

Town of Ulysses Clerk's Office
MONTHLY REPORT for March 2025

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	9
Disabled parking permits	7
Dog licenses and renewals	29
Marriage licenses	1
Notarizations	5
FOIL requests-received	2
FOIL requests-completed	2

<u>FINANCIAL REPORT:</u>	
\$11,569.97	TOTAL fees collected
\$11,361.31	stays in the town
\$208.66	goes to the state

CLERK's OFFICE TASKS:

General/routine tasks:

- mail, answered inquiries on various topics, attended town board meetings and took minutes, made website updates, notary services, licensing (marriage, dog, sporting), disabled parking permits, collected building & zoning fees, participated in weekly Supervisor/Clerks office meetings, managed building use/equipment sign out, responded to FOIL requests, ordered supplies, posted meetings & videos
- Facilities:
 - Take part in NYSEG meeting to learn more about billing/solar
- Taxes:
 - Collected ~\$5.6 million to date
 - Sent weekly pmts to Tompkins County
 - Reconciled accounts
- Water:
 - Continued implementation of new online bill view & pay portal- has been successful so far
 - Worked with DPW on quarterly readings & billing
 - Worked on reconciling with bookkeeper
- Social media & website
 - Continued to share town updates on FB
 - Sent weekly e-newsletters
- Habitat Nature Preserve:
 - Walk through with CCE for grant application
 - Held committee meeting on 3/24
 - Met with DPW on repair of bridges/walkways
- IT:
 - Checked spam filter weekly
- Safety Committee
 - Next meeting in May

2025-3 Recreation Monthly Report

April 3, 2025

Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- Pickleball program will resume with time changes on April 6th (new time 7:30-8:45 am)
- Afternoon pickleball program will begin on Sunday April 20th (12-2pm).

Current youth programming

- Spring youth sports program registration opened on March 1st.
 - Currently open for registration are three baseball/tball based program divisions, spring track, and spring tennis. This is a total of seven individual programs.
- Total spring registration numbers are currently: 192
- Summer camp programming opened on March 15th at 8:00 am. Registration was expected to sell out very quickly for the majority of the camp weeks. In an unprecedented registration season, all six weeks of the camp sold out in 27 minutes.
 - Waitlists for the summer camp weeks are double digits for every week including over 50 for weeks 2, 3, 4, and 6.
 - The camp director for the past several years will be returning to the same position this summer. One of the assistant directors will not return this summer due to an opportunity in Scotland and Genesee, NY.
 - The job posting for the camp positions are open. Interviews and recruitment will begin in April.
 - The application for the camp has been submitted. The safety plan and supporting materials are due at the end of April for camp.

General administration

- Attend Town Hall meeting for second meeting of March to talk about need for additional recreation space.
- A new recreation directors meeting has been set by Kate Shanks-Booth, Director of Tompkins County Youth Development for Rec Directors monthly to come together and discuss current issues in the area. The meetings will be monthly on the second Monday of each month, next meeting is set for April 14th.
- Recruitment for volunteers coaches for spring programs has started. We have coaches secured for coach pitch and hybrid pitch.
- Registration numbers are very low for kid pitch baseball and the program is in danger of not running this spring.

Greetings Board Members: We have now completed the first quarter of the year, and I have included financial highlights from the March 2025 financial statements for my April board report.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 3/31/2025 were \$1,461,693.89 a decrease of \$64,864.48 from the end of February. A few notable items to comment on for this month, and the first quarter of the year:

- Sales tax payments are coming on a timely basis, having received January and February payments as of the end of March.
- We have started receiving payments for summer camp, as noted in the accompanying analytical review.
- Normal cash outlays occurred for operating expenses, with annual payments that occur at the beginning of the year, such as fire and ambulance and community organizations.

In addition to cash balances, the Town had investments valued at a total of \$2,803,172.72 as of March 31, 2025. Of the total investments, \$1,520,955.79 represents reserve funds, and \$1,282,216.93 represents a combination of fund balance, property tax revenue, and ARPA funds (about \$229,000). As of March 31, \$28,920.39 was recorded in interest and earnings across funds, representing the first quarter 2025 realized and unrealized earnings on investments.

Other than cash, investments, and interfund transactions (due to/due from other funds), there are no significant assets and liabilities in the Town's operational financial statements.

Income Statement

Revenues through March 2025 are as expected. You will primarily see tax revenue, with some revenue coming from the County and the Village for snow and ice and emergency services, respectively. Additionally, as mentioned above, we have started to receive funds for the recreation program. Sales tax payments have been received for January and February. You will also see in Water District #3 the first quarterly billing for the year.

I have included for your reference a summary of all major revenue accounts that represent 96% - 100% of total revenues for each fund. Also, please note that interest income recorded includes investment income from reserve funds and therefore will exceed the amounts budgeted for operational uses.

Expenditures through March 2025 are also as expected, with some spending being front loaded (such as payments for Fire and Ambulance services, community organizations, and some insurance costs). I have included a summary for each major fund by function of expense showing the budgeted amount and spending thus far. Below are a few observations I have about the summary of expenditures through March 31, 2025:

- Employee benefits show spending at a rate slightly greater than the personnel spending for the first quarter – this is due to the upfront payment for worker’s compensation insurance and the advance payment for April health insurance.
- Transportation spending in the DB fund occurs primarily between May and October depending on weather conditions – as these funds are for road maintenance and repair.
- As noted previously, spending in the SF and SM funds are complete for the year.

Bookkeeper Activities

It’s been a busy first quarter with the completion of the audit, annual financial report to the Comptroller’s Office (AFR), and the ongoing activity with the Town’s budget, financial and personnel operations. Below are some highlights:

- Audit: Fieldwork was conducted in mid-February, with some remote follow-up through late February and March. We now have a draft that I am reviewing.
- AFR: As mentioned previously, I did file the AFR by the March 1 deadline. I have not had any correspondence yet from the Comptroller’s Office.
- Personnel: I continue to support employees and retirees with benefit administration, employment, and civil services functions. Not a significant amount of hiring has happened in the first quarter of the year, but positions for summer camp have been posted, and I expect the next quarter to be very busy with youth employment activity.
- Finance Committee: The Finance Committee met on March 20th. Meeting notes have been posted in the SharePoint portal.
- Investments: We have enrolled in NYCLASS, as approved by the Board at their last meeting. I am in the process of figuring out the logistics of transferring funds from Tompkins to NYCLASS.