

Office of the  
CITY CLERK

FILE



2016  
Activities  
Report

**Leo Matzke, Mayor**

*Common Council Members*

*Al Cohen*

*Mike Bowe*

*Erwin Smith*

*Helen Acker*

*Jim Chamberlain*

*Tom Simchik*

**OFFICE OF THE CITY CLERK**  
**2016 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 through 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. In 2016, the Clerk's office answered 400+ 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 and with the Oneida Public Library for their annual vote on the budget. I administer the Oath of Office to all elected and appointed officials and maintain 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 Deputy Clerk handles the majority of the daily counter service and phone calls received. The City Clerk, in the absence of her deputy, also fulfills the above duties.



## ACTIVITIES - 2016

### Common Council:

The City Clerk attended the 24 regular Common Council meetings and 6 Special Meetings in 2016. There were 243 Resolutions brought to a vote and 12 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 also noticed and attended two evening Town Hall Meetings called by the Mayor, two evening meetings relative to the Buyout Program and one meeting called by the DOT in relation to the Rt.365A road project. The City Clerk logged in over 80 hours of overtime in 2016, and as a non-union employee did not receive any additional compensation.

### Legal and Public Notices, Local Laws:

The City Clerk prepared seventy-seven 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. Three 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 2016 (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.

## BIRTH CERTIFICATES

In 2016, of the 482 birth certificates recorded, almost 55% 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. Over 600 certified copies of Acknowledgments of Paternity were issued in 2016, which is actually a decrease 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.

### CORRECTIONS TO BIRTH CERTICATES

In 2016, 44 new birth certificates issued by Oneida Healthcare Center required corrections through our office. 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 errors to a vital record; we secure the corrected copy, certify the certificate, and reissue it 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. Our office also orders copies of existing birth certificates for the applicant when it is found that we do not have the record on file in our office, due to a variety of different reasons.

### DEATH CERTIFICATES

The City Clerk’s office recorded 215 deaths in 2016; a decrease of 19 from 2015. Over 50 certified copies of death certificates 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 has been implemented on a test basis in some of the bigger cities in New York State; but at this point, it is not in effect in the local municipalities.

### MARRIAGE LICENSES

Our office issued 110 marriage licenses, up slightly from 2015. 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 2016, 19 requests were researched and answered, along with numerous other requests that were researched without finding any documentation for the applicant.

### *Dog Licensing:*

In 2016, 861 dogs were licensed in the City; 3 exempt, 720 spayed/neutered and 138 unspayed/unneutered. This is a decrease of 9 dogs from 2015. 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 39 dogs being impounded in 2016, an increase over last year.

Just as a note of interest, 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 1,302 dogs are harbored in the City, leaving the possibility of approximately 440 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 over 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. A total of 138 Fire Department permits (Alarms 119, 19 Tent/Solid Fuel) were issued in 2016.

### *City Licenses:*

The City Clerk's office issued 153 various City licenses/permits in 2016. The miscellaneous licenses issued included those for taxis, animal control, amusement devices, second hand dealers, DPW permits, garbage removal, and vendor/solicitor licenses. Fifty of those licenses were issued for additional salespeople when soliciting door-to-door or during the Memorial Day Parade, with the most of those additional salespeople being from the various energy companies looking for new clients. As with all City licenses, each application/permit is provided to the Police Chief for approval and notification to the officers. The majority of these licenses were prepared and issued by the Deputy Clerk who maintains files from previous years and sends letters of notification when renewals are due.

### *Permits for Persons with Disabilities:*

In 2015, NYS switched the name from Handicapped Parking Permits to Permits for Persons with Disabilities. Our office issued a total of 249 permanent and temporary parking permits in 2016. Although the NYS handicap parking tags are considered permanent, they actually expire every five years; so new tags are issued when the applicant brings in their expired tag. Temporary tags expire in six months requiring the resident to get a new application from their physician to bring in for issuance of another parking tag. 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 2016, 222 deeds were filed with the City Clerk's Office, 26 more than in 2015. Only a couple were found not to be in compliance in 2016, and the City Clerk sent a letter/copy of the Local Law notifying the attorney/client of their obligation and requested payment of the deed filing fee.

#### **Building 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 344 various code's permits issued and almost \$33,000 in permit/late fees collected by this office in 2016. The City Clerk prepares an annual breakdown of all permits/amounts for the Building Codes Office.

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 and hundreds of pages of documents 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. These Building Code applications continue to be updated by the City Clerk whenever the need arises.

#### **Planning Department Permits:**

Planning Department permit fees for area variances, use variances, site plan applications, conditional use permits, and subdivisions are collected by this office. In 2016, forty-five various permits were issued. All Zoning Board of Appeals decisions are date stamped by the City Clerk and filed in this office.

#### **Notary Services:**

The City Clerk and Deputy Clerk are each NYS licensed Notary Publics. A multitude of City documents are notarized on a yearly basis in this office. The Clerk's Office also provides notary service to the public and City employees.

**Daily, Monthly and Annual Reports:**

The Deputy Clerk prepares a report of each day's activities, enters the information onto a spreadsheet, files all the relevant documents and prepares the daily bank deposit. This information is all compiled into the monthly report for the Common Council. In the absence of the Deputy, the City Clerk performs these duties.

On a monthly basis, the City Clerk files 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. 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.

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 (Freedom of Information) requests has increased considerably from 87 in 2014 to 193 in 2015 to 309 in 2016. 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, and is required to do so at no cost to the applicant. In 2016, numerous FOIL requests were related to the proposed Solar Project, be it at Baker Reservoir or the new location off Hubbard Place.

**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, as well as stays late for customers who

cannot make it here before our normal closing time. In 2016, approximately 20 “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 up-to-date information as to what is happening here in Oneida with photos/comments added on a daily basis. Old photos of the City are also 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 City Clerk has over 900 people who “like and follow” the page, which translates into information being disseminated to thousands of people, as many people “share” the information and or pictures posted. I also provide the Technology Office with information, flyers, and photos for the City website. A multitude to information is provided through the City Clerk’s Facebook page, and I urge the Council that if you are a Facebook user to please “like and follow” my page, as well as the pages for the Police, Fire and Recreation Departments.

**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 2016, five 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, five requests for banners were processed. 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. In 2016, National Grid limited the requests for banners to only to those who have had them in previous years.

Only one street closure request was received in 2016. A letter citing the 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.

**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 2016, fourteen proclamations were issued ranging from naming the Oneida a Purple Heart City, to the Chamber's Distinguished Business Awards for the Costello Eye Surgeons, to Arbor Day, to the NYS Elks Club Hoop Champions and the James J. Brod Day. Award certificates for twenty employees who served the City from five to thirty-five years were prepared by the City Clerk and presented by the Mayor at the annual employee luncheon. Two local Eagle Scouts and five 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.

**Scanning of Documents:**

The Deputy Clerk, after completing the 3-year project of inserting over 53,000 birth records into our BAS System last year, continues to update the BAS system with all new birth records as they are received from the hospital. Computerized indexes for all 119 vital record books (birth, death, marriage) were prepared and are continually updated by the Deputy Clerk. The Deputy Clerk scans burial permits as they are received from the cemeteries and/or funeral homes, after finishing the extensive project of scanning all burial permits back into the 1960's last year. As all burial permits are a permanent record, after each record is scanned, they are saved to the network; which makes the documents easily accessible should the need arise. The Deputy Clerk is also tasked with scanning of the Acknowledgements of Paternity. The Deputy Clerk has reorganized and re-indexed the files for Acknowledgements of Paternity, as the number of these documents has more than doubled over the past ten years. She does continual scanning on a regular 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.

**Overgrown Shrubs**

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 2016, two letters were sent to property owners found in violation and both owners responded immediately by trimming/pruning the cause of the obstruction.

**Water Due-Process Hearings**

In August of 2016, 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 2016, seven such hearings were held, up one from 2015. The City Clerk swore in the witnesses, documented the testimony and recorded the Resolution of the Council. The City Clerk followed up with those seven people who requested hearings, providing letters attesting the Council's decision, explaining their payment schedule and providing them with a certified copy of the Resolution. Of those seven properties, three never made the payments as directed by Council resolution, and those bills were relieved onto their taxes. Six of the seven parcels also never paid their September 2016 bills and those were relieved as well. The City Clerk follows up with the Water Department and the City Chamberlain to provide them with the pertinent information relative to each account.

### Miscellaneous

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 Comptroller's office 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. The City Clerk's office sells landfill coupons for the County, provides information on recycling, secures recycling bins from the County for our residents, and provides used battery pickup for the public. The Clerk's office also collect food donations for the local food banks.

## PROJECTS / TASKS

NEW ~ COMPLETED ~ ONGOING

### Ward Redistricting

In 2016, the City Clerk prepared the new street directory for use by City residents, due to the redistricting of the Wards. The directory includes each individual street, house numbers on each street (if applicable to a specific Ward), which Ward the street is in, the Councilor's name for that particular street and where their polling place is. The Ward maps were scanned and placed on each Councilor's page of the City website. The complete street directory can also be found on the City website.

### FEMA Buyout Program

The City Clerk is an instrumental part of the Buyout Program. The City Clerk coordinated with the Mayor for the message to be prepared and placed on our website, Facebook, and with the news media before the initial meeting. At that March 3, 2016 evening meeting, the City Clerk along with one volunteer, signed in all the participants of the program, double checking addresses, making sure we had current/accurate phone numbers for everyone and to have each property owner sign a participation form. The spread sheet was then updated with all the information received that evening. The City Clerk developed a page of "Frequently Asked Questions" and

circulated it to the press, the City website, and onto Facebook, with copies available at City Hall. The City Clerk responded to hundreds of questions in person, via the phone or via Facebook messaging, while continuing to update the spread sheet on a daily basis. Early in the program, the City Clerk was responsible for the receipt of participant's abstracts, insurance documents, surveys, etc. to pass onto the Planning Department/City Attorney for closings. The City Clerk, along with other members of the Buyout Committee, attends regular committee meetings to update the status of the program.

The City Clerk prepared hundreds of pages of FEMA required documents for the 156 participants (the ones we were given were not in a form that could be copied for use), which included affidavits, offer letters and hazardous materials property surveys. As each appraisal is received, the City Clerk is responsible for inputting all the information from said appraisal, per FEMA requirements, into those documents prepared for each parcel. The Buyout Committee has easy access to these documents on the network for updating when an offer is being made or for adding documents pertinent to the Buyout Program as they are received/executed. The City Clerk also works with the Buyout appraiser to provide him with updated phone numbers, to send certified letters to those who have not responded to his requests, and to confirm when his payment vouchers were processed. The City Clerk works in conjunction with the Planning Department to send to any property owner, choosing to decline participation in the program, a certified letter that includes the documents they need to complete in order to opt out, per FEMA regulations.

Although the City Clerk has spent numerous hours on the Buyout Program, it pales in comparison to the incredible amount of work that is being done by Planning Director Cassie Rose and Community Development Assistant Patricia Morey.

#### *"Our Town" News Broadcast*

The City Clerk chaired the committee for the extremely popular "Our Town" series broadcast, which ran each evening beginning Monday, July 4, 2016 through the week and ending with the "live" broadcasts at the Madison County Historical Society and Oneida Community Mansion House on Thursday, July 7, 2016. All week long various stories featured stories on our City such as the history of Troop D Headquarters, the Kallet Civic Center and the Oneida Rail Trail. The City Clerk coordinated with Megan Coleman, News Reporter for NBC3, providing information on the different venues, restaurants and businesses within the City. I spoke with different City restaurant owners/managers looking for those who would like to provide "on air" lunch for the live broadcasts. The City Clerk attended a variety of these after normal work hour's events taking videos and photos for our City website and to be placed on Facebook.

#### *Mayor's Events*

The City Clerk worked with the Mayor on many other events held during this past year, including Clean-Up Oneida Day, Dr. Brod Day, the Memorial Day Parade decorations for City Hall, Run for the Fallen, Purple Heart City, the Veterans Day Ceremony, the 911 Candle Service at City Hall and ending with very successful New Year's Eve Fireworks. I coordinated with the City staff for any prep work needing to be done, made flyers for the events, contacted/coordinated with the persons involved, fielded phone calls, and prepared any vouchers for payments. The City Clerk made several scarecrow displays that were placed both in the lobby of City Hall and outside at the

entrance to the building to promote the Mayor's very popular Scarecrow Contest in the fall. I then canvassed the City taking photos of all the various scarecrows and posted the photos on Facebook to the delight of the readers. For the Mayor's Christmas Decorating Contest, the City Clerk made flyers to promote the contest. I prepared a spreadsheet of all the entries, which was kept on the network for my Deputy and me to add the new entries as they called our office. I drove around the City at night taking photos of all the houses in the contest, and again, posted them on Facebook for all residents to see. The City Clerk attended multiple ribbon cutting ceremonies, such as CNY Solar and Oneida Office Supply, taking photos of the Mayor and/or Council members who were in attendance and sharing them on the City Clerk Facebook page. The City Clerk also attended many other events here in the City such as Touch a Truck in Glenwood Plaza and Oneida Healthcare Center's Eat Well Play Hard event at Veterans Field to promote the City in a positive manner through photos.

### *Cleaning of Vault and Storage Rooms*

Vital record books and various shelves in the vault will were moved and/or reorganized to accommodate additional books. We required 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 were reorganized as well, as the documents outnumber the file drawers. Many documents were transferred to the basement storage room and/or scanned.

The City Clerk, as the Records Management Officer, tackled the tedious and recurring duty of reorganizing the main storage room in the basement with help from the maintenance crew again this year. This room not only contains City Clerk records, both also those from the Comptroller, Chamberlain, Assessor, Fire, Codes Enforcement, and Civil Service offices. The time-consuming process of documenting all official papers from each department eligible to be destroyed must be per the NYS retention schedule. Piles of documents remained in the basement activity room at the end of 2016 and in 2017, the Fire Department will do a controlled burn to destroy them.

*Respectfully submitted,  
Susan Pulverenti, City Clerk*



ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
<b>OTHER ITEMS</b>		
DEED REC. FEE	\$ 6,660.00	\$ 6,660.00
DEED COPIES		\$ -
FILING FEE (SUB DIV MAPS)		\$ -
TAXI DRIVER	\$ 575.00	\$ 575.00
TAXI VEHICLES	\$ 280.00	\$ 280.00
SIGN PERMIT	\$ 3,100.00	\$ 3,100.00
SITE PLAN	\$ 2,325.00	\$ 2,325.00
CONDITIONAL USE PERMIT	\$ 600.00	\$ 600.00
MINOR PLAT		\$ -
MAJOR PLAT	\$ 150.00	\$ 150.00
SEWER PERMIT	\$ 250.00	\$ 250.00
TENT PERMIT	\$ 660.00	\$ 660.00
WOOD STOVE PERMIT	\$ 480.00	\$ 480.00
SOLICITOR LICENSE	\$ 2,650.00	\$ 2,650.00
ADDITIONAL SALESPERSON	\$ 750.00	\$ 750.00
SPECIAL EVENTS	\$ 125.00	\$ 125.00
LATE FEES CLERK		\$ -
ANIMAL CONTROL	\$ 300.00	\$ 300.00
ALARM	\$ 5,920.00	\$ 5,920.00
GARBAGE	\$ 1,000.00	\$ 1,000.00
JUNK	\$ 100.00	\$ 100.00
SUBDIVISION APPL. (Waiver of Non-appli)		\$ -
ZONE CHANGE APPLICATION		\$ -
USE VARIANCE	\$ 50.00	\$ 50.00
AREA VARIANCE	\$ 950.00	\$ 950.00
	<u>\$ 82,658.97</u>	<u>\$ 82,658.97</u>

**MADISON COUNTY LANDFILL**

CARDS	\$ 3,318.00	\$ 82.95
	<u>\$ 3,318.00</u>	<u>\$ 82.95</u>

**GRAND TOTALS** **\$ 104,495.97** **\$ 97,606.92**

**DISBURSEMENTS**

CITY CHAMBERLAIN	\$ 97,606.92
MADISON CO. TREAS.-LANDFILL	\$ 3,235.05
NYS DEPT. OF HEALTH	\$ 2,475.00
STATE COMPTROLLER - BELL JAR	\$ 45.00
NYS DOG SURCHARGE	\$ 1,134.00
<b>TOTALS</b>	<u><u>\$ 104,495.97</u></u>

RESPECTFULLY SUBMITTED,

*Susan Pulverenti*

SUE PULVERENTI - CITY CLERK

<b>CITY CLERK - YEARLY</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Common Council Meetings - <i>Regular</i>	24	24	24	24	24	24
Common Council Meetings - <i>Special</i>	11	12	16	16	12	6
<b>Common Council Meetings - TOTAL</b>	<b>35</b>	<b>36</b>	<b>40</b>	<b>40</b>	<b>36</b>	<b>30</b>
Town Hall Meetings / Public Meetings on the Buyout						3
DOT Meeting (regarding Lenox Ave road project-sidewalk to Five Corners)						1
Common Council Resolutions (does not include minutes approval and warrant approval)	330	341	327	299	314	243
Executive Sessions	20	22	22	9	21	12
Legal Notices Issued/Published	67	63	73	93	95	77
Public Notices Issued	46	49	44	57	51	62
Local Laws Recorded with NYS	7	4	5	11	4	3
Births - Recorded (Certified Copy to Parents - NO FEE) (NYS sets all the fees and/or no fees for vital records)	551	556	532	464	495	482
Acknowledgements of Paternity - Recorded (A Certified Copy to Parents/State/PFR - NO FEE)				219	194	236
Acknowledgements of Paternity - Recorded (A Certified Copy to Parents/State/County/PFR - NO FEE)	242	218	234	n/a	n/a	n/a
Deaths - Recorded (Certified copy to govt agencies per request of Funeral Director)	233	224	208	250	234	215
Marriages recorded	116	114	111	102	106	110
Miscellaneous Certificates Issued (Certified Birth, Death, Marriage)	2231	2247	2209	2196	2400	2215
Micellaneous Certificates Issued for Govt. Use Only (NO FEE - birth/death/marriage)	96	75	89	93	62	77
Acknowledgements of Paternity (issued upon parental/govt request - NO FEE per NYS)	76	107	101	65	92	81
<b>TOTAL CERTIFIED COPIES ISSUED +</b> (does not include separate parental addresses, "certification only" requests or corrected copies, funeral home copies for govt use )	<b>4271 +</b>	<b>4195 +</b>	<b>4186 +</b>	<b>3827 +</b>	<b>3971 +</b>	<b>3888 +</b>
Queries from NYSDOH on Death Certificates distributed to M.D. or Funeral Home, Answered, Recorded, and Filed	36	45	20	5	1	3

## CITY CLERK - YEARLY

	2011	2012	2013	2014	2015	2016
DOG LICENSES						
Neutered/Spayed	854	772	766	813	731	720
Unneutered/Unspayed	136	137	119	142	136	138
Exempt	4	4	3	1	3	3
Impoundments	42	41	24	28	29	39
<b>Dogs Licenses Issued - Total</b>	<b>994</b>	<b>913</b>	<b>888</b>	<b>956</b>	<b>870</b>	<b>861</b>
Handicapped Parking Permits Issued	221	217	212	200	222	249
Fire Department Permits - <i>Alarms</i>	118	127	142	123	115	119
Fire Department Permits - <i>Tent and Solid Fuel</i>	29	32	22	26	28	19
<b>Fire Department Permits - Total Issued</b>	<b>147</b>	<b>159</b>	<b>164</b>	<b>149</b>	<b>143</b>	<b>138</b>
Foil requests	118	88	103	87	193	309
Notary Services (does not include City documents/employees notarized)	292+	317+	78+	242+	218+	226+
Genealogy Requests (not including requests searched for, but were not recorded here)	20	33	12	9	16	19
Landfill Coupons (2011 - County did not sell coupons at landfill - resumed sales 2013)	407	315	330	289	261	238
Games of Chance/Bell Jar Licenses	7	2	4	5	4	3
Bingo Licenses (2015 Knights of Columbus stopped having bingo)	1	2	1	1	0	0
Building Permits	119	127	124	132	119	145
Certificates of Occupancy	113	127	128	131	124	140
Truss ID Permits	1	5	2	1	13	6
Sign Permits	23	41	26	29	25	50
Sewer Permits	2	14	5	7	8	5
ZBA/Planning Permits	40	44	41	30	50	45
LATE FEES on building permits (new 2013)			13	15	22	24
Assessor - Deed Recording Fees (new 2013)			164	218	196	222
Subdivision map filing fee			1	0	0	0



## CITY CLERK - YEARLY

	2011	2012	2013	2014	2015	2016
<b>MISCELLANEOUS LICENSES</b>						
Animal control	6	5	4	3	2	6
Junk	1	1	2	0	1	1
Trailer Park	1	1	2	0	1	2
Amusement Device	8	7	11	5	7	6
Garbage Removal	7	8	8	8	8	10
Second Hand Dealers	11	13	12	11	11	10
Taxi Business	4	5	4	5	4	4
Taxi Driver	15	14	7	33	27	23
Taxi Vehicle	9	21	13	7	13	14
Dumpster Permit	0	0	1	1	2	1
Excavation Permit	9	9	6	10	14	6
2008-2011 - Vendor/Solicitor Yearly	3	n/a	n/a	n/a	n/a	n/a
2008-2011 - Vendor/Solicitor Weekly	15	n/a	n/a	n/a	n/a	n/a
2008-2011 - Solitcitor/Vendor Add'l sales	38	n/a	n/a	n/a	n/a	n/a
Nov 1, 2011 Ordinance Change - Vendor/Solicitor - Yearly	1	1	1	1	1	1
Vendor/Solicitor - Six-Months	2	3	2	2	2	3
Vendor/Solicitor - Monthly	0	1	2	4	3	3
Vendor/Solicitor - Weekly	2	12	7	9	13	1
Vendor/Solicitor - Daily	2	12	12	8	6	7
Soliticitor/Vendor Add'l sales	12	50	51	102	108	50
Special Events Applications			7	8	6	5
<b>Miscellaneous Licenses - Total Issued</b>	<b>146</b>	<b>163</b>	<b>152</b>	<b>217</b>	<b>238</b>	<b>153</b>

From: 1/1/2016

To: 12/31/2016

DOG LICENSE MONTHLY REPORT

Madison

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Send Copy To:

Animal Population Control

03/13/2017

Susan Pulverenti

Oneida City Clerk

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City Clerk

LICENSE TYPES

AND FEES

	Dogs	Yrs	Seniors	Unspay	Unspayed Statutory Fee (B)	Spayed Statutory Fee (C)	Local Fee (D)	Late Penalty (E)	Spayed Fee (F)	Unspayed Fee (G)
1. Spay/Neuter	720	720	0		NO FEE	@ 0.00 0.00	@ 11.00 7,920.00	0 @ 0.00 0.00	@ 1.00 720.00	NO FEE
2. Unspay/Unneut	138	138	0	138	@ 0.00 0.00	NO FEE	@ 25.00 3,450.00	0 @ 0.00 0.00	NO FEE	@ 3.00 414.00
3. Exemption	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	@ 0.00 0.00	@ 0.00 0.00	@ 1.00 0.00	@ 3.00 0.00
5. Purebred(11-25)	0	0	0		@ 0.00 0.00	@ 0.00 0.00	@ 0.00 0.00	@ 0.00 0.00	@ 1.00 0.00	@ 3.00 0.00
6. Purebred(26+)	0	0	0		@ 0.00 0.00	@ 0.00 0.00	@ 0.00 0.00	@ 0.00 0.00	@ 1.00 0.00	@ 3.00 0.00
7. TOTALS	861	861	0	138	\$0.00	\$0.00	\$11,370.00	\$0.00	\$720.00	\$414.00

REPLACEMENT AND PUREBRED

TAG ORDERS PROCESSED

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

DISBURSEMENTS

(to T.C.V.)

(to County)

(to Animal Population Control)

12. Local% of 7B + 7C	\$0.00	15. Stat% of 7B + 7C	\$0.00	18. 100% of 7F + 7G	\$1,134.00
13. Local% of 7D + 7E + 10I	\$11,390.00	16. Stat% of 10J	\$0.00		
14. Total	\$11,390.00	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..... \$1,134.00

LICENSE SUMMARY

1. Number of Original Standard Dog Licenses:	140
2. Number of Original Purebred Dog Licenses:	0
3. Number of Standard Renewals (including New Owner Licenses):	721
4. Number of Purebred License Renewals:	0
5. Total of Lines 1-3:	861

<b>2016</b>	<b>Building Permits</b>	<b>C of O</b>	<b>Signs</b>	<b>Truss ID</b>	<b>Sewer</b>	<b>Late Fees</b>	
Jan	\$2,760.00	\$70.00	\$300.00	\$50.00		\$170.00	
Feb	\$889.00	\$105.00	\$175.00			\$300.00	
Mar	\$2,315.00	\$75.00	\$225.00	\$100.00		\$340.00	
Apr	\$1,880.00	\$95.00	\$50.00	\$50.00	\$50.00		
May	\$2,295.00	\$275.00	\$325.00	\$50.00		\$690.00	
Jun	\$1,266.00	\$150.00	\$1,100.00		\$50.00	\$100.00	
Jul	\$754.00	\$110.00	\$125.00		\$50.00	\$300.00	
Aug	\$2,352.00	\$205.00	\$100.00		\$50.00		
Sep	\$3,495.00	\$265.00	\$400.00			\$250.00	
Oct	\$5,630.00	\$290.00	\$125.00	\$50.00	\$50.00	\$613.00	
Nov	\$608.00	\$40.00	\$75.00			\$100.00	
Dec	\$418.00	\$40.00	\$100.00			\$100.00	
							<b>Grand total</b>
<b>Total Dollar Amt</b>	<b>\$24,662.00</b>	<b>\$1,720.00</b>	<b>\$3,100.00</b>	<b>\$300.00</b>	<b>\$250.00</b>	<b>\$2,963.00</b>	<b>\$32,995.00</b>
<b>Total Issued</b>	<b>145</b>	<b>140</b>	<b>50</b>	<b>6</b>	<b>2</b>	<b>24</b>	

# CITY OF ONEIDA

## Expense Control Report

From Year: 2016 Period: 1 To Year: 2016 Period: 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
<b>Fund 001</b>	<b>GENERAL FUND</b>								
<b>Dept 1410</b>	<b>CLERK</b>								
001.1410.0101	SALARIES..CLERK	8,196.75	71,039.00	71,039.00	71,038.50	0.50	0.00	0.50	100.00
001.1410.0105	VACATION BUYBACK	1,972.04	2,400.00	2,400.00	1,972.04	427.96	0.00	427.96	82.17
001.1410.0200	EQUIPMENT..	0.00	800.00	800.00	0.00	800.00	0.00	800.00	0.00
001.1410.0300	MAT SUPPLIES..	83.94	1,200.00	1,200.00	767.08	432.92	0.00	432.92	63.92
001.1410.0400	OTHER EXPENSE..	0.00	150.00	150.00	0.00	150.00	0.00	150.00	0.00
<b>Total Dept 1410</b>	<b>CLERK</b>	<b>10,252.73</b>	<b>75,589.00</b>	<b>75,589.00</b>	<b>73,777.62</b>	<b>1,811.38</b>	<b>0.00</b>	<b>1,811.38</b>	<b>97.60</b>
<b>Total Fund 001</b>	<b>GENERAL FUND</b>	<b>10,252.73</b>	<b>75,589.00</b>	<b>75,589.00</b>	<b>73,777.62</b>	<b>1,811.38</b>	<b>0.00</b>	<b>1,811.38</b>	<b>97.60</b>
<b>Grand Total</b>		<b>10,252.73</b>	<b>75,589.00</b>	<b>75,589.00</b>	<b>73,777.62</b>	<b>1,811.38</b>	<b>0.00</b>	<b>1,811.38</b>	<b>97.60</b>

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