

**TO: Honorable Mayor & Common Council
Aldermen Zadzilka, Schmigel, DiBernardo, Pecoraro, Tylec**

FROM: Donna L. Braun, City Clerk-Treasurer

RE: Agenda for Reorganization MONDAY, JANUARY 4, 2021, 6:30P.M.

#1 Adjournment of last regular session of 2020.
#2 Designation of Common Council President for 2021.
#3 Designation of Common Council meeting nights.

COMMUNICATIONS FROM CITY OFFICIALS

III.1 Clerk-Treasurer - Re: Designation of Banks for 2021

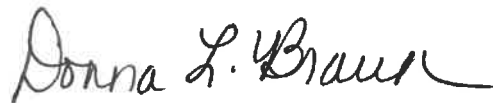
III.2 Clerk-Treasurer - Re: Authorization to make investments during 2021 according to the Cash Management and Investment Policies and Procedures

III.3 Clerk-Treasurer - Re: Authorization to make transfers from various City funds

III.4 Clerk-Treasurer - Re: Authorization for each Department Head to submit petty cash slips & vouchers to the City Accountant

III.5 Clerk-Treasurer - Re: Designation of the Niagara Gazette and The Buffalo News, as the official Newspapers for the City of North Tonawanda

Respectfully submitted,



**Donna L. Braun
City Clerk-Treasurer**

Bank of America, North Tonawanda Office:

Belmont - Rental Assistance (transfer account only)

In the best interest of the City, with the current market situation, please grant me the authority to make any necessary modifications to the above referenced bank designations.

Thank you for your cooperation.

Respectfully,

A handwritten signature in black ink that reads "Donna L. Braun". The signature is written in a cursive style with a large, looped initial 'D'.

**Donna L. Braun
City Clerk-Treasurer**

City of North Tonawanda

III.2

DONNA L. BRAUN
City Clerk-Treasurer
dbraun@northtonawanda.org

Lori Swartz
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

OFFICE OF THE CITY CLERK - TREASURER
VITAL STATISTICS
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N. Y. 14120

Treasurer's Office: (716) 695-8575
Clerk's Office: (716) 695-8555
Fax: (716) 695-8557

JAN 05 2021

December 30, 2020

**Honorable Mayor and Common Council
216 Payne Avenue, City Hall
North Tonawanda, NY 14120**

Dear Honorable Mayor and Common Council:

Please pass the necessary resolution for the year 2021, authorizing the City Clerk-Treasurer to invest City of North Tonawanda monies in either, Treasury Bills, Money Market Savings Accounts, Commercial Market Rate Investments or Certificates of Deposit, Municipal Investments, whichever promises to produce the highest interest yield per the City of North Tonawanda Cash Management and Investment Policies and Procedures, which are to be followed by the City Clerk-Treasurer, when said investments are made.

Thank you for your cooperation.

Respectfully,



**Donna L. Braun
City Clerk-Treasurer**

III.3

City of North Tonawanda

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216 Payne Avenue, City Hall
North Tonawanda, NY 14120**

Dear Honorable Mayor and Common Council:

It is likely that various funds will be in need of monies to meet payroll and voucher payments throughout the year 2021.

Please authorize the City Clerk-Treasurer to make temporary loans whenever necessary from the General Fund, until revenues are received, and these loans are repaid.

Thank you for your cooperation.

Respectfully,



**Donna L. Braun
City Clerk-Treasurer**

City of North Tonawanda

III, 4

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December 30, 2020

**Honorable Mayor and Common Council
216 Payne Avenue, City Hall
North Tonawanda, NY 14120**

Dear Honorable Mayor and Common Council:

As of this date, I have counted the petty cash and receipts for all authorized Departments and found them to be correct.

Please authorize each Department to submit petty cash slips and vouchers to the City Accountant for payment.

Also, please authorize each Department to continue using the following petty cash accounts:

| | |
|----------------------------------|--------------------|
| Building Inspector | \$ 100.00 |
| City Clerk | \$ 100.00 |
| Engineering | \$ 100.00 |
| Fire Department | \$ 500.00 |
| Flexible Spending Acct | \$10,000.00 |
| Golf Course | \$ 1,000.00 |
| Health Reimburse Acct | \$10,000.00 |
| Police Department | \$ 1,000.00 |
| Public Works | \$ 500.00 |
| Recreation | \$ 850.00 |
| Treasurer | \$ 1,000.00 |
| Water Distribution @ WWTP | \$ 100.00 |
| Water Department @ WWTP | \$ 400.00 |
| WWTP | \$ 500.00 |

Respectfully,



**Donna L. Braun
Clerk-Treasurer**

City of North Tonawanda

III.5

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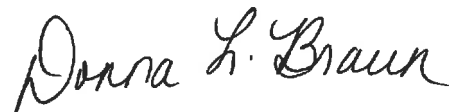
Dear Honorable Mayor and Common Council:

I respectfully request that your Honorable Body designate the *Niagara Gazette and The Buffalo News* as the official newspaper for the City of North Tonawanda.

The above-mentioned publication is used for a variety of legal notices during the course of the year. The designation of these newspapers allows for publication of said notices based on the best price for the City of North Tonawanda.

If your Honorable Body should concur, I respectfully request that you vote in the affirmative for this official designation.

Respectfully,



**Donna L. Braun
City Clerk-Treasurer**