-6062

April 2020

Since the shut down in March the Parks and Recreation Dept. has been closed. All programs and rentals have been canceled.

The Recreation Coordinator and the Director have been working a few hours a week updating the Marquee at the Kallet.

Since the weather has started to improve the Coordinator and Director have been working 3 - 4 hours a day mowing grass at the parks and performing general upkeep of our outdoor spaces.

Lucas Griff

Parks and Recreation Director

CITY OF ONEIDA
POLICE
DEPARTMENT
MONTHLY
REPORT

POLICE CHIEF PAUL THOMPSON

2020 Monthly Overtime Report

Month	OT Pay	OT Comp	Comp used	Reimbursements	Cost after reimbursements
JAN	\$3,436.93	186.22	57.75	\$822.78	\$2,614.15
FEB	\$2,426.51	250.375	38.5	\$829.71	\$1,596.80
MAR	\$3,540.89	296.625	58.5	\$0.00	\$3,540.89
APR	\$3,398.18	67.5	60	\$0.00	\$3,398.18
MAY					\$0.00
JUN					\$0.00
JUL					\$0.00
AUG					\$0.00
SEP					\$0.00
OCT					\$0.00
NOV					\$0.00
DEC					\$0.00
					\$11,150.02

APR	Pay	Comp
Admin	\$0.00	0
CPI	\$435.25	27.375
Court	\$0.00	0
CBT	\$1,355.19	27.75
CSK	\$654.85	6
CSCH	\$0.00	0
CVAC	\$556.79	0
OCINV	\$396.10	0
SCH	\$0.00	0
SE	\$0.00	3
SI	\$0.00	3.375

Note: Overtime by month (above chart) for pay periods in month. This chart is by calendar month. For the month of June there was a change halfway through the month in pay rates. Therefore the dollar amounts are a little higher than actual.

Reason Abbreviations are as follows: Admin(Clerks only), Complete Investigation, Court, Cover Back Time(Comp), Cover Sick Time, Cover School, Cover Vacation, On Call Investigation, School, Special Events, Special Investigations.

	19-Apr	20-Apr	YTD 4/19	YTD 4/20	Change from previous year
Calls for Service	630	618	2309	2449	140
Criminal Offenses	197	164	796	689	-107
Cleared Cases	166	151	654	592	-62
Arrests	80	41	303	253	-50
Parking Tickets	51	6	308	216	-92
Traffic Tickets	126	36	556	332	-224
Felony Charges	12	3	28	27	-1
Misdemeanor Charges	39	27	167	150	-17
Violation Charges	20	9	71	50	-21
CPL Warrants/Bench	9	2	41	24	-17

all positive numbers mean an increase for current year. If a negative number it means it's down from previous year.

Domestic Incident Reports	
January	40
February	40
March	59
April	58
May	
June	
July	
August	
September	
October	
November	
December	

2020 Stats by Month

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD total
Calls for service	628	554	649	618									2449
Criminal Offenses	171	182	172	164									689
Clearances	145	153	143	151									592
Arrests	71	93	48	41									253
Parking Tickets	60	69	81	6									216
Traffic Tickets	96	108	92	36									332

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD Total
Calls for Service	567	515	597	630	688	749	814	855	717	685	630	546	7993
Criminal Offenses	222	187	190	197	179	214	250	252	191	218	167	175	2442
Clearances	181	157	150	166	161	177	198	214	159	172	151	148	2034
Arrests	79	73	71	80	74	82	93	100	72	78	67	82	951
Parking Tickets	69	69	119	51	28	22	17	20	26	20	52	89	582
Traffic Tickets	155	148	127	126	115	97	135	136	158	131	149	106	1583

To The Two Officers
who took the call
to ~~the~~ St.

"I forgot your names"
sorry

THE WORLD IS A BETTER PLACE
BECAUSE YOU'RE IN IT.

Thank you
both for

helping me the
other day. I was
scared and you
were so kind.

I'm so sorry
that it took so
long to resolve,
But I just want
you to know how
much it meant
to me, May
God Bless you
Always. And Stay
well,
~~_____~~

**CITY OF ONEIDA
FIRE DEPARTMENT**

**DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE**

Dennis Fields
Fire Chief



109 North Main Street
Oneida, New York 13421
TEL: 315-363-1910
FAX: 315-363-3437
dfields@oneidacity.com

***Oneida Fire Dept
Monthly Reports***

April, 2020

April

April, 2020	YTD
FIRE	\$1,476.08
RESCUE	100.16
NON-FIRE	404.84
EMERGENCY RESPONSE TOTALS	\$1,981.08

TYPE OF CALLS REPORT
AND NUMBER OF CALLS

FIRE	2
RESCUE	98
NON FIRE	41
TOTAL	141



Overtime Expenditures

Acct	Start Bal	This period	YTD Bal
Regular 102	\$120,000.00	\$4,007.48	\$91,413.28
Train/EMS 107	\$6,500.00		\$6,230.89
Fire Mar 108	\$3,000.00		\$2,888.80
Train/Fire 109	\$5,000.00		\$4,201.60
Alarm Maint 110	\$0.00		\$0.00
Personal Leave 112	\$1,600.00		\$1,600.00
Short Shift 114	\$50,000.00	\$1,789.89	\$41,312.90

YTD Call Comparison

	2019	2020	DIFF
FIRE	13	8	-5
RESCUE	499	518	19
NON FIRE	158	163	5
Totals:	670	689	19

CITY OF ONEIDA

DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE

Dennis Fields, *Chief*



109 North Main Street
Oneida, New York 13421
TEL: 315-363-1910
FAX: 315-363-3437

Fire Department Revenue- April, 2020

Alarm Permits:	\$0
Solid Fuel Burning Permits:	\$0
Tent Inspections:	\$0
Fire/Housing Inspections:	\$0



Housing Totals

Inspections	0
Re-inspections	0
3+ Family	0
Complaints	2
Vacates	0
No shows	0

CITY OF ONEIDA FIRE DEPARTMENT

DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE

Fire Marshal's Office
Timothy S. Cowan, Fire Marshal



109 North Main Street
Oneida, New York 13421
TEL: 315-363-1910
FAX: 315-363-3437
tcowan@oneidacity.com

FIRE MARSHAL MONTHLY REPORT APRIL 2020

TITLE / NAME	TOTAL HOURS
TOTAL OFFICE HOURS	18
<hr/>	
OFFICE BREAKDOWN	TOTAL INSPECTIONS
BUSINESS INSPECTION	0
BUSINESS REINSPECTION	0
BUSINESS C OF C	0
PUBLIC ASSEMBLY INSPECTION	0
PUBLIC ASSEMBLY REINSPECTION	0
PUBLIC ASSEMBLY C OF C	0
OPERATING PERMITS	0
SOLID FUEL BURNING DEVICE	0
ORDER TO VACATE	0
VACANT PLACARDS	0
VACANT BUILDING INSPECTIONS	0
KNOX BOX WORK	0
COMPLAINTS	0
NO SHOW	0
MEETINGS / CODES SCHOOL	0 HOURS
PLAN REVIEW	2 HOURS
MISCELLEANOUS	0 HOURS

OFFICE BREAKDOWN CONT.	TOTAL HOURS
FIRE INVESTIGATION	0 HOURS
FIRE PREVENTION	0 HOURS
SMOKE DETECTOR INSTALLATION	0 HOURS
SMOKE DETECTORS INSTALLED	0
BIRTHDAY DRIVE-BY	8

FIRE MARSHAL'S ACTIVITIES

- Met with Kipp Hicks at the Oneida Limited Sales Office. Still waiting on the hallway carpet and FDC new location.
- Site visit at the Oneida Limited Sales Office. All items are installed for a Temporary Certificate of Occupancy. Advised Pat Baron.
- Teamed up with the Police Department for 8 drive-by for Birthday Parties.
- All fire inspections, fire prevention, and site inspections have been cancelled due to COVID-19 Pandemic.

Monthly Report
City Chamberlain

Nancy Andrews
Chamberlain

TO: MAYOR AND MEMBERS OF THE COMMON COUNCIL:

THE FOLLOWING IS AN ACCOUNTING OF THE TRANSACTIONS HANDLED BY THE CITY CHAMBERLAIN DURING APRIL 2020

CITY AND COUNTY TAXES COLLECTED	
CITY PORTION	39,781.68
COUNTY PORTION	31,765.23
INTEREST AND PENALTIES	4,062.06
MAIL	
DELINQUENT SCHOOL TAX COLLECTED	7,308.11
FEES ON SCHOOL TAXES	361.33
5% COLLECTOR'S FEE	361.33
WATER AND SEWER RENTS COLLECTED	364,780.29
WATER SERVICE CHARGES	
TAX SALE CERTIFICATES	
FEES ON TAX SALE CERTIFICATES	7,578.82
FILING FEES	1,832.66
CERTIFIED MAIL	150.00
ADVERTISING	21.00
	30.00
TAX SEARCHES	440.00
FINES AND PENALTIES (PARKING TICKETS)	475.00
COURT REPORT	3,309.00
COURT-BAIL FORFEIT	
CITY CLERK EARNINGS	4,917.25
POLICE REPORT	

RECREATION DEPARTMENT

REC CENTER REVENUE	105.00
KALLET	
T BALL	
YOUTH BASKETBALL	

RETURN CHECK FEE
SEWER VIOLATION OMP
TAX OVERPAYMENT
CS TEST FEES

UTILITY TAXES	1343.88
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ACC/REC WATER SVC CHGS AND FIRE INSP MISC AND 2020 HEALTH INSURANCE	8470.39
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RECEIPTS FROM NEW YORK STATE
DEPARTMENTS AND AGENCIES

RECEIPTS FROM MADISON COUNTY
MAD CO STOP DWI TO CITY OF ONEIDA

REDEPOSITED ITEMS
SPECIAL ASSESSMENTS
CD REHAB PAYMENTS

REVOLVING LOAN PAYMENTS
FAÇADE PAYMENTS

2,072.21
143.71

TOTAL FUNDS DEPOSITED

479,308.95

CITY/COUNTY TAXES COLLECTED

71,546.91

PERCENT COLLECTED AS OF APRIL 30 2020

90.27%

2019-20 SCHOOL TAXES COLLECTED
PERCENT COLLECTED AS OF APRIL 30 2020

\$ 7,308.11
52.00%

City of Oneida
Engineering | Public Works

April 2020 Monthly Report

Prepared By: Eric G. Schuler, P.E.
City Engineer



CITY OF ONEIDA
DEPARTMENT OF ENGINEERING AND PUBLIC WORKS
109 N. Main Street, Oneida, NY 13421

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

Monthly Report – April 2020

General Note: Due to staffing restrictions caused by COVID-19, typical task progress for DPW/Water/WWTP/Traffic operations has been impacted. We will be playing catch-up the entire year once staffing restrictions ease-up. We are planning on returning to full-staff once non-contact thermometers are secured in May

A. Public Works Monthly Recap (Streets, Traffic, Mosquito, Garage, Sanitary Sewer Collection)

Public Works staff performed the General Maintenance tasks listed below during February 2020:

- Green Waste Services – Chipper truck, general pickup, Cleanup, Christmas Trees
~\$24530 YTD Labor Costs, \$18461 YTD Equipment Costs

- Sanitary Sewer – Weekly Inspections – Maintenance on Collection System problem areas
~\$3152 YTD Labor Costs, \$930 YTD Equipment Costs

- Sanitary Sewer – Cleaning/CCTV – Maintenance and inspections
~\$13830 YTD Labor Costs, \$4999 YTD Equipment Costs

- Sanitary Sewer – Repairs
~\$1997 YTD Labor Costs, \$1484 YTD Equipment Costs

- General Street Maintenance – Street Sweeper, Cold patch
~\$18254 YTD Labor Costs, \$20683 YTD Equipment Costs

- Masonry Work – Repair structures, sidewalk construction
~\$383 YTD Labor Costs, \$196 YTD Equipment Costs, \$0 YTD Material Costs

- City Trees- pruning, removals, inspections
~\$5939 YTD Labor Costs, \$5764 YTD Equipment Costs

- Mowing- City-owned Property
~\$955 YTD Labor Costs, \$1333 YTD Equipment Costs

- Mowing- Code Violations
~\$0 YTD Labor Costs, \$0 YTD Equipment Costs

- Mowing- Road Edges/Ditches
~\$0 YTD Labor Costs, \$0 YTD Equipment Costs

- 2019-2020 Winter Snow Removal Operations
~\$87238 Season-to-Date Labor Costs, \$82955 Season-to-Date Equipment Costs

B. Codes Enforcement Monthly Recap

Due to COVID-19 Restrictions, all interior inspections have been suspended and Code Enforcement Office has reduced hours of operation (8-12 M-F)

- 8 Building Permits issued
 - Total estimated construction cost of \$210700
- 3 Sign Installation Violations
- 1 Letter for Building Permit Fee Due

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

Monthly Report – April 2020

- 1 Violation Letter for Demolition without an Approved Permit
- 1 Stop Work Order issued
- 1 Swimming Pool Violation
- 4 Violation Letters for Construction without an Approved Permit
- 1 Letter for Site Plan Approval
- 2 Letters of Failure to Obtain Occupancy Certificate

C. Wastewater Treatment Plant

- General maintenance and upkeep ongoing.

D. Water Distribution/Treatment

- Distribution personnel have been fixing/locating leaks.
- Treatment Plant general maintenance ongoing.

E. Buildings

- General Maintenance ongoing. Additional cleaning protocols in place due to COVID-19 situation.

F. Capital Projects

- Please find below a brief status update of on-going projects:

2020 Current Master Capital Project Summary		
Description	Status as of 3/31/20	Estimated Completion of Phase
2020 Annual Street Resurfacing	Awaiting NYSDOT \$\$	Fall 2020
LED Streetlight Replacement	PSC Approval	Mid-2020
2010 Glenmore Dam	DEC Review	1/1/2021
2016 Water Treatment Plant Generator	Close-out Docs	Spring 2020
WWTP Flood Repairs and Mitigation	Awaiting \$\$ For Close	Spring 2020
WWTP Aeration Improvements	Awaiting \$\$ For Close	Spring 2020
West Elm Infrastructure - Sewer and Water	Substantial Comp.	Spring 2020
Higginbotham Dam Repairs	TBD	TBD
Mt Hope Lower Dam Engineering Assessment	NYSDEC Review	Unknown
WWTP EPC Project	Finalizing Design	December 2022
New DPW Facility Design (DASNY)	Prelim Design	Summer 2020
2020 Sidewalk Replacement (internal)	On Hold	Fall 2020
Sidewalk Replacement (DASNY)	DASNY Review	Fall 2020

- **LED Streetlight Replacement**

Status: National Grid Documents still need to be sent to Public Service Commission (by National Grid) for approval before project can progress to implementation on the National Grid-owned poles. PSC is working with National Grid currently since National Grid keeps delaying the process. Contractor is working on Securing materials by June 1st, pending completion of National Grid paperwork. Contractor is also planning on starting construction of Oneida Street Plaza improvements in the 2nd half of May. Assistant City Engineer is managing this project.

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

Monthly Report – April 2020

- **WWTP Flood Repairs and Mitigation**
Status: Close-out process. All docs in with FEMA and awaiting final reimbursements.
- **WWTP Aeration Improvements**
Status: Close-out process. Awaiting final reimbursement from NYSEFC prior to completing Close-out resolution.
- **West Elm Infrastructure – Sewer and Water**
Status: Substantially Complete. Final restorations and completion of punch list items to occur in late Spring, pending status of COVID-19 restrictions. Change Order expected in May/June to extend date for restoration and final payment. Assistant City Engineer is managing this project.
- **WWTP EPC Project**
Budget: ~44,000,000
Design Submission completed for NYSDEC Regulatory Review. Final Design progressing with Value Engineering. Energy Performance Contract DRAFT sent to City in April for Engineering and Legal Review. Legal Review sent back to ESG for comment review.
- **New DPW Facility**
Budget: 1,900,000 (NY RISING GRANT)
Status: DASNY Coordination. Awaiting timeframe for Grant Funds so design can progress. Preliminary Design anticipated in Spring, Consultant under contract to progress project and Assistant City Engineer has completed Kick-off Meetings. Assistant City Engineer is managing this project.
- **Sidewalk Replacement (Internal)**
Budget: 25,000
Status: Program ongoing, but on-hold for Winter. Tasks continually generated in Cartegraph work order.
- **Sidewalk Replacement (DASNY)**
Budget: 50,000 (SAM GRANT)
Status: DASNY Coordination. Awaiting timeframe for Grant Funds so project can be put out to bid. Design at 95% Complete.
- **Higinbotham Brook Assessment (Mini-brook)**
 - Preliminary Engineering Phase. Consultant Selected for trenchless rehabilitation analysis, deadline Summer 2020. Property list for “Open-drainage” neighboring properties identified, with potential access locations being determined. 20-min easement will be required along entire “open-drainage” section. It is being evaluated what equipment the City may have to purchase in order to properly maintain the “open-drainage” section, if that moves forward. Keep in mind that obtaining an easement from every property adjoining the “open-drainage” section of the Brook will end up being costly to General Fund.

Monthly Report

Comptroller

Lee Ann Wells

2020 SALES TAX

3.5% increase to
2019 Budget

MONTH	RECEIVED	Budget	Actual 2019	Difference	Budget 2020	Actual 2020	VARIANCE	VARIANCE
JANUARY	2/6/2020	\$ 307,213	\$ 304,921.16	(2,292.21)	\$ 317,966	\$ 331,541.87	\$ 13,576	\$ 13,576
	2/12/2020	\$ 71,268	\$ 71,210.92	(56.71)	\$ 73,762	\$ 73,346.78	\$ (415)	\$ 13,161
FEBRUARY	3/6/2020	\$ 267,087	\$ 271,768.26	4,681.17	\$ 276,435	\$ 281,623.12	\$ 5,188	\$ 18,349
	3/13/2020	\$ 51,865	\$ 56,690.65	4,825.72	\$ 53,680	\$ 52,160.60	\$ (1,520)	\$ 16,829
MARCH	4/6/2020	\$ 181,101	\$ 339,689.92	158,589.01	\$ 187,439	\$ 387,582.23	\$ 200,143	\$ 216,972
	4/12/2020	\$ 282,197	\$ 62,302.92	(219,894.01)	\$ 292,074	\$ 61,862.08	\$ (230,212)	\$ (13,240)
1ST QTR		\$ 1,160,731	\$ 1,106,584	\$ (54,147)	\$ 1,201,356	\$ 1,188,117	\$ (13,240)	\$ (13,240)
APRIL	5/7/2020	\$ 310,976	\$ 323,366	12,390.28	\$ 321,860	\$ 222,153	\$ (99,707)	\$ (112,946)
		\$ 64,526	65,623	1,096.61	\$ 66,784		\$ (66,784)	\$ (179,731)
MAY		\$ 311,728	354,126	42,398.05	\$ 322,638		\$ (322,638)	\$ (502,369)
		\$ 57,347	63,318	5,971.10	\$ 59,354		\$ (59,354)	\$ (561,723)
JUNE		\$ 101,780	147,332	45,551.53	\$ 105,343		\$ (105,343)	\$ (667,065)
		\$ 190,840	179,438	(11,402.75)	\$ 197,520		\$ (197,520)	\$ (864,585)
		\$ 184,061	94,766	(89,295.03)	\$ 190,503		\$ (190,503)	\$ (1,055,088)
2ND QTR		\$ 1,221,258	\$ 1,227,967	6,709.80	\$ 1,264,002	\$ 222,153	\$ (1,041,848)	\$ (1,055,088)
JULY		\$ 316,446	\$ 348,994	32,548.72	\$ 327,521		\$ (327,521)	\$ (1,382,609)
		\$ 63,678	67,562	3,883.74	\$ 65,906		\$ (65,906)	\$ (1,448,516)
AUGUST		\$ 310,408	326,717	16,308.88	\$ 321,272		\$ (321,272)	\$ (1,769,788)
		\$ 63,737	67,361	3,624.17	\$ 65,968		\$ (65,968)	\$ (1,835,756)
SEPTEMBER		\$ 265,478	395,125	129,646.73	\$ 274,770		\$ (274,770)	\$ (2,110,525)
		\$ 185,602	73,218	(112,383.67)	\$ 192,098		\$ (192,098)	\$ (2,302,623)
		\$ -	-	-	\$ -		\$ -	\$ -
3RD QTR		\$ 1,205,348	\$ 1,278,977	\$ 73,629	\$ 1,247,535	\$ -	\$ (1,247,535)	\$ (2,302,623)
OCTOBER		\$ 320,393	\$ 337,804	17,410.62	\$ 331,607		(331,607)	(2,634,231)
		\$ 51,054	54,334	3,279.77	\$ 52,841		(52,841)	(2,687,072)
NOVEMBER		\$ 306,554	307,304	750.82	\$ 317,283		(317,283)	(3,004,355)
		\$ 60,611	63,864	3,253.12	\$ 62,732		(62,732)	(3,067,087)
DECEMBER		\$ 73,508	192,102	118,594.20	\$ 76,081		(76,081)	(3,143,168)
		\$ 190,386	184,483	(5,902.88)	\$ 197,049		(197,049)	(3,340,217)
		\$ 272,760	82,630	(190,129.09)	\$ 282,306		(282,306)	(3,622,523)
4TH QTR		\$ 1,275,265	\$ 1,222,522	\$ (52,743)	\$ 1,319,899	\$ -	\$ (1,319,899)	\$ (3,622,523)
TOTALS		4,862,602	\$ 4,836,050	\$ (26,552)	\$ 5,032,793	\$ 1,410,270	\$ (3,622,523)	\$ (3,622,523)
			-0.546%			3.5%		

**CITY OF ONEIDA
OFFICE OF THE COMPTROLLER**

Lee Ann Wells
City Comptroller

Jessica Kaiser
Deputy City Comptroller



109 North Main Street
Oneida, New York 13421
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Fax: 315-363-9558
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jkaiser@oneidacity.com

Comptroller's Report – April 2020

Along with our normal responsibilities of purchasing, warrant processing, payroll, benefit maintenance, workers compensation, general liability insurance, retiree and personnel meetings, month end reconciliations, and general account maintenance we are currently working on the following projects:

➤ **Citywide Software Conversion**

- Financial Conversion is complete.
- Utility conversion is complete
- Accounts Receivable is complete
- The time clocks are installed and scheduled to go live after City Hall reopens with full staff. They had some timeclock software issues, we have been testing the system since April 1st
- Anticipated go live with Tax module is October 2020

➤ **Sales Tax**

- Sales Tax revenue for 2020 is \$112,946 under budget as of 5/7/20 disbursement - ***Buy local whenever possible!***

➤ **2019 Year End Process & Audit**

- Our auditors are working on the audit remotely. We are uploading all supporting documentation as needed through their portal.
- We carried over only \$43,060 in encumbrances as compared to last year's \$158K+.
- The Annual Update Document due to the Office of the New York State Comptroller no later than May 1st was submitted on 4/29/20 for review by the OSC. The AUD discloses each and every account and financial standing for every fund maintained by the City.

CITY OF ONEIDA
OFFICE OF THE COMPTROLLER

Lee Ann Wells
City Comptroller

Jessica Kaiser
Deputy City Comptroller



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Oneida, New York 13421
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jkaiser@oneidacity.com

➤ **Capital Projects**

- We are maintaining monthly reconciliations of all projects and having virtual and conference call meetings as needed.
- The EFC 0% financing application was submitted on June 20th for the Wastewater Treatment Plant Expansion. We have received approval and are working with bond counsel to move forward.
- I am working on close out for the FEMA Mitigation project and the WWTP Aeration project. Once closed we should receive in the \$380,000 WIIA grant funds and the remaining \$700,000 reimbursement from the mitigation.

➤ **Library**

- I am working with the 5 other municipalities in our joint obligation to form a flow of funds within our group.
- We are also working on the options for a possible BAN renewal or USDA bond/loans.
- The joint obligors have requested grant/donation accounting from the library to determine correct long term bond amount.

➤ **Personnel**

- Through this pandemic we have setup for Jessica and myself to have the ability to work remotely and perform all needed functions should the situation arise where we cannot be in the office. I have limited my office staff to no more than 2 employees in the office on any given day.
- A review and implementation of policies and procedures has been an ongoing project
- A training manual for A/R processing for both Rec and Police is almost complete and will be explained to appropriate personnel once policy is approved.

Stay Safe & Be Well.

Monthly Report
Office of the
City Clerk

Susan Pulverenti
City Clerk

Ms. Judith D. Palozzi
12911 W Blue Sky Dr
Sun City, AZ 85375-1814

neopost
04/29/2020
US POSTAGE \$004.20



FC PKG RTL
ZIP 85375
041L11252126

Ms. Sue Pulverti
City Clerk/Registrar

- 2 -

As an expression of my
gratitude, I am enclosing
a note for your use.

I have been making them
for our first responders
and medical professionals
since the middle of March.
Wishing you good health,

Judith DeMare Palozzi
3/1/49

Dumday, April 26, 2020

Sue Pulverti, City Clerk
Sue,

I was so happy to receive
your correspondence for my
birth certificate. Thank
you for your kind note
and exceeding my expect-
ations. What a wonderful
representative you are to
the City Government of Chandler.