

NOT required to be reviewed prior to meetings.

These materials are submitted for informational purposes only and may be read at your leisure. It is NOT necessary to read Activity Briefings prior to the meeting.

I. Staff Activity Reports

A. Clerk Activity Report

B. Police Department

Offense Count Report/Call Log

C. Wastewater Treatment Plant Activity Report

D. Wastewater Treatment Plant Project Update

E. Water Department Activity Report

F. Treasurer Activity Report

G. Community Development Activity Report

No Report

Sincerely,

Heather K. Grace

City Manager

PREPARED BY: Barbara Pitcher**PREPARED ON:** July 7, 2021**SUBJECT:** Clerk Activity Report**BACKGROUND:**

07/07/21 Activity Briefing – City Clerk

Since returning from the MAMC Clerk’s Institute, this office has been dealing with significant down time due to technical issues resulting from the transition to a new IT provider and new equipment/software. While issues will be resolved in time, there have been and continue to be many tasks that are hampered by access to and usability of certain platforms.

City Meetings

In addition to participating in the meeting itself, time is spent scheduling, drafting/publishing the agenda, contributing supporting documentation, recording/creating/publishing minutes, creating/certifying/ publishing resolutions and ordinances, and proclamations, etc.

Recording Secretary/Host for:

- 06/24/21 – Zoning Board of Appeals
- 06/28/21 – City Commission Meeting
- 7/12/21 – City Commission Meeting
- 7/13/21 – Planning Commission Meeting

Completed minutes for:

- 06/24/21 – Zoning Board of Appeals
- 06/28/21 – City Commission Meeting

Created Agenda:

- 7/12/21 – City Commission Meeting
- 7/13/21 – Planning Commission Meeting

	<u>As of 7/7/21</u>	<u>YTD</u>
• Resolution	3	19
• Ordinance	0	1
• Proclamation	0	0

Communications

The Clerk monitors the City’s Facebook account daily – throughout the day, including evenings and weekends – to address questions and comments, as necessary, and to identify relevant content to share with the community.

Postings*

	<u>As of 7/7/21</u>	<u>YTD</u>
• Bulletin Board	3	53
• Website	6	132
• Facebook		
○ Original Content	13	93

○ Shares w/ Additional Content	3	82
○ Shares w/o Additional Content	17	292

**Posted by the Clerk, only, as opposed to other staff*

Public Comment/Inquiries

Almost every one of the contact methods below require at least one follow-up email, phone call or conversation and often multiple.

	<u>As of 7/7/21</u>	<u>YTD</u>
• Contact Us – Response/Routing	4	73
• Phone Inquiries	23	240
• Facebook Messages	3	64
• Email		49
• In Person	3	36

FOIA Requests

	<u>As of 7/7/21</u>	<u>YTD</u>
• Open Requests	0	0
• Closed Requests	3	20

Notary, Certification, Attestation, Oath of Office

The Clerk is one of two Notaries at City Hall. We notarize documents for the public at \$1.00 per signature. Additionally, the Clerk is responsible for certifying internal documents and oaths of office.

	<u>As of 7/7/21</u>	<u>YTD</u>
• Notary	3	19
• Certification	0	15
• Oath of Office	1	6

Deputy Marihuana Permit Coordinator

The Clerk is one of the approvers in the marihuana permitting process and responsible for providing attestations for marihuana licensing. As of June 8, 2021, the Clerk assumed the role of Deputy Marihuana Permit Coordinator.

	<u>As of 7/7/21</u>	<u>YTD</u>
• Attestations		12
• Permitting Approvals	0	0

Cemetery

Effective June 8, 2021, the Clerk has responsibility for processing cemetery deeds and maintaining records, as well as fielding/routing inquiries related to sale of graves, perpetual care fees, grounds maintenance and burials.

The Clerk met with the Cemetery Sexton on June 23 to clarify separation of roles and responsibilities between the two offices. Currently, neither the Clerk nor the Sexton have access to Pontem software which is required to track and process plot sales and deeds. Several staff met with Pontem on June 24 to determine why those staff who had Pontem installed we unable to use it. The Pontem representative reviewed the previous work orders and coordination with our previous IT provider, who apparently rectified the issue months ago but did not communicate to staff. We will need to coordinate with our new IT contractor and Pontem to get installed for the Clerk and Sexton followed by training for the Clerk and Bookkeeper (backup). Pontem also indicated they have multiple templates for the City of Buchanan in their system, and we must choose, revise and finalize a single template for Pontum to make the required changes. That is currently in legal review.

Due to technical difficulties, lack of training/process documentation, and short-staffing for almost a year, we have verified there is now an 11-month backlog in issuing cemetery deeds and processing deed transfers. Once the Clerk is trained and the backlog is resolved, it is the goal to process all deeds in no more than a month, and often less (providing they must go before the Commission and be signed by the Mayor).

	<u>As of 7/7/21</u>	<u>YTD</u>
• Phone Inquiries	2	9
• Email Inquiries – Response/Routing	1	3
• Grave Sales		
• Perpetual Care		

Administrative/Other

City Hall Chamber & General Clean-up

Through significant time and efforts of most City Hall staff and DPW staff, the Chamber has been reclaimed, with some slight improvements, and is ready for a return to in-person meetings.

Park/Venue Reservations & Rentals

All park and venue reservations are now all officially directed to the Administrative Assistant (with back up from the Clerk) who will process forms, update internal and public calendars, communicate with staff as appropriate, distribute keys, and request/issue deposit refunds as necessary.

Municode Website Design & Development

Due to more pressing priorities, City deliverables to the Municode project manager have been delayed, although Municode continues to develop the website behind the scenes with what has already been provided. Providing some of the City’s IT transition issues are resolved soon, we will be able to stay within the timeline, targeting a late September launch.

Design	Build	Review & Training	Go Live
Start: 5/14/2021	Start: 5/14/2021	Start: 8/30/2021	Start: 9/20/2021
Tasks: • Send Logo • Send Images • Send Design Packet • Design Review & Approval • Theme Prep & Theming • Quality Assurance Check	Tasks: • Complete Blueprint Form • Send Staff Directory • Content Migration • Send Meeting Data • Send Email Lists • Configure Features • Import Meetings	Tasks: • Review Website • Send Feedback • Schedule Trainings • Attend Trainings	Tasks: • Staff Updates • Final Review • Launch
End: 8/25/2021	End: 8/25/2021	End: 9/20/2021	End: 9/30/2021

Municode Meeting Management

Agenda templates have now been created for all boards and we can begin identifying the agenda manager(s) for each board, giving them access and scheduling training. Combined with our new website, this will enable our many boards to post their meeting agendas and minutes directly to our website, accessible from their individual board page or from a general meeting page. This will enable greater transparency and the ability to easily submit board minutes to the City Commission for receipt.

Professional Development

Certificates arrived for my participation in the Michigan Association of Municipal Clerks Education Day and the Michigan Municipal Clerks Institute – Year 1 which both took place in June.



Certificate of Completion

Barbara Pitcher

Has Successfully Completed

Michigan Association of Municipal Clerks Education Day

June 3, 2021

2 MiPMC Points

Melanie D. Ryska, MiPMC/CMC
MAMC, Education Committee Chair

Central Michigan University
CERTIFICATE OF ACHIEVEMENT

To:

BARBARA PITCHER

for successfully completing the 1st year of the

Michigan Municipal Clerks Institute

June 13 - 18, 2021

Sponsored by:

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

Albert A. Zainea, Director
Academic & Professional Programs
Central Michigan University



Lewis G. Bender, Ph.D.
MAMC Institute Director
and Facilitator

PREPARED BY: Diana Selir
PREPARED ON: July 7, 2021
SUBJECT: Offense Count Report/Call Log

Description	Total of call type
Sex Offenses	0
Parental Kidnapping	1
Larceny	2
Larceny – Theft from Motor Vehicle	0
Fraud	1
UDAA (Motor Vehicle Theft)	0
Aggravated Assault	0
Non-Aggravated/Domestic Violence	3
Family/Other	1
Burglary/Unlawful Entry	0
Intimidation/Stalking	1
Forgery/Counterfeiting	0
Retail Fraud Complaint	1
Damage to Property	2
Liquor Violations	0
Obstruction	1
Disorderly Conduct	0
Weapons Offense	1
Public Peace / Other	12
OUIL	0
Driving Law Violations	2
Health and Safety	4
Trespass	2
Juvenile Complaints	0
Animal Cruelty	0
Private Property Damage/PI accidents	2
Abandoned Vehicle	1
Property Checks	7
Alarms	5
Civil	8
Suspicious Situations	5
Lost/Found Property	3
Natural Death	0
Suicide	0
Medical Assist	16
General Assist	31
Ordinance Violations	3
Missing Person	0

Total: 115

PREPARED BY: Bill Housand
PREPARED ON: 7/7/2021
SUBJECT: WWTP Activity Briefing

BACKGROUND:

Over the last two weeks the following tasks were completed by Wastewater Department staff:

1. We were at Glaser lift station multiple times to remove rags from the rotating assemblies and check valves. Rag issues have been at an all-time high for the last six months. It may be a result of the increased use of Clorox type disposable wipes during the pandemic. These wipes are disposable, but not intended for discharge into sanitary sewers. If this trend continues, we will likely start taking steps to inform the public about the problem.
2. The oil was changed and impeller depths were adjusted at Schirmer lift station. In addition to those items, the inside of the station was cleaned, a dehumidifier was added and the outside of the hut was painted.
3. New belts and sheaves were installed in the Headworks effluent pumps. This was done to accommodate the extra head pressure from discharging to the new plant, that sits at a higher elevation. The work took about four hours total for two pumps, and needed to be scheduled during low flow periods in the early morning hours.
4. Millpond Pump 1 and Industrial Pump 2 were pulled to remove rag balls.
5. A power outage at 1:30 am Monday June 21st, required the operation of the back-up generator for approximately 16 hours to maintain the lift stations on the West side of town. The generator was mainly used at Glaser lift station and performed well the entire time. To this point, the trailer generator has been more reliable and easier to use than our previous unit. The operators deserve recognition for a quick response time and babysitting the generator overnight.
6. Due to the heavy rains of the last week we've had multiple washouts from the new plant construction site. We've worked with personnel from Davis Construction to clean up the washouts and reduce the chances of it continuing to happen. A fair amount of time has been spent cleaning out buildings that were flooded and trying to keep our catch basins clear.
7. We started the new WWTP at 7:05 on June 22nd. Effluent began leaving the new WWTP at 2:37 am on June 24th. To this point, we've maintained compliance with all of our discharge permit requirements with the new plant. I attribute this to the hard work of the design/build team and our staff, with many of us working 40-50 hours over the three days of the startup. The process of transferring operation from our old plant to the new one was pretty complicated. Some of the highlights include:
 - Draining seven tanks, with a total volume of approximately 1.2 million gallons over a 48-hour period.
 - Runoffs for process equipment, as soon as we had enough water flowing through to start the everything up.
 - Equipment training as part of the startup process.
 - Transferring active microorganisms from the old plant to the new plant, to maintain discharge permit compliance.
 - Coordinating with the contractors to install two live tie-ins on force mains.
 - Working on finalizing SCADA controls and alarm call-outs.
 - Updating bench sheets to reflect the process changes in the new plant.

- All of the above items were completed during a week that saw over 6" of rain and multiple power outages. All things considered, I'm not sure we could have picked a worse week to start the plant. But the circumstances did provide a great stress test for the new plant and staff members.
8. In addition to the items listed above, 41 preventative maintenance work orders were performed. This number is significantly lower than usual because we are no longer performing many maintenance tasks for the old plant. In the coming months we will likely see the number go back up as we bring all of the new equipment online.

PREPARED BY: William Housand

PREPARED ON: June 29, 2021

SUBJECT: Wastewater Treatment Plant Project Update

BACKGROUND:

1. Curbs and bollards were installed for parking and receiving areas.
2. The new SCADA system was launched and is currently being integrated with all of individual pieces of equipment throughout the plant.
3. Final grades have been set around the oxidation ditches and sidewalks locations were laid out.
4. The dissolved oxygen probes were installed and calibrated. These probes provide a feedback signal to SCADA that control the oxidation ditch rotors.
5. Almost all of the concrete driveway was poured.
6. The final effluent line from the new plant was tied in to gravity outfall pipe going to the River.
7. The new ultra violet disinfection unit was started up and put into service on June 24th.

This is only a small part of what was completed over the last few weeks. The new plant is currently in operation, and so far is providing as good or better treatment than the old plant. The quality of treatment we are currently getting is about the best we could have hoped for.







PREPARED BY: Scott Desenberg

PREPARED ON: 7-7-21

SUBJECT: Water Dept. Activity Briefing

OVER THE LAST FEW WEEKS WE HAVE BEEN INVOLVED IN THE FOLLOWING TASKS:

1. Miss-Digs have remained consistently busy, with us averaging between 2 and 5 requests per day. Also, we have had a couple emergency marking requests in addition to the normal flow of requests.
2. Notified customers of leaks on Carroll, W. Alexander, Cecil, Berrien, Tulip Tree, N. Detroit, Lake, W. Front, Claremont, Edgewood, and E. Front St. Some were pool fills, but several were toilets we were able to help our customers with.
3. I have collected our every-three-year compliance samples for Synthetic Organic Compounds and Volatile Organic Compounds. I'm happy to report that all of our results came back as non-detect, with no issues to report.
4. On 6-23-21, with the help of DPW, we repaired the old water service to Kathryn Park, that had been run over by the porta-potty service truck. The service ended up being copper on both sides of the curb stop, and Craig made the repair.
5. We had North American Pump in to perform the annual maintenance and evaluation service on our wells, pump, and motors. I haven't received the final reports, but they said everything looks good.
6. I completed 40 door cards and distributed them for meter change appointments to coincide with our data gathering for our CDSMI potholing. To date we have not been able to coordinate any potholing dates with DPW, though.
7. Since the opening up of appointments and being able to access customer's homes, we have been super busy with fixing meter read errors (resulting from broken wires in customer's homes) and with changing out old brass meters in favor of Sensus Iperls. We have had 32 such appointments in the last couple weeks.
8. In addition to the above appointments, we had an additional 15 calls or emails for things like shut-offs, turn ons, meter checks, a fluoride checks, and other miscellaneous tasks.
9. I replaced the chlorine control solenoid valve for pump 1 in the chlorine room, which was malfunctioning. The chlorine control solenoid valve remains closed when the pump is not in operation to prevent a chlorine overfeed.
10. The new shared calendar the Renee and Kristina have set up is working really well for Craig and I to keep track of work orders while remaining paperless, and we can access it from our phones now.
11. I completed our monthly MOR report for EGLE and calculated our water loss for June.
12. Completed the work orders and paperwork for 15 meter changes and updated records.

Scott Desenberg, O.I.C.

PREPARED BY: Stephanie Powers

PREPARED ON: 7/7/2021

SUBJECT: AB

6/18/2021

- Madison National Life Insurance renewal letter signed, dated and returned to Jessica for processing.
- Tax Spread and Tax Statement Services sheet emailed to Dawn at the County.
- Spoke with Rhonda at Plante & Moran about Delinquent Tax Revolving and Personal Property Tax checks and how they should be handled. Advised me on several questions I had about the A/P bank account and how to handle voided checks. She referred me to the County's Deputy Treasurer Toni Etter on processing the reimbursements necessary due to posting errors of property taxes.
- Spent time going over the new Medical Insurance for the employees with Marcia. There are concerns with premium calculations and how to notify employees of changes to fringe benefits. Much discussion on how to handle the insurance reimbursement for employees who don't take the City's insurance.
- Found a typo on the Summer tax bill newsletter. It also needs to be updated from Covid closure. Dan from SBF is waiting for our changes.
- Spoke with Monika from Plante & Moran on where we stand with the bank reconciliations. Need to send her more detail and bank statements for both banks.
- Recorded the monthly interest accrued in all funds. Gave Marcia the journal entries to post for June.
- Processed checks for June 16 -17. Went to bank to make deposits and get change for the front desk.
- Spent most of the afternoon entering in current budget to actual numbers to the new budget. Provided detail on areas of concern and June expenses of note that could impact the budget.

6/21/2021

- In coordination with Marcia, we prepared and updated the employee spreadsheets to include a breakdown of all wages, fringe benefits and various deductions for full time employees. Parttime/Seasonal, volunteer fire and crossing guards were also updated. A concerted attempt was made to breakdown the cost of the Worker's Comp insurance per employee. Some time was spent This information was sent to Heather and loaded on the shared y-drive to help with the new fiscal year budget. At this time, we are still waiting for the health insurance rate updates from Ted Chase at Nulty Insurance.

6/22/2021

- Met with the Trail committee to go over their financial statements and correct any receipt or expense issues. Update the donor list for the Trail Expansion Project.
- Prepared the Full Time Employees spreadsheet breakdown for the new budget. Identified insurance costs, the worker's comp cost and potential payouts. Copied W-2's and copied information to the budget folder on the Y drive.
- Attended Rich's staff meeting at noon. Went last meeting's agenda. Discussed records retention and filing systems for all departments. Mindy shared the state mandate regarding BS&A & broadband. Guy discussed his filing system and if anyone knew how to operate the defibrillator. I'm CPR certified. We

discussed having a group class and if we at the city could get a price break on training that is usually handled by a fireman. Rich is going to contact Pontem. Met Mason and discussed it issues with him.

- Responded to Monika from Plante & Moran's banking questions.
- Responded to Invoice Cloud with the requested information to complete the contract.

6/23/2021

- Sat in with Marcia to process payroll. She is doing great so far. This was the last payroll of our fiscal year which included the Insurance Reimbursement for employees who aren't enrolled in the City's health insurance. Processed payouts and longevity checks. Prepared the check for the quarterly HSA deposits.
- Went over the preparation of the payroll deduction checks and the spreadsheets that create the manual journal entries for payroll. Transferred money to the payroll fund at TCF Bank to make payroll.
- Marcia has created an open enrollment form to help employees update their insurance and to be advised of the new rates that will go into effect with the first pay in July 2021. It's worth noting that the rate increases haven't been updated for the employee portion since 2018-2019. It was difficult to get the most recent rate update in a timely manner which I believe is a factor contributing to the oversight in the previous years, also a lack of accountability. Full time employees will experience a greater increase in their insurance deduction to compensate for this.
- Processed bank transfers and recorded banking activity for June. Preparation of monthly Treasurer's Report that presents banking activity for the first meeting in July.6/24/2021
- Rich, Barbara and I met with Karina of Pontem. When she remoted into our system she found that our templates had been restored. Edge IT didn't find it necessary to let us know that this issue had been fixed. We are working with Karina to clean up and update our templates for cemetery deeds. We are waiting for Pontem and Mason from Custom Computers to install the software on more computers. We will schedule training after that. I spent time organizing all of the pending deeds chronologically by date, going through the paperwork associated with the procedures for completing deeds and transfers, and showing Barbara how to file and record the deeds once they are completed.
- I spoke with Alice Kring of the Buchanan Area Fine Arts Council. Discussing their annual budget and payment for programs. I need to follow up on their budget for the next fiscal year. She would like an amount.
- Sat in with Marcia to finish the A/P process for Monday's commission meeting. Fund balance is having some issues. Applications are running slowly and shut down many times while trying to complete processes and reports prompting login problems.

6/25/2021

- Helped Marcia address payroll issues and correct mistakes that occurred for pay date 6/25/2021.
- Received transfers and manual journal entries from Monika at Plante & Moran to bring April 2021 up to date. Marcia will enter the journal entries along with the journal entries for June 2021.
- Registered for share file at Berrien County to receive tax data in lieu of a cd.
- Received the new health insurance spreadsheet and rates from Ted Chase at Nulty. Marcia wants to discuss the information with him. It's confusing and should somehow be broken down for employees to understand.
- Had to issue a manual paycheck after an employee didn't receive direct deposit.
- Signed the A/P checks.
- Went to the bank.
- Worked on the current budget to actual report for Monday night's meeting.

6/28/2021

- Updated the new budget excel spreadsheet with the current ytd budget to actual report. Alex created the pie chart and graphs to reflect the changes to the budget revenue and expenses for 2021-2022. I expanded on the spreadsheet Marcia created to indicate the impact the new AFSCME Salary Table will have on the new and future budgets. It's currently being updated again as it appears to be incorrect. This has not been easy to extrapolate. Attended the Monday Commission Meeting and continued to work on the new fiscal year budget.
- Discussed issues with reporting crossing guard hours to Diana at the Police Department.
- Signed A/P checks.

6/29/2021

- Approved day off to go to the doctor. Used accrued Comp time.

6/30/2021

- Spent an inordinate amount of time discussing the new AFSCME Salary Table and how it affects employees.
- In the process of updating the salary impact spreadsheet in order to give a reporter the correct salary information.
- Have discussed how to handle delinquent utilities and how they should be handled in the new BS&A system.
- Logged into BS&A Tax and had Renee show me how to best manage the software to answer taxpayers' questions regarding their tax bills.
- Searched historical employee files to answer questions from Madison Life Insurance on current beneficiaries for C. Weaver and O. Moss.
- Posted checks for 6/25/21 through 6/30/2021.
- Made adjustment transfers per auditors to the funds at TCF Bank.
- Catching up on banking. Need to make transfers between TCF and Honor. The funds at TCF Bank are decreasing as we get everything transferred to Honor. Working with Monika and Rhonda from Plante & Moran to keep reconciling the accounts and promote transparency and best practices as we finalize the bank consolidation.
- Updated the new budget excel spreadsheet with the current ytd budget to actual report. Alex created the pie chart and graphs to reflect the changes to the budget revenue and expenses for 2021-2022. I expanded on the spreadsheet Marcia created to indicate the impact the new AFSCME Salary Table will have on the new and future budgets. It's currently being updated again as it appears to be incorrect. This has not been easy to extrapolate. Attended the Monday
- Commission Meeting and continued to work on the new fiscal year budget.

7/1/2021

- Discussed employee work schedules.
- Emailed employee spreadsheets to Klay and Mike to coordinate wages and steps for the new AFSCME contract. This will help Marcia with the first payroll of the new fiscal year.
- Taxes are committed. Phone calls asking for tax information have started.
- Today is the first day allowable to pay Summer Taxes.
- Met with Klay Weaver and Craig Miller to go over the new AFSCME Salary Table. There was a lot of confusion due to dates that shouldn't have been included in the table resulting in the net effects reflected on the spreadsheet being incorrect. I now have a thorough understanding of the new contract and feel confident employees will be paid correctly starting with the new fiscal year.

- Met with Tim Ganus to discuss the department's new budget. There is much discussion regarding the binders and copies of individual budgets that employees are used to receiving. I was told in the past that the Treasurer created these binders. Guidance is needed on how I should proceed with this process now and for future budgets.
- Met with Rich to discuss various human resource issues. Discussed the new AFSCME contract regarding the probation period, attendance policies, schedules and the new salary table. Also made him aware of the increase in the employee's health insurance in effect 7/1/2021.
- Banking: deposited checks at banks for MERS and the HSA accounts. Transferred daily deposits to the proper funds. Worked on bank reconciliations and Treasurer's Report.
- Spoke with Mark Sutherland, the City's investment officer regarding the investment transfer from the old bank to the new bank. Requested a transfer of funds from investments to the water/sewer fund to pay the June progress invoice for Davis Construction. Marcia will have to void the check drawn on the old bank and reissue a check drawn on the new bank.
- Discussed how the clerk/cashier should handle the summer tax payments this year. More to follow up on this.

7/2/2021

- Custom Computers installed my new computer. Had to set up desktop, email and folders. Had to put office back together.
- Spent most of the day catching up on banking. Made bank transfers. Worked on reconciliation spreadsheets.
- Helped Rich with the AEP grant. Discussed the Home Rule City Act.
- Met Alice Kring of the Buchanan Fine Arts Council.

7/6/2021

- No air conditioning. It was hot!
- Many technical difficulties today.
- Met with Beth Chubb to go over the check issued to the Buchanan Common Committee for the performers. Spoke with her about the bank account.
- Heather and I spoke about the boards/committees budgets and bank accounts. It is necessary for the committees with bank accounts to close these accounts and open one at Honor. They will need to submit for payments in advance.
- Transferred money from Honor to employee HSA accounts.
- Deposited checks for 7/1-7/2.
- Continue banking and working on Treasurer's Report.

7/7/2021

- Went through emails. Looked over the BS&A Task list. Answered questions. Discussed who could best complete some of the tasks. Assigned Marcia several tasks for her to complete.
- Renee and I discussed the utility rate increase, how that happens and how it has been handled in the past.
- Discussed the Wastewater Treatment Plant bond with Scott Desenberg and the necessity of the annual 8% rate increase. Discussed the infrastructure downtown and what still needs to be replaced and when.
- Renee and I discussed the property taxes. We have a plan for how to handle the postings, phones and window during this busy time and while she is on vacation. We will meet on the 20th of July to go over our first tax disbursements.

- Helped Marcia with Payroll. We had to back out most of the wage increases due to inconsistent language in the new contract.
- Which led to me correcting the new AFSCME Salary Table spreadsheet to reflect the negotiations not the wording in the contract. This really needs to be revisited. The new spreadsheet reflects the consistency of the new salary table. The increase is minimal to the budget, reflecting only a 9% increase to salaries and wages inclusive of all four years of the new contract. A 2-3% increase annually, which has already been accounted for in the budget.
- Ran the budget numbers on the salaries and wages for fulltime police officers to make sure the \$8,000.00 in hazard/vaccine incentive pay was included. It was and will be included on the next pay period.
- Went to the bank.
- Processed checks for 7/6/2021.
- Working on the Treasurer's Report to include more detail on funds.