

Office of the CITY CLERK

FILE



2015 Annual Activities Report

Alden M. Smith, Mayor

Common Council Members

Brahim Zogby

Michael Bowe

Erwin Smith

Helen Acker

James Chamberlain

Thomas Simchik

OFFICE OF THE CITY CLERK
2015 ANNUAL ACTIVITY REPORT

Susan Pulverenti, City Clerk
Sandy Leo, Deputy City Clerk

This report highlights the various activities in the City Clerk's Office during the past year.

Most everything handled though the Clerk's office is time sensitive. Legal notices, vital records issued/received, freedom of information requests, legal documents, Local Laws, agendas, public hearings, gaming and other licenses, buildings permits, etc.; each have specific time frames to be followed.

The City Clerk's office is very busy and we operate very efficiently. In 2015, the Clerk's office answered 450+ phone calls each month, responded to numerous e-mails and governmental requests; maintained daily counter service; provided notary service to the public, employees and for official City documents; and served in a public relations capacity in helping the public with numerous non-clerk related matters. The City Clerk's office works in the spirit of cooperation with the Chamberlain's Office and Assessor's Office to help cover each other's offices should the need arise.

The City Clerk serves as the Registrar of Vital Records, and the Deputy Clerk is the Deputy Registrar for the New York State Department of Health Vital Records Bureau. All vital records are filed with this office for persons born within the City, died in the City, or purchased a marriage license in the City.

The City Clerk maintains the Local Law and Ordinance books, coordinates with General Code for updates to our City code and files the laws with the Secretary of State. The Clerk is the liaison with Madison County for elections to be held in the City, administers the Oath of Office to all elected and appointed officials and maintains those records. The City Clerk also maintains files for the City Boards/Commissions terms of office, keeping the Mayor informed of any vacancies. The City Clerk maintains a file of all claims served on the City and provides a copy to the City Attorney.

The Deputy Clerk in her capacity as Secretary to the Mayor, answers phone calls, prepares correspondence, filing, maintains/updates the Mayor's appointment calendar and performs other secretarial assignments as requested by the Mayor. The City Clerk, in the absence of her deputy, also fulfills the above duties for the Mayor.



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ACTIVITIES - 2015

Common Council:

The City Clerk attended the 24 regular Common Council meetings and 12 Special Meetings in 2015. There were 299 Resolutions brought to a vote and 21 Executive Sessions were convened at various meetings. Agenda's for each meeting are prepared, noticed and placed on the website, as are the minutes of each meeting. The City Clerk logged in over 90 hours of overtime in 2015, and as a non-union employee did not receive any additional compensation.

Legal and Public Notices, Local Laws:

The City Clerk prepared ninety-five legal notices that were sent to the official City newspaper to be published, as well as being placed on the City website. The invoices, which are broken down for each department, are rectified and the monthly voucher for payment is completed. Numerous public notices were also written and sent to the various news outlets and/or website by the City Clerk. Four new Local Laws were approved by the Common Council, noticed in the newspaper and filed with New York State.

Vital Records:

Our office issued over 4,000 certified copies of various vital records in 2015 (death, birth, marriage). The issuance of vital records is time sensitive and confidential, as required by NYS law. New York State sets the parameters for the issuance of all vital records.

As the City's Registrar and Deputy Registrar, we are required by the NYSDOH to issue a certified birth certificate to new parents at no cost. If the parents live together, one certificate is issued; if they live at different addresses, then a certified copy is mailed to each parent. Certified copies of birth certificates are also issued at no cost for "school use only" (for kindergarten entrance) and "for government use only" when requests from County or State departments are received. They are embossed with the respective stamp noting their use.

In 2015, of the 495 birth certificates recorded, 50% either had no father listed on the birth record or were to unwed parents. If unwed with a father listed on the certificate, an Acknowledgement of Paternity must be completed by the parents and witnessed. The document is recorded, sealed, and certified in our office, and certified copies are issued/mailed to each parent. The next step is to file certified copies of the Acknowledgement with the Punitive Father's Registry and the NYSDOH Vital Records Bureau. Certified copies of acknowledgements are issued to the parents at no cost per NYS. Almost 700 certified copies of Acknowledgments of Paternity were issued in 2015. This amount has actually decreased from previous years, because we are no longer required to send certified copies to the respective counties where a birth parent resides. The Deputy Clerk is responsible for preparing new birth certificates for review and execution by the City Clerk. They must be "hand typed" as a program is not available to fill in the information. Individual letters are prepared for the new parents, and the certified copy of the birth certificate is mailed along with certified copies of acknowledgements, if applicable, to the necessary recipients.

In 2015, 48 birth certificates required corrections. At times, the hospital makes errors when preparing a birth certificate. It is imperative that these records be accurate. Our office follows up with Oneida Healthcare Center relative to any corrections to a vital record; we secure the corrected copy, certify, and reissue to the respective parent/s at no cost. The corrected original copy is then filed with the NYSDOH. Our office also responds to any requests from individuals who have, sometimes after many years, found an error on their birth record. Specific forms are required by NYS to be completed/certified by this office and mailed along with supporting documentation to NYS for the correction to be made.

The City Clerk's office recorded 234 deaths in 2015; a decrease of 16 from 2014. Fifty-seven certified copies were provided at no cost for government use, such as the Veteran's Administration or Social Services. Queries from NYS are answered by this office. These queries require responses to errors on the death certificates by the physician or funeral director, as again it is essential that the record be accurate. NYS is currently developing a plan for death certificates to be completed on-line to eliminate the Funeral Directors hand-delivering the death certificates to physicians for completion. The documents will continue to be recorded in this office, and certified copies will be issued here. This plan was scheduled to be implemented in 2015; but at this point, all the kinks have not been worked out on the State's end.

Our office issued 106 marriage licenses, slightly up from 2014. The issuance of a marriage license, and the paperwork involved, can take up to 30 minutes. When the marriage is solemnized, a certified copy of the marriage certificate is mailed to the newlyweds. As with all vital records, a copy is indexed and secured in the vault, and the original is filed with New York State Department of Health.

Genealogy:

Our office offers genealogy research, as our records (birth, death, marriage) date back to 1885. We search our records; however, this can sometimes be a futile project, as many times older records were not properly documented. Years ago it was common practice to keep that type of information in bibles, as many births and deaths occurred in the home. Many people requesting the service leave emptyhanded after our research, because we cannot find the record or they have the City of Oneida confused with Oneida County. In 2015, 16 requests were researched and answered, along with numerous other requests that were researched without finding any documentation for the applicant.

Dog Licensing:

In 2015, 870 dogs were licensed in the City; 3 exempt, 731 spayed/neutered and 136 unspayed/unneutered. This is a decrease of 86 dogs from 2014. NYS's only participation in dog licensing continues to be from the fees payable each month to the State's spay/neuter program. The Deputy Clerk prints and mails the invoices, and sends reminder letters if the owner does not license the dog. The City Clerk follows up with the Community Service Officer relative to delinquent dog owners, the issuance of appearance tickets for unlicensed dogs and dog complaints from residents. The Clerk's office also collects dog impoundment fees with 29 dogs being impounded in 2015.

A dog enumeration was placed in the City Clerk's budget request for 2015; however, it was removed by the Council. According to market research statistics, the percent of households owning a dog is 37.2%, making the average number of dogs per household at 1.7. There are approximately 3,500 households (including single family homes and apartments), and at 37.2% that would mean about 1302 dogs are harbored in the City, leaving the possibility of approximately 434 unlicensed dogs.

It should also be noted that according to statistics, in the majority of cases when a dog census is completed, the costs of completing the enumeration are recouped by the number of unlicensed dogs discovered and the enumeration fee that is assessed. The City would also benefit from the additional revenue from dog licenses renewed the years following the census, as the average life span for smaller dogs is 15–16 years, medium and large size dogs typically 10 to 13 years, and some giant breeds, such as mastiffs, is 7-8 years.

Fire Department Permits:

Applicants for tent and/or solid fuel device permits fill out the request form and pay the fee in our office. We explain the procedure to the applicant, provide them with pertinent documents, and notify the Fire Department to schedule the appointment to inspect. When the inspection is completed, our office produces and mails the permit to the applicant and supplies a copy to the Fire Department. This was the last year for collection of alarm permits, as the City's alarm system went off line at the end of 2015. A total of 143 Fire Department permits (Alarms 115, Tent 11, and Solid Fuel 17) were issued in 2015.

City Licenses:

The City Clerk's office issued 238 various City licenses/permits in 2015. The miscellaneous licenses issued included those for taxis, animal control, amusement devices, second hand dealers, DPW permits, garbage removal, and vendor/solicitor licenses. The majority (108) were issued for additional salespeople when soliciting door-to-door, with the most of those additional salespeople being for the various energy companies looking for new clients. Each application/permit is provided to the Police Chief for approval and notification to the officers.

Permits for Persons with Disabilities:

In 2015, NYS switched the name from Handicapped Parking Permits to Permits for Persons with Disabilities. Our office issued 222 parking permits in 2015; 172 permanent tags and 50 temporary tags. NYS regulations now have the parking permits tags tied to the applicant's driver's license in an attempt to curb misuse. This involves filling out the application, verifying identity, and entering the information into our BAS System.

Assessor Fees:

The City Clerk's office continues to collect the filing fees for deeds per Local Law No. 1 of 2013 entitled Filing of Completed Assessment Roll, which amended Section 5.27 of the Oneida City Charter. The City Clerk certification is stamped in green ink, which signifies the deed has been filed with the City of Oneida, for easy viewing by County employees. In 2015, 196 deeds were

filed with the City Clerk's Office, along with nine found not to be in compliance. When found not in compliance, the City Clerk sends a letter/copy of the Local Law notifying the attorney/client of their obligation and requests payment of the deed filing fee.

Building and Planning Permits:

The Codes Enforcement Officer prepares the building permit paperwork for new construction and/or additions/modifications to a property, C/O's, truss ID permits, sewer permits, and sign permits. Our office orders/types up the permits, notifies the applicant the permit is ready and collects the permit fees and late fees if applicable. A copy of the permit/accompanying paperwork is provided to the applicant, as well as the Codes Officer. There were 311 various code's permits issued and almost \$76,000 in permit/late fees collected by this office in 2015. The City Clerk prepares an annual breakdown of all permits/amounts for the Building Codes Office.

Planning Department permit fees for area variances, use variances, site plan applications, conditional use permits, and subdivisions are collected by this office. In 2015, fifty various permits were issued. All Zoning Board of Appeals decisions are date stamped by the City Clerk and filed in this office.

Notary Service

The Clerk and Deputy Clerk are each NYS licensed Notary Publics. Numerous City documents are notarized on a daily basis. The Clerk's Office also provides notary service to the public and City employees.

Daily, Monthly and Annual Reports:

The Clerk's office prepares a report of the day's activities, enters the information onto a spreadsheet, and prepares the daily bank deposit. This information is all compiled into the monthly report for the Common Council.

The City Clerk files annual reports with NYS Racing and Wagering for bell jar, bingo and raffles, and the NYS Department of Motor Vehicles to aid the DMV in tracking the number of parking permits for the disabled in the City. Reports to the NYS Department of Agriculture and Markets for the State's spay/neuter dog program; NYS Racing and Wagering for gaming licenses; NYS Department of Health for marriage licenses issued in the City; Madison County Treasurer for landfill coupons sold; and to the City Chamberlain for the City's profits from our office's receipts are filed on a monthly basis by the City Clerk.

In 2015, the City Clerk completed and filed online the EEO-1 Survey Report with the U.S. Equal Employment Opportunity Commission. This report, filed by the City Clerk every other year, is a compliance survey mandated by federal statute and regulations. The lengthy report requires employment data to be categorized by race/ethnicity, gender and job category.

The City Clerk receives/responds to multiple requests from government agencies, NYCOM and various County/Clerk organizations asking for updated information on the City's elected officials, department heads and survey information. The City Clerk is a member of the New York State

Association of City and Village Clerks. Through our network's group e-mail, we can easily contact each other with questions relating to how particular matters are handled in their respective municipalities.

Records Access Officer:

The City Clerk is the Records Access Officer for the City and coordinates any responses for public records through the Freedom of Information Law. The Clerk is responsible for responding to the requests directly, assisting in identifying the records sought, certifies that the copy is a true copy and makes sure they are promptly available and/or deny access in writing. The Clerk is also responsible for notifying any requestor if documents cannot be found. The number of FOIL requests increased considerably from 87 in 2014 to 193 in 2015. Some of the assorted requests are extremely time consuming to gather the requested information, and require a deposit from the applicant before all the copies are made. Some records are requested/sent via e-mail, as every agency subject to the Freedom of Information Law, provided that it has the ability to receive requests for records from the public and transmit records by means of email, is required to do so at no cost to the applicant. In 2015, numerous FOIL requests were related to the proposed Solar Project at Baker Reservoir.

Customer Friendly:

The City Clerk, in an effort to accommodate City residents/customers, schedules appointments for evenings and weekends for those who are unable to make it to City Hall during regular business hours for marriage licenses and/or other vital records. In 2015, roughly 15 "after hours" licenses/vital records were issued.

Records Management Officer:

The City Clerk is the Records Management Officer supervising the storage of current records and destruction of non-current records in the basement storage room.

Social Media:

The City Clerk continues to update the public via the City Clerk Facebook page, which provides the community with information and photos to keep the public up-to-date with the goings on of the City and surrounding area. Old photos of the City are placed on the City Clerk's page to generate conversation, provide residents a view of the past, as well as to promote the Clerk's page. The more people who "like" the page, means information can be disseminated to a larger audience. The City Clerk also provides the Technology Office with information/flyers/photos for the City website.

Special Events Applications:

The City Clerk is responsible for Special Events Applications, as required by Local Law No. 1 of 2012. An application must be accompanied by the fee and the insurance policy. The City Clerk follows up with the applicant, City Attorney, Police/Fire/Recreation Director/City Engineer (if

applicable), and places the application on the agenda for Council approval when all the required info has been satisfied/approved. In 2015, seven special events applications were processed.

Banners and Street Closings:

The City Clerk is tasked to handle banner displays over city streets and street closure requests. In 2015, seven requests for banners were received. Per the Banner and Street Closure Policy adopted by the Common Council on 8/5/08, the applicants contact National Grid for their regulations with regard to size, wind slits, etc. They also must send a letter of request to the City Clerk, along with a \$1M Acord Certificate of Insurance naming the City as an additional insured. Once received and the policy requirements are met, the request is stamped approved, and signed/dated by the Mayor. The City Clerk notifies National Grid, as well as the requestor, that the Mayor has given permission for the banner to be displayed over City streets.

Six street closure requests were received in 2015. A letter citing location, date, time, and specific reason for the street closing must be sent to the City Clerk at least 30 days in advance of the requested street closing date. The City Clerk follows up with the Police and Fire Departments for their recommendations/concerns. Once the guidelines of the policy have been met, the Mayor approves the request, and the City Clerk notifies the requester of said approval.

If the Mayor is unavailable, the Deputy Mayor, Police Chief or City Engineer may authorize banner displays and street closures.

Miscellaneous Activities

In 2015, the City initiated the process for the West Elm Street Water Main Extension and Sanitary Sewer Line Extension with the award of a \$1M grant for the project. The City Clerk provided the required notices to the newspaper, as well as preparing the 39 packets for property owners on the respective tentative assessment rolls. The packets included a letter notifying the property owner of the public hearing date, and the steps to take if they have comments, but are unable to attend; a map of proposed water main extension or sanitary sewer main extension; sanitary system improvements sheet, if applicable; estimated construction cost; project estimate and grant allocation breakdown; assessment distribution breakdown; tentative Assessment Roll; and proposed fifteen year payment schedule and alternate ten year payment schedule, if applicable. The City is waiting for various easements to move forward with this project.

The City Clerk, per Chapter 180, Article IV §180-31, responds to complaints of overgrowth of shrubs, bushes, or trees causing an obstructed view. In 2015, two letters were sent to property owners found in violation and both owners responded immediately by trimming/pruning the cause of the obstruction.

In August of 2015, the Due Process Hearings were held for outstanding water/sewer bills, per the July 17, 2012 Resolution whereby the Common Council was designated to conduct any Due Process Hearings for termination of water service as per Article XIX. B.4 of the Rules and Regulations of the Water Department. In 2015, six such hearings were held, down from twelve in 2014. The City Clerk swore in the witnesses, documented the testimony and recorded the Resolution of the Council. The City Clerk followed up with the Water Department, City

Chamberlain and the six people who requested hearings, providing letters attesting the Council's decision and a certified copy of the Resolution.

NYS vital records forms and daily supplies are inventoried and ordered on an as needed basis. Destruction of incorrect forms are documented and shredded. The Clerk's Office coordinates the use of the Mayor's Conference Room. The Deputy Clerk prepares the annual requests to City employees for the United Way, charting their responses and forwards to the Deputy Comptroller for processing. The Clerk's office updates the General Code books and Law books with the new inserts from General Code and New York State.

Proclamations, Distinguished Service Awards, and Certificates:

The City Clerk prepares and frames Mayoral Proclamations, Distinguished Service Awards Commendations, Commitment to Excellence Certificates, and Employee Award Certificates for the Mayor's execution. In 2015, twelve proclamations were issued ranging from the 100th Anniversary of the Hazel Carpenter Home, to the Chamber's Distinguished Business Awards for the Tri-Valley Y and Oneida Healthcare Center, to Arbor Day and the Relay for Life. Award certificates for nineteen employees who served the City from five to thirty years were prepared and presented at the annual employee luncheon. Multiple commendations from the Mayor and/or Public Safety Commissioner were prepared for different police officers and fire personnel. Two local Eagle Scouts and six Junior Girl Scouts received Commitment to Excellence Certificates for their projects.

Memorial Day Parade:

The Deputy Clerk prepares the application packets each year for the Memorial Day Parade. They are mailed to previous year's applicants, as well as being provided to any new applicants. Once received, the individual permits are prepared along with arm bands for salespeople for easy recognition by police officers that the license has been obtained and the fees are paid.

PROJECTS / TASKS

NEW ~ COMPLETED ~ ONGOING

Building Codes Applications

In 2015, the City Clerk assumed the task of retyping/reformatting all of the Building Codes Applications, as there were no originals saved on anyone's computer. For years, blank outdated applications were being copied over and over to the point where they were illegible. The multiple pages of applications for building permits, demolition permits, NYS Unified Solar Permit application, private waste disposal applications, regulations and late charge fee schedule, seasonal swimming pool applications, sewer applications (both residential and commercial), sign permits, certificates of compliance, and swimming pool permits were modernized to include any updated fees/penalties imposed by the Council and saved to the computer. The documents are now easily accessible should further modifications need to be made. Each new application was placed on the City website, with copies available in the Clerk's lobby, as well as from the Building Codes Enforcement Officer.

Vital Records

The three-year project of insertion of birth records into the BAS (Business Automation Services, Inc.) system used by the Clerk's office has been completed. As of the end of 2015, 53,179 records beginning with year 1910 have been entered into the system by the Deputy Clerk. We will continue to update the system with all new birth records, as they are received from the hospital. Computerized indexes for all 118 vital record books (birth, death, marriage) were also completed by the Deputy Clerk.

Burial Permits

The City Clerk's office continues to scan burial permits a regular basis as they are received from the cemeteries and/or funeral homes. The Deputy Clerk finalized scanning all burial permits from 1920 to present day in 2013. As burial permits are a permanent record, after each record is scanned by the Deputy, they are saved to the network. This makes the documents easily accessible should the need arise.

Acknowledgements of Paternity

Scanning of the Acknowledgements of Paternity from 1980 through 2014 was completed by the Deputy Clerk in January 2015. The files for Acknowledgements of Paternity have been reorganized and re-indexed, as the number of these documents has more than doubled over the past ten years. Continual scanning is done on a daily basis, as the documents are received from the hospital, parents, and/or courts. An original copy is kept in the files, but with the records scanned to the network; it saves time when a certified copy is requested from one of the parents/court/county.

Cleaning of Vault and Storage Rooms

Vital record books and various shelves in the vault will have to be moved and/or reorganized to accommodate additional books. We will require some muscle from the maintenance staff to help

with moving the heavy record books from one side to another via ladder. The file cabinets in the vault will be reorganized as well, as the documents outnumber the file drawers. Many documents will be transferred to the basement storage room and/or scanned. The City Clerk, as the Records Management Officer, will tackle tedious and recurring duty of reorganizing the main storage room in the basement with help from the maintenance crew again this year. The time-consuming process of documenting all official papers to be destroyed must be per the NYS retention schedule.

*Respectfully submitted,
Susan Pulverenti, City Clerk*

CITY OF ONEIDA
OFFICE OF THE CITY CLERK
ANNUAL REPORT 2015

Total Income from Counter Service: \$ 152,421.56

City's Share of Total Income: \$ 145,288.56

ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
DOGS		
TAG	\$ 20.00	\$ 20.00
IMPOUNDMENT	\$ 800.00	\$ 800.00
S/N NYS SURCHARGE \$ 1.00	\$ 731.00	\$ -
LICENSES S/N	\$ 8,041.00	\$ 8,041.00
LICENSES UN S/N	\$ 3,400.00	\$ 3,400.00
US/UN NYS SURCHARGE \$ 3.00	\$ 408.00	\$ -
	\$ -	\$ -
	<u>\$ 13,400.00</u>	<u>\$ 12,261.00</u>
 GAMES OF CHANCE/BELL JAR		
RECEIPTS	\$ 100.00	\$ 40.00
	<u>\$ 100.00</u>	<u>\$ 40.00</u>
 MARRIAGES		
LICENSES	\$ 4,240.00	\$1,855.00
	<u>\$ 4,240.00</u>	<u>\$1,855.00</u>
 OTHER ITEMS		
MISC ITEMS(Notary fee,photo copies,etc.)	\$ 2,022.56	\$ 2,022.56
MISC CERTIFICATES	\$ 24,110.00	\$ 24,110.00
CERT OF OCCUPANCY	\$ 1,730.00	\$ 1,730.00
BUILDING PERMITS	\$ 68,776.00	\$ 68,776.00
BUILDING PERMIT FEES (LATE)	\$ 2,988.00	\$ 2,988.00
SECOND HAND DEALERS PERMIT	\$ 550.00	\$ 550.00
TRUSS ID	\$ 650.00	\$ 650.00
Z.B.A. APPLICATIONS	\$ -	\$ -
TRAILER PARK PERMITS	\$ 50.00	\$ 50.00
AMUSEMENT DEVICE LICENSES	\$ 1,700.00	\$ 1,700.00
EXCAVATION PERMITS	\$ -	\$ -
TAXI BUSINESS	\$ 200.00	\$ 200.00

ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
OTHER ITEMS		
DEED REC. FEE	\$ 5,790.00	\$ 5,790.00
DEED COPIES	\$ -	\$ -
FILING FEE (SUB DIV MAPS)	\$ -	\$ -
TAXI DRIVER	\$ 675.00	\$ 675.00
TAXI VEHICLES	\$ 260.00	\$ 260.00
SIGN PERMIT	\$ 1,400.00	\$ 1,400.00
SITE PLAN	\$ 2,775.00	\$ 2,775.00
CONDITIONAL USE PERMIT	\$ 800.00	\$ 800.00
MINOR PLAT	\$ 150.00	\$ 150.00
MAJOR PLAT	\$ 150.00	\$ 150.00
SEWER PERMIT	\$ 400.00	\$ 400.00
TENT PERMIT	\$ 660.00	\$ 660.00
WOOD STOVE PERMIT	\$ 1,080.00	\$ 1,080.00
SOLICITOR LICENSE	\$ 3,125.00	\$ 3,125.00
ADDITIONAL SALESPERSON	\$ 1,620.00	\$ 1,620.00
SPECIAL EVENTS	\$ 200.00	\$ 200.00
LATE FEES CLERK	\$ 100.00	\$ 100.00
ANIMAL CONTROL	\$ 100.00	\$ 100.00
ALARM	\$ 6,930.00	\$ 6,930.00
GARBAGE	\$ 800.00	\$ 800.00
JUNK	\$ 100.00	\$ 100.00
SUBDIVISION APPL. (Waiver of Non-appli)	\$ -	\$ -
ZONE CHANGE APPLICATION	\$ 200.00	\$ 200.00
USE VARIANCE	\$ -	\$ -
AREA VARIANCE	\$ 950.00	\$ 950.00
	<u>\$ 131,041.56</u>	<u>\$ 131,041.56</u>

MADISON COUNTY LANDFILL

CARDS	\$ 3,640.00	\$ 91.00
	<u>\$ 3,640.00</u>	<u>\$ 91.00</u>

GRAND TOTALS

\$ 152,421.56 \$ 145,288.56

DISBURSEMENTS

CITY CHAMBERLAIN	\$ 145,288.56
MADISON CO. TREAS.-LANDFILL	\$ 3,549.00
NYS DEPT. OF HEALTH	\$ 2,385.00
STATE COMPTROLLER - BELL JAR	\$ 30.00
NYS DOG SURCHARGE	\$ 1,139.00
NYS COMPTROLLER G	\$ 30.00
TOTALS	<u>\$ 152,421.56</u>

RESPECTFULLY SUBMITTED,

Sue Pulverenti

SUE PULVERENTI - CITY CLERK

CITY CLERK - YEARLY		2008	2009	2010	2011	2012	2013	2014	2015
Common Council Meetings - Regular		24	24	24	24	24	24	24	24
Common Council Meetings - Special		9	10	10	11	12	16	16	12
Common Council Meetings - TOTAL		33	34	34	35	36	40	40	36
Common Council Resolutions (does not include minutes approval and warrant approval)		285	357	343	330	341	327	299	305
Executive Sessions		11	7	19	20	22	22	9	21
Legal Notices Issued/Published		42	52	69	67	63	73	93	95
Public Notices Issued		48	44	46	46	49	44	57	51
Local Laws Recorded with NYS		4	1	4	7	4	5	11	4
Births - Recorded (Certified Copy to Parents - NO FEE) (NYS sets all the fees and/or no fees for vital records)		505	498	537	551	556	532	464	495
Acknowledgements of Paternity - Recorded (A Certified Copy to Parents/State/PFR - NO FEE)								219	194
Acknowledgements of Paternity - Recorded (A Certified Copy to Parents/State/County/PFR - NO FEE)		239	213	206	242	218	234	n/a	n/a
Deaths - Recorded (Certified copy to govt agencies per request of Funeral Director)		238	220	214	233	224	208	250	234
Marriages recorded		118	92	119	116	114	111	102	106
Miscellaneous Certificates Issued (Certified Birth, Death, Marriage)		2488	2279	2195	2231	2247	2209	2196	2400
Miscellaneous Certificates Issued for Govt. Use Only (NO FEE - birth/death/marriage)		144	100	90	96	75	89	93	62
Acknowledgements of Paternity (issued upon parental/govt request - NO FEE)		96	83	52	76	107	101	65	92
TOTAL CERTIFIED COPIES ISSUED* (does not include separate parental addresses, *certification only* requests or corrected copies)		4545*	4124*	4031*	4271*	4195*	4186*	3827*	3971*
Queries from NYSDOH on Death Certificates distributed to M.D. or Funeral Home, Answered, Recorded, and Filed				30	36	45	20	5	1
DOG LICENSES									
	Neutered/Spayed	787	774	812	854	772	766	813	731
	Unneutered/Unspayed	102	110	149	136	137	119	142	136
	Exempt	4	3	3	4	4	3	1	3
	Impoundments	43	39	33	42	41	24	28	29
Dogs Licenses Issued - Total		893	897	964	994	913	888	956	870
Handicapped Parking Permits Issued		173	193	217	221	217	212	200	222
Fire Department Permits - Alarms		116	115	109	118	127	142	123	115
Fire Department Permits - Tent and Solid Fuel		45	27	33	29	32	22	26	28
Fire Department Permits - Total Issued		161	142	138	147	159	164	149	143
Foil requests		86	63	140	118	88	103	87	193
Notary Services (+ does not include City documents/employees notarized) (declined in 2010 - court relocated)		490+	451+	350+	292+	317+	78+	242+	218+
Genealogy Requests (not including requests searched for but were not recorded here)		24	18	13	20	33	12	9	16
Landfill Coupons (2011 - County did not sell coupons at landfill) (2012 Selling at Landfill again)		92	114	131	407	315	330	289	261
Games of Chance/Bell Jar Licenses		5	5	1	7	2	4	5	4
Bingo Licenses (2015 Knights of Columbus stopped having bingo)		1	2	1	1	2	1	1	0
Building Permits		134	134	120	119	127	124	132	119
Truss ID Permits		7	2	2	1	5	2	1	13
Sign Permits		39	33	29	23	41	26	29	25
Sewer Permits		20	16	11	2	14	5	7	8
ZBA/Planning Permits		46	48	52	40	44	41	30	50
LATE FEES on building permits (new 2013)							13	15	22
Assessor - Deed Recording Fees (new 2013)							164	218	196
Subdivision map filing fee							1	0	0
MISCELLANEOUS LICENSES									
	Animal control	4	8	4	6	5	4	3	2
	Junk	1	1	1	1	1	2	0	1
	Trailer Park	1	0	2	1	1	2	0	1
	Amusement Device	9	4	4	8	7	11	5	7
	Garbage Removal	8	11	9	7	8	8	8	8
	Second Hand Dealers	9	9	9	11	13	12	11	11
	Taxi Business	1	6	5	4	5	4	5	4
	Taxi Driver	18	11	17	15	14	7	33	27
	Taxi Vehicle	10	21	17	9	21	13	7	13
	Dumpster Permit	5	4	5	0	0	1	1	2
	Excavation Permit	4	9	8	9	9	6	10	14
	2008-2011 - Vendor/Solicitor Yearly	5	5	3	3	n/a	n/a	n/a	n/a
	2008-2011 - Vendor/Solicitor Weekly	5	13	25	15	n/a	n/a	n/a	n/a
	2008-2011 - Solicitor/Vendor Add'l sales	21	48	95	38	n/a	n/a	n/a	n/a
	Nov 1, 2011 Ordinance Change - Vendor/Solicitor - Yearly				1	1	1	1	1
	Vendor/Solicitor - Six-Months				2	3	2	2	2
	Vendor/Solicitor - Monthly				0	1	2	4	3
	Vendor/Solicitor - Weekly				2	12	7	9	13
	Vendor/Solicitor - Daily				2	12	12	8	6
	Solicitor/Vendor Add'l sales				12	50	51	102	108
	Special Events Applications						7	8	6
Miscellaneous Licenses - Total Issued		101	150	204	146	163	152	217	238

From: 1/1/2015
Madison
Oneida City Clerk

To: 12/31/2015
25
16

DOG LICENSE MONTHLY REPORT

Send Copy To: Animal Population Control

02/16/2016
Susan Pulverenti
City Clerk

LICENSE TYPES

AND FEES
Unspay
Seniors
Dogs
Yrs

	Unspay Seniors	Dogs	Yrs	Unspayed Statutory Fee (B)	Spayed Statutory Fee (C)	Local Fee (D)	Late Penalty (E)	Spayed Fee (F)	Unspayed Fee (G)
1. Spay/Neuter	0	731	731	NO FEE	0.00	@ 11.00 8,041.00	@ 0.00	@ 1.00 731.00	NO FEE
2. Unspay/Unneut	0	136	136	@ 0.00	NO FEE	@ 25.00 3,400.00	@ 0.00	NO FEE	@ 3.00 408.00
3. Exemption	3	3	3	NO FEE	NO FEE	NO FEE	NO FEE	NO FEE	NO FEE
4. Purebred(1-10)	0	0	0	@ 0.00	@ 0.00	@ 0.00	@ 0.00	@ 1.00	@ 3.00
5. Purebred(11-25)	0	0	0	@ 0.00	@ 0.00	@ 0.00	@ 0.00	@ 1.00	@ 3.00
6. Purebred(26+)	0	0	0	@ 0.00	@ 0.00	@ 0.00	@ 0.00	@ 1.00	@ 3.00
7. TOTALS	870	870	0	\$0.00	\$1.00	\$11,441.00	\$0.00	\$731.00	\$408.00

REPLACEMENT AND PUREBRED

TAG ORDERS PROCESSED

	Column H	Column I (Local)	Column J (Statutory)
8. Replacement Tags	# Each	Tag Fees	Tag Fees
9. Purebred Tags	4	20.00	0.00
10. TOTALS	0	0.00	0.00
	4	\$20.00	\$0.00

DISBURSEMENTS (to T.C.V.)

	(to County)	(to Animal Population Control)
12. Local% of 7B + 7C	\$1.00	15. Stat% of 7B + 7C
13. Local% of 7D + 7E + 10I	\$11,461.00	16. Stat% of 10J
14. Total	\$11,462.00	17. Total
		\$0.00
Amount paid to: County Treasurer for Dog Licenses.....	\$0.00	
Amount paid to: City of Oneida.....	\$0.00	
Amount paid to: NYS Ag. & Markets for spay/neuter program.....	\$1,139.00	

LICENSE SUMMARY

- Number of Original Standard Dog Licenses: 115
- Number of Original Purebred Dog Licenses: 0
- Number of Standard Renewals (including New Owner Licenses): 755
- Number of Purebred License Renewals: 0
- Total of Lines 1-3: 870

Manually entered birth records
into the BAS System

		1979	481
		1980	445
		1981	415
		1982	409
		1983	442
		1984	416
		1985	425
		1986	396
		1987	385
		1988	369
		1989	333
		1990	287
		1991	285
		1992	435
		1993	501
		1994	489
		1995	495
		1996	515
		1997	465
		1998	571
		1999	477
		2000	525
		2001	477
		2002	468
		2003	529
		2004 Jan-Jul	289
		2004 Aug-Dec	204
		2005 Jan-Jun	271
		2005 Jul-Dec	238
		2006 Jan-Jun	251
		2006 Jul-Dec	249
		2007 Jan-Jun	274
		2007 Jul-Dec	293
		2008 Jan-Jun	265
		2008 Jul-Dec	239
		2009 Jan-Jun	249
		2009 Jul-Dec	248
		2010 Jan-Jun	287
		2010 Jul-Dec	273
		2011 Jan-Jun	282
		2011 Jun-Dec	268
		2012 Jan-Jun	267
		2012 Jul-Dec	288
		2013 Jan-Jun	304
		2013 Jul-Dec	273
		2014 Jan-Jun	268
		2014 Jul-Dec	201
		TOTAL ENTRIES	53179
Oct 1910-Sept 1912	496		
Sept 1912-Jan 1914	628		
1914-1915	446		
Jan 1916-Jan 1917	211		
Jan. 1917-Jan 1919	243		
1919-1920	536		
Jan 1921-Dec 1922	552		
Jan 1923-Dec. 1924	497		
Jan 1925-Mar 1928	791		
Mar 3, 1928-Dec 31, 1929	444		
Jan 1930-Aug 1, 1931	444		
Jan 1932-Oct 1934	593		
Nov. 1934-Dec. 1936	256		
	1937	254	
	1938	315	
	1939	291	
1940 Jan-Oct		303	
1940 Oct-Dec		62	
	1941	472	
	1942	493	
	1943	578	
	1944	573	
	1945	560	
1946-NOV		600	
1946-DEC-1947		1003	
DEC 47-1948		844	
	1949	777	
	1950	845	
	1951	819	
	1952	763	
	1953	786	
	1954	801	
1955-FEB 1956		942	
MAR 56-NOV 1956		678	
NOV 56-DEC 1957		968	
DEC 22, 1957-DEC 1958		903	
	1959	902	
	1960	903	
	1961	907	
	1962	929	
1963-OCT 1964		1494	
OCT 64-DEC 1965		1071	
JAN 66-DEC 27, 1966		900	
DEC 27, 1966-1967		862	
1968-MAR		218	
APR 68-DEC 1969		1605	
JAN 70-DEC 1971		1700	
JAN 72-JUNE 1973		988	
JUL 73-DEC 1973		310	
Jan 74-Jul 23-74		321	
Jul 23-74-Dec 74		352	
Jan 1 75-May 31 75		264	
1975 June 1-Dec 31		364	
	1976	571	
	1977	483	
	1978	452	

Date Prepared: 02/16/2016 01:16 PM

Report Date: 02/16/2016

Account Table: CLERK

Alt. Sort Table:

CITY OF ONEIDA Expense Control Report

GLR0122 1.0

Page 1 of 1

Prepared By: KVS1

Fiscal Year: 2015 Period From: 1 To: 12

Account No.	Description	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Type E	Expense								
001.1410.0200	EQUIPMENT..	0.00	800.00	800.00	800.00	0.00	0.00	0.00	100.00
001.1410.0300	MAT SUPPLIES..	43.73	1,200.00	1,200.00	1,131.57	68.43	0.00	68.43	94.30
001.1410.0400	OTHER EXPENSE..	0.00	150.00	150.00	0.00	150.00	0.00	150.00	0.00
Total Type E	Expense	43.73	2,150.00	2,150.00	1,931.57	218.43	0.00	218.43	89.84
Grand Total		43.73	2,150.00	2,150.00	1,931.57	218.43	0.00	218.43	89.84

NOTE: One or more accounts may not be printed due to Account Table restrictions.