

City of Oneida
Engineering | Public Works

February 2019 Monthly Report

Prepared By: Eric G. Schuler, P.E.
City Engineer



CITY OF ONEIDA
DEPARTMENT OF ENGINEERING AND PUBLIC WORKS
109 N. Main Street, Oneida, NY 13421

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

Monthly Report – February 2019

A. Public Works Monthly Recap (Streets, Traffic, Mosquito, Garage, Sanitary Sewer Collection)

Public Works staff performed the General Maintenance tasks listed below during January 2019:

- Green Waste Services – Stump grinding and chipping
~\$1401 Labor Costs, \$1747 Equipment Costs
- Sanitary Sewer – Weekly Inspections – Maintenance on Collection System problem areas
~\$884 Labor Costs, \$242 Equipment Costs
- Snow/Ice Ops – Snow plowing, sanders, brine application, snow removal/hauling
~\$27190 Labor Costs, \$32315 Equipment Costs
- General Street Maintenance – Vehicle Maintenance, Cold patch
~\$9066 Labor Costs, \$4930 Equipment Costs
- City Trees- pruning, removals, inspections
~\$2877 Labor Costs, \$2362 Equipment Costs

Staffing:

- Began interviewing for open Laborer position

B. Codes Enforcement Monthly Recap

- 3 Building Permits issued
 - Total estimated construction cost of \$101000
 - Primarily renovations/remodels, new Sushi & Hibachi restaurant
- 11 Certificates of Zoning Approval & Compliance Issued
- Letters regarding Building Permit Extensions and Final Electrical Inspections mailed
- 17 Certificates of Sign Compliance Issued

C. Wastewater Treatment Plant

- Painting of existing interior process piping ongoing with local contractor to install adequate coating on exterior pipe walls.

D. Water Distribution/Treatment

- Distribution personnel have been fixing leaks and clearing snow from hydrants.

E. Buildings

- Municipal Building Sign Bid Received and on-budget

F. Capital Projects

- Please find below a brief status update of on-going projects:

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS
Monthly Report – February 2019

2019 Current Master Capital Project Summary		
Description	Status as of 1/31/19	Estimated Completion
Floodplain Buyout (Archeological, ACM, Demo)	Ongoing/Demolition	June 2019
Rail Trail Project	Construction	Summer 2019
2019 Annual Street Resurfacing	Planning Phase	Fall 2019
LED Streetlight Replacement	Finalizing Design	Year End 2019
2010 Glenmore Dam	DEC Review	1/1/2021
2016 Water Treatment Plant Generator	Design	Fall 2019
WWTP Flood Repairs and Mitigation	Close-out Docs	March 2019
WWTP Aeration Improvements	Change Order Work	March 2019
West Elm Infrastructure - Sewer and Water	Final Design	Fall 2019
Higginbotham Dam Repairs	TBD	TBD
Mt Hope Lower Dam Engineering Assessment	NYSDEC Review	Fall 2019
WWTP EPC Project	Project Dev	2022
New DPW Facility Design (DASNY)	Project Dev	TBD
Sidewalk Replacement (internal)	Ongoing	Fall 2019
Sidewalk Replacement (DASNY)	Project Dev	Fall 2019

- **Flood Mitigation Housing Buyout Support**

Status: Phase 4

Planning Dept running project. FEMA Extension granted, Phase 4 demo ongoing and site restoration for Phases 3 & 4 occurring in the Spring.

- **Rail Trail**

Status: Parks Dept running Project. DPW resuming construction of City-share in the Spring

- **Annual Street Resurfacing**

Status: Planning occurring for 2019 work with Roadway Inspections ongoing to develop OCI ratings in Asset Management Database. OCI Ratings will provide justification for Roadway work. Awaiting CHIPS allocations from NYSDOT in April.

- **LED Streetlight Replacement**

Status: Final Design Docs. We are going through buyback process with National Grid before entering the Section 70 Petition timeframe. We hope to have Construction in late summer and Fall as long as agreement terms with National Grid are agreed-upon.

- **WWTP Flood Repairs and Mitigation**

Status: Close-out process. Working with NYS DHSES regarding extension to obtain disbursements from State/Federal agencies.

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

Monthly Report – February 2019

- **WWTP Aeration Improvements**
Status: Construction. Change order work on blowers and actuators being performed and should be completed by March. Once completed then project closeout will begin.
- **West Elm Infrastructure – Sewer and Water**
Status: Final Design documents being produced by Consultant. Anticipated bid opening late March/early April
- **WWTP EPC Project**
Budget: ~40,000,000
Status: SEQR Part 1 completed. Working through Project Development Scope and Agreement with Energy Performance Contractor.
- **New DPW Facility**
Budget: 1,900,000 (NY RISING GRANT)
Status: DASNY Coordination/Prelim design

Paperwork for Grant was never submitted, so I am working through the process with DASNY to secure funds. Currently on-hold
- **Sidewalk Replacement (Internal)**
Budget: 60,000
Status: Program ongoing through Fall. Tasks continually generated in Cartegraph work order.
- **Sidewalk Replacement (DASNY)**
Budget: 50,000 (SAM GRANT)
Status: DASNY Coordination

Monthly Report

City of Oneida
Department of Parks
and Recreation

Leo Matzke
Mayor



Lucas M. Griff
Director

CITY OF ONEIDA
DEPARTMENT OF PARKS AND RECREATION
ONEIDA RECREATION CENTER, 217 CEDAR STREET
ONEIDA, NEW YORK 13421
Telephone: (315) 363-3590 Fax: (315) 363-6062

February 2019

REVENUE

In the month of February the Recreation Department generated a total of \$3,866.00 in revenue.

USAGE/COMPARISON

Our February 2019 Gym rental revenue is down 40% from February 2018. In February of 2018 we generated \$4,005.00 in gym rental revenue as compared to \$2,370.00 in 2019. Our February 2019 room rentals were \$445.00 as compared to \$415.00 in 2018. As of March 1, 2019 our yearly gym rental revenue is \$6,266.00 as compared to \$8,970.00 on March 1, 2018, a 30% decrease, our room rentals revenue is \$1,250.00 in 2019 as compared to \$910.00 in 2018 a 37% increase.

MAINTENANCE

With no maintenance staff since December there is not much to report on. The Recreation Coordinator and the Director have been handling most of the snow removal duties. The DPW have been plowing the front and back parking lots at the Recreation Center.

UPDATES

Rail Trail

Still not much to report on, but things will be ramping up as soon as the weather breaks.

Programs

All of our winter programs went well, our youth basketball programs are over and our adult programs are wrapping up. We started a Spring archery program in February and we are continuing the Zumba program through the Spring and into the summer. We are looking-forward to the warmer weather and getting outside, we have been planning Spring and summer programs. A few new programs will be coming this season.

Recreation Dept.

We had a very successful week of programming during the school winter break, we had activities for all ages and all the activities were very well attended. We are looking to schedule some more activities during the school spring break. We are also hosting a week of activities during the screen free week in April and May. For the screen free week we will be partnering with a number of agencies to offer a variety of activities.

The bid for the pool resurfacing has been sent out, bids will be opened in April and we are hopeful that work could start as early as April or May.

Bids for the gym floor resurfacing, new bleachers at Vets Field, court resurfacing at Allen Park and the Recreation Center roof repair will be coming out in the next month or two.

Below are charts that show the number of rentals we have booked since 2014.

Rec Center Rentals	Gym Rentals	Room Rentals	Tot Parties	Teen Parties	Total
2014	181	63	183	24	451
2015	170	199	191	7	567
2016	141	205	223	13	550
2017	129	105	222	21	477

2018 Yearly Numbers

Rec Center Rentals	Gym Rentals	Room Rentals	Tot Parties	Teen Parties	Total
January	11	10	21	3	45
February	8	7	23	2	40
March	19	11	28	3	61
April	14	10	26	1	51
May	11	9	19	2	41
June	14	11	16	1	42
July	8	9	9	0	26
August	6	11	8	0	25
September	7	9	17	0	33
October	11	11	23	2	47
November	9	20	21	4	54
December	8	10	23	3	44
TOTAL	126	128	234	21	509

2019 Yearly Numbers

Rec Center Rentals	Gym Rentals	Room Rentals	Tot Parties	Teen Parties	Total
January	7	13	16	2	38
February	10	9	20	5	44
TOTAL	17	22	36	7	82

Lucas Griff

Parks and Recreation Director

Leo Matzke
Mayor



Lucas M. Griff
Director

CITY OF ONEIDA
DEPARTMENT OF PARKS AND RECREATION
ONEIDA RECREATION CENTER, 217 CEDAR STREET
ONEIDA, NEW YORK 13421
Telephone: (315) 363-3590 Fax: (315) 363-6062
www.oneidacity.com

Oneida Recreation Department Coordinator
Programming Report February 2019

Our adult programs are winding down for the season. MUNY and Adult Co-ed volleyball were yet again a success. Zumba is averaging 12-15 participants per class on Tuesday and Thursday evenings.

Our 7th/8th grade intramurals program went very well. We concluded the Thursday before winter break. We had 28 kids participate and will do another session after the break.

The after-school program keeps attracting more and more kid's grades 3 through 12. We decided to run another session for our Reckers basketball teams and now have a Junior Varsity team. The JV team plays on Monday nights and the modified team plays on Friday nights. Most of those players are now coming to the afterschool program to practice.

During the winter break I held a speed and agility class twice and an archery class once. The classes were free to kids that wanted to try it out. For archery we had 10 kids and for speed and agility we had 15 kids. My goal is to have these kids moving, especially on their holidays/summer vacation. I plan on running clinics during the day while kids are off to help them get away from the gaming consoles and get out into the fresh air.

Skills and Drills and Hoop Monsters ended on a great note. We extended skills and drills another week because the kids were really enjoying the program. The end of the season basketball fun day for Hoop Monsters went great. We had different challenges for the players, for example a free throw contest and a Hot Shots tournament. Each division participated and received awards for top 3 finishers. Overall it was a great year for hoops!

Respectively submitted,

Justin Acker
Recreation Coordinator



**Oneida Recreation Department
Programming Report
February, 2019**

Youth Programming

Tot Fun-n-Run:

The Tot Fun-n-Run Program has been going strong this winter. The program is enjoyed by Parents/Grandparents in our community and is geared for children 6 years and younger. Tot Fun-n-Run is open Monday thru Friday from 9:00 am-12:00 noon. Children can enjoy playing on our bounce houses, rock wall, roller coasters and tot room filled with all kinds of activities for kids. This Program gives Parents/Grandparents an opportunity for their children/grandchildren to interact with other children in our community. We had **312** people sign in for the month of February for an average of **16** per day.

Afterschool Program: (Teen Center)

The Afterschool Program has been up and running since October 1st. This program is a free drop-in program and available to children in 2nd thru 12th grade. Participants can have their parents register them online for the after school program on Rec. Desk. We had **271** participants for the month of February with an average of **14** per day.

Winter Break Activities (Feb. 19th- Feb. 22nd)

February 19th

We hosted Out of the Cage Petmobile with special guest Flash the Sloth. There were **63** participants for this event.

February 19th & 21st

We hosted and ran a Speed & Agility program with **11** registered participants. The kids had a great time and the parents reported a positive impact and looked forward to the program running again in the future.

February 20th

We hosted and ran a Movement & Music class for toddlers with dance, singing and instruments. We had **14** children participate with the parent/grandparent or caretaker.

February 20th

We hosted and ran an Intro to Archery program to assist in drawing new participants in for a future archery programming. We had **7** participants, three of the seven registered for the Explore Archery program starting February 27th.

February 21st

We partnered with the Oneida Public Library and hosted a joke telling and drawing hour. We had **5** children participate. This collaboration has led to the discussion of possible future programming partnerships.

Intramural Basketball

The program is for 7th & 8th graders and begins on January 16th and concludes on February 14th. The registrants have been bused over from the middle school to the Rec. Center. by the Oneida City School District. The program works in conjunction with the afterschool program and the attendance is included in the numbers for the monthly participants of our afterschool program.

Hoop Monsters & Skills & Drills

Hoop Monsters & Skills & Drills is a youth basketball program for the Oneida City School District only. Hoop Monsters teams have been broken down by grades, 3rd-4th and 5th-6th it started in November and concludes in February

Skills & Drills is for boys/girls in Kindergarten-3rd Grade they started on November 3rd. This program concludes in February.

Tee Ball

Registration will begin for tee ball starting March 1st and was advertised on the Winter Break flyer that was distributed to all the City Elementary schools. The fee to participate is \$20.00 for Boys/Girls ages 4-7

Explore Archery

Explore Archery is a 6 week course for beginners to intermediate archer ages 8 and up. The program costs \$30.00. We are offering two sessions on Wednesday evenings.

Adult Programming

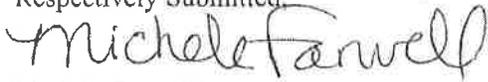
Evening Programming

MUNY-An adult men's basketball league continues on Monday evenings and Co-ed Volleyball will be on Thursday evenings.

A Tuesday & Thursday evening Zumba program began on January 15th and will conclude on February 21st. Due to popularity the program is being scheduled to continue throughout February & March.

Participants can register for one class at a time or for the entire 12 week session. The program has 46 registered participants with an average attendance of 10 participants per class.

Respectively Submitted



Michele Farwell
Recreation Specialist

City of Oneida Parks Recreation
Monthly Revenue - February 2019

Date	Program/Individual	Amount	Receipt	Deposited	Date	Program/Individual	Amount	Receipt	Deposited
1/28/2019	X Country Skis	\$7.00	11440	2/5/2019	Balance Forward	\$1,387.00			
1/29/2019	Rec Center - Gym/Tot	\$40.00	11441		2/21/2019	Rec Center - Room	\$100.00	11473	2/21/2019
1/30/2019	X Country Skis	\$10.00	11442			Zumba	\$91.00	11474	2/26/2019
	X Country Skis	\$10.00	11443			Field/Park Rental	\$60.00	11475	
2/1/2019	X Country Skis	\$20.00	11444		2/22/2019	Zumba	\$28.00	11476	
	Youth Archery	\$30.00	11445			X Country Skis	\$20.00	11477	
	Rec Center - Room	\$30.00	11446			Rec Center - Gym	\$20.00	11478	
2/2/2019	Rec Center - Gym/Tot	\$80.00	11447		2/23/2019	Rec Center - Gym/Tot	\$55.00	11479	
2/3/2019	Rec Center - Room	\$15.00	11448		2/24/2019	Rec Center - Room	\$15.00	11480	
	Rec Center - Gym/Tot	\$50.00	11449			Rec Center - Gym	\$70.00	11481	
2/4/2019	Rec Center - Teen	\$90.00	11450	2/6/2019		TOTAL	\$1,846.00		
2/5/2019	Rec Center - Gym/Tot	\$55.00	11451						
2/6/2019	Zumba	\$28.00	11452						
	Rec Center - Room	\$45.00	11453	2/11/2019					
2/7/2019	Rec Center - Gym/Tot	\$120.00	11454						
2/8/2019	Zumba	\$63.00	11455						
	Rec Center - Gym/Tot	\$55.00	11456						
2/10/2019	Rec Center - Room	\$15.00	11457						
	Rec Center - Gym/Tot	\$55.00	11458						
	Rec Center - Room	\$15.00	11459						
	Rec Center - Room	\$15.00	11460						
	Rec Center - Gym	\$70.00	11461						
2/14/2019	Youth Basketball	\$30.00	11462	2/21/2019					
2/15/2019	Rec Center - Gym/Tot	\$75.00	11463						
2/16/2019	Rec Center - Teen	\$50.00	11464						
	X Country Skis	\$40.00	11465						
2/17/2019	Rec Center - Room	\$15.00	11466						
	Rec Center - Gym/Tot	\$50.00	11467						
	Rec Center - Gym/Tot	\$55.00	11468						
	Rec Center - Gym	\$70.00	11469						
2/18/2019	Rec Center - Gym/Tot	\$10.00	11470						
2/19/2019	Youth Basketball	\$60.00	11471						
2/20/2019	X Country Skis	\$14.00	11472						
	TOTAL	\$1,387.00							

Revenue By Period - GL Account Summary

Start Date: 2/1/2019 12:00 AM End Date: 2/28/2019 11:59 PM
 Payment Methods: CC

Regular Revenue

	DEBITS					CREDITS					
	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
**Gross											
001-0017-2003 - Youth Basketball	270.00	0.00	270.00	270.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0017-2031 - Rec Center Revenue	0.00	0.00	1,610.00	1,610.00	0.00	0.00	0.00	0.00	0.00	-130.00	0.00
001-0017-2037 - Youth Archery	270.00	0.00	270.00	270.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NONE - Unassigned	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>2,020.00</u>	<u>0.00</u>	<u>2,150.00</u>	<u>2,150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-130.00</u>	<u>0.00</u>

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Sales Tax

	DEBITS					CREDITS					
	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
**Gross											
	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Convenience Fees

Convenience Fees Assessed \$66.52

*Office of the
City Clerk*

Monthly Report

CITY OF ONEIDA
OFFICE OF THE CITY CLERK

REPORT FOR THE MONTH OF FEBRUARY 2019

COUNTER SERVICE:

Total Income from Counter Service: \$ 7,633.00
 City's Share of Total Income: \$ 7,365.60

ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
DOGS		
LATE FEE TAG		
13 IMPOUNDMENT	\$ 760.00	\$ 760.00
S/N NYS SURCHARGE \$ 1.00	\$ 55.00	
55 LICENSES S/N	\$ 605.00	\$ 605.00
12 LICENSES UN S/N	\$ 300.00	\$ 300.00
LICENSES NO FEE		
US/UN NYS SURCHARGE \$ 3.00	\$ 36.00	
EXEMPT DOG ADJUSTMENT		
	<u>\$ 1,756.00</u>	<u>\$ 1,665.00</u>
BINGO		
GAMES RECEIPTS	<u>\$ -</u>	<u>\$ -</u>
GAMES OF CHANCE/BELL JAR		
RECEIPTS GAMES	<u>\$ -</u>	<u>\$ -</u>
MARRIAGES		
2 LICENSES	<u>\$ 80.00</u>	<u>\$ 35.00</u>
	\$ 80.00	\$ 35.00
OTHER ITEMS		
MISC ITEMS(Notary fee,photo copies,etc.)	\$ 13.00	\$ 13.00
220 MISC CERTIFICATES	\$ 2,200.00	\$ 2,200.00
5 CERT OF OCCUPANCY	\$ 110.00	\$ 110.00
5 BUILDING PERMITS	\$ 1,279.00	\$ 1,279.00
BUILDING PERMIT FEES (LATE)	\$ 100.00	\$ 100.00
1 SECOND HAND DEALERS PERMIT	\$ 50.00	\$ 50.00
1 TRUSS ID	\$ 50.00	\$ 50.00
Z.B.A. APPLICATIONS		
TRAILER PARK PERMITS		
AMUSEMENT DEVICE LICENSES		
EXCAVATION PERMITS		
TAXI BUSINESS		

ITEMS	TOTAL	
	FUNDS COLLECTED	CITY'S SHARE
LATE FEES (CLERK)	\$ -	\$ 50.00
14 DEED REC. FEE	\$ 420.00	\$ 420.00
DEED COPIES		
FILING FEE (SUB DIV MAPS)		
1 TAXI DRIVER	\$ 25.00	\$ 25.00
TAXI VEHICLES		
SIGN PERMIT		
2 SITE PLAN	\$ 400.00	\$ 400.00
1 CONDITIONAL USE PERMIT	\$ 100.00	\$ 100.00
MINOR PLAT		
MAJOR PLAT		
SEWER PERMIT		
1 TENT PERMIT	\$ 60.00	\$ 60.00
1 WOOD STOVE PERMIT	\$ 60.00	\$ 60.00
SOLICITOR LICENSE		
6 ADDITIONAL SALESPERSON	\$ 90.00	\$ 90.00
1 SPECIAL EVENTS	\$ 25.00	\$ 25.00
1 ANIMAL CONTROL	\$ 100.00	\$ 50.00
3 ALARM	\$ 480.00	\$ 480.00
1 GARBAGE	\$ 100.00	\$ 100.00
JUNK		
SUBDIVISION APPL. (Waiver of Non-appli)		
ZONE CHANGE APPLICATION		
USE VARIANCE		
AREA VARIANCE		
	<u>\$ 5,662.00</u>	<u>\$ 5,662.00</u>
MADISON COUNTY LANDFILL		
9 CARDS	\$ 135.00	\$ 3.60
	<u>\$ 135.00</u>	<u>\$ 3.60</u>
GRAND TOTALS	\$ 7,633.00	\$ 7,365.60
DISBURSEMENTS		
CITY CHAMBERLAIN		\$ 7,365.60
MADISON CO. TREAS.-LANDFILL		\$ 131.40
NYS DEPT. OF HEALTH		\$ 45.00
STATE COMPTROLLER - BELL JAR		
STATE COMPTROLLER-BINGO		
NYS DOG SURCHARGE		\$ 91.00
NYS COMPTROLLER G		
TOTALS		<u>\$ 7,633.00</u>
23 DEATHS RECORDED		
35 BIRTHS RECORDED		
19 HANDICAPPED PARKING PERMITS		

RESPECTFULLY SUBMITTED,

SUE PULVERENTI - CITY CLERK

CITY OF ONEIDA
DEPARTMENT OF HOUSING CODE ENFORCEMENT

BOB BURNETT
Housing Code
Enforcement Officer



109 North Main Street
Oneida, New York 13421
Tel.: 315-363-8460
Fax: 315-363-9558
bburnett@oneidacity.com

MONTHLY REPORT
FEBRUARY 2019

Inspections - Housing

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Inspections	21	21											42
RE-inspections	42	11											53
Complaints	8	6											14
3+ Family	4	0											4
Vacates	2❖	0											2
No Shows	3	3											6

✓ no gas/heat

■ infestation

❖ no power

◆ no water or power

× overcrowding

☒ unsafe structure

● unsanitary living conditions

Monthly Report

City
Chamberlain

City of Oneida

TO: MAYOR AND MEMBERS OF THE COMMON COUNCIL:

THE FOLLOWING IS AN ACCOUNTING OF THE TRANSACTIONS HANDLED BY THE CITY CHAMBERLAIN DURING FEBRUARY 2019

CITY AND COUNTY TAXES COLLECTED	
CITY PORTION	925,732.08
COUNTY PORTION	840,156.68
INTEREST AND PENALTIES	2,646.49
MAIL	
DELINQUENT SCHOOL TAX COLLECTED	30,543.64
FEES ON SCHOOL TAXES	1,527.17
5% COLLECTOR'S FEE	1,527.17
WATER AND SEWER RENTS COLLECTED	339,877.99
WATER SERVICE CHARGES	6,404.36
TAX SALE CERTIFICATES	40,709.74
FEES ON TAX SALE CERTIFICATES	5,504.66
FILING FEES	334.89
CERTIFIED MAIL	79.00
ADVERTISING	130.00
TAX SEARCHES	770.00
FINES AND PENALTIES (PARKING TICKETS)	2,750.00
COURT REPORT	5,102.00
COURT-BAIL FORFEIT	
CITY CLERK EARNINGS	6,930.85
POLICE REPORT	338.24

RECREATION DEPARTMENT

YOUTH BASKETBALL	90.00
FIELD/PARK/POOL RENTAL	60.00
ARMORY REVENUE	1,335.00
ZUMBA	210.00
CROSS COUNTRY SKIS	121.00
ARCHERY	30.00

HEALTH INSURANCE	6868.5
CSX TAX OVERPAYMENT	15,045.39
FIRE INSPECTION FEES	1455
SALE OF SCRAP DPW	7115.15
ESCROW OVERPAYMENT	4372.19
JJ KELLER & ASSOC	233.10
VACANT PROPERTY REGISTER	100
RESCUE VECHICLE FEES	3950

UTILITY TAXES	2,039.58
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CSTEST FEES	30.00
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RECEIPTS FROM NEW YORK STATE
DEPARTMENTS AND AGENCIES

RECEIPTS FROM MADISON COUNTY

MAD CO TO CITY OF ONEIDA STOP DWI	589.86
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REDEPOSITED ITEMS	0.00
SPECIAL ASSESSMENTS	143.71
CD REHAB PAYMENTS	
REVOLVING LOAN PAYMENTS	3,520.63
TOTAL FUNDS DEPOSITED	2,258,374.07
CITY/COUNTY TAXES COLLECTED	1,765,888.76
PERCENT COLLECTED AS OF FEB 28 2019	90.15%

2018-2019 ONEIDA CITY SCHOOL TAXES COLLECTED	\$ 30,543.64
PERCENT COLLECTED AS OF FEB 28 2019	31.35%



COMPTROLLER

MONTHLY

REPORTS

2019

SALES TAX

0.00%

MONTH	RECEIVED	BUDGET		ACTUAL		Difference From 2018 Budget	BUDGET		ACTUAL		PERIOD	Y-T-D
		2018	2018	2018	2018		2019	2019	VARIANCE	VARIANCE		
JANUARY	2/6/2019	\$ 301,190	\$ 325,203	24,013.76	\$ 307,213	\$ 304,921.16	\$ (2,292)	\$ (2,292)				
	2/13/2019	\$ 69,870	70,611	741.04	\$ 71,268	\$ 71,210.92	\$ (57)	\$ (2,349)				
FEBRUARY	3/6/2019	\$ 261,850	270,981	9,131.00	\$ 267,087	\$ 271,768.26	\$ 4,681	\$ 2,332				
	3/13/2019	\$ 50,848	53,728	2,879.73	\$ 51,865	\$ 56,690.65	\$ 4,826	\$ 7,158				
MARCH		\$ 177,550	265,038	87,487.83	\$ 181,101		\$ (181,101)	\$ (173,943)				
		\$ 276,664	-	(276,663.66)	\$ 282,197		\$ (282,197)	\$ (456,140)				
1ST QTR		\$ 1,137,971	\$ 985,561	\$ (152,410)	\$ 1,160,731		\$ (456,140)	\$ (456,140)				
APRIL		\$ 304,878	\$ 228,573	(76,304.94)	\$ 310,976		\$ (310,976)	\$ (767,116)				
		63,261	62,962	(299.25)	\$ 64,526		\$ (64,526)	\$ (831,642)				
MAY		305,615	315,653	10,037.80	\$ 311,728		\$ (311,728)	\$ (1,143,370)				
		56,222	56,116	(106.30)	\$ 57,347		\$ (57,347)	\$ (1,200,716)				
		99,785	184,070	84,285.78	\$ 101,780		\$ (101,780)	\$ (1,302,496)				
JUNE		187,098	171,249	(15,849.43)	\$ 190,840		\$ (190,840)	\$ (1,493,337)				
		180,452	109,306	(71,145.64)	\$ 184,061		\$ (184,061)	\$ (1,677,398)				
2ND QTR		\$ 2,335,283	\$ 2,113,491	(221,792.28)	\$ 1,221,258		\$ (1,221,258)	\$ (1,677,398)				
			9.50%									
JULY		\$ 310,241	\$ 298,737	(11,503.39)	\$ 316,446		\$ (316,446)	\$ (1,993,843)				
		62,429	62,862	432.82	\$ 63,678		\$ (63,678)	\$ (2,057,521)				
AUGUST		304,322	295,773	(8,548.41)	\$ 310,408		\$ (310,408)	\$ (2,367,929)				
		62,487	56,688	(5,799.67)	\$ 63,737		\$ (63,737)	\$ (2,431,666)				
SEPTEMBER		260,272	398,371	138,098.15	\$ 265,478		\$ (265,478)	\$ (2,697,144)				
		181,963	76,258	(105,704.88)	\$ 185,602		\$ (185,602)	\$ (2,882,746)				
		-	-	-	\$ -							
3RD QTR		\$ 3,516,997	\$ 3,302,179	\$ (214,818)	\$ 1,205,348		\$ (1,205,348)	\$ (2,882,746)				
OCTOBER		\$ 314,111	\$ 293,197	(20,914.59)	\$ 320,393		(320,393)	(3,203,139)				
		50,053	55,225	5,171.42	\$ 51,054		(51,054)	(3,254,194)				
NOVEMBER		300,543	296,961	(3,582.07)	\$ 306,554		(306,554)	(3,560,747)				
		59,422	57,453	(1,969.36)	\$ 60,611		(60,611)	(3,621,358)				
		72,067	129,349	57,282.58	\$ 73,508		(73,508)	(3,694,866)				
DECEMBER		186,652	179,782	(6,870.01)	\$ 190,386		(190,386)	(3,885,251)				
		267,411	137,336	(130,075.30)	\$ 272,760		(272,760)	(4,158,011)				
4TH QTR		\$ 4,767,257	\$ 4,451,482	\$ (315,775)	\$ 1,275,265		\$ (1,275,265)	\$- \$ (4,158,011)				
TOTALS		\$ 4,767,257	\$ 2,475,090		4,862,602	\$	- \$ (4,158,011)	\$ (4,158,011)				
		0			2.0%							

CITY OF ONEIDA
OFFICE OF THE COMPTROLLER

Lee Ann Wells
City Comptroller

Jessica Kaiser
Deputy City Comptroller



109 North Main Street
Oneida, New York 13421
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Comptroller's Report – March 2019

Along with our normal responsibilities of purchasing, warrant processing, payroll, benefit maintenance, retiree and personnel meetings, month end reconciliations, and account maintenance we are currently working on the following projects:

➤ **Citywide Software Conversion**

- The Comptroller's office has been working with an on-site consultant for the month of February to develop city practices and policies into the new financial and human resource/payroll software.
- Manual entry of all employees is currently underway, as well as general ledger balance reconciliation.
- End User training will be done the week of March 25th with a parallel payroll to confirm all is operating correctly.
- Expected go live for financials and payroll is the end of April early May. Consultant to be on-site for 4 weeks in May.
- Power user training for the utility billing and cashing is beginning March 18th with an expected go live date in June.
- ExecuTime timeclock and employee maintenance has begun the conversion process, go live date is to be determined.
- My office has also begun outlining the tax collection and will have an expected go live date of 1/1/20.

➤ **2018 Audit**

- We worked with our independent auditors while on-site in February performing the single Federal Audit.
- We have been performing year end entries to prepare the trial balance and finalize year end. Payroll and Purchasing year end has been reconciled. We have been working on providing auditors with various requested information. Approx 75 documents have been requested and about half have been provided to date. Auditors will be onsite working closely with myself and other staff the week of March 18th. Final Audited Financial Statements are expected by June 1st.

CITY OF ONEIDA
OFFICE OF THE COMPTROLLER

Lee Ann Wells
City Comptroller

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Deputy City Comptroller



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➤ **2018 Annual Update Document**

- I am required to complete this report and send it to the State by May 1st. This report provides the State with the financial detail to every account and fund the City has. It outlines the assets, liabilities, revenues, expenses, budgets, debt service and Capital projects for each of the 32 funds we maintain. It is reviewed and approved or questioned by the Office of the State Comptroller.

➤ **Enterprise Lease Management**

- I am working with Enterprise to coordinate the purchases of 1 DPW Vehicle, 2 Water Vehicles, 1 Sewer vehicle. 3 Police vehicles and 1 Fire vehicle. Each vehicle entered into the lease program has different funding associated for the start up. We are also working to request vehicle reserve accounts to be setup. I am closely tracking each vehicle lease expense and working with Enterprise daily on the progress of the new vehicles.

➤ **Capital Projects**

- We are maintaining monthly reconciliations of all projects. Meeting with department heads to confirm funding and funding options for upcoming projects. Meeting with fiscal advisors and bond counsel and discussing upcoming project funding requirements. Requesting bond resolutions as needed and maintaining debt service schedules.

➤ **Library Joint Indebtedness**

- We have had discussions with the library, fiscal advisors, city and bond counsel regarding the establishment of unique joint indebtedness. Working as the fiscal agent for all the municipalities I anticipate the need for a Council resolution to establish the procedures of collection and annual payments of the debt service. The bid opening is March 19th for the library construction, if the bids come in at or below budget, the city will need to move forward with the official statement and bond process.

➤ **Solar Credit Tracking**

- We are still waiting for the Public Service Commission to make a final determination on allowing the credits to cross load zones.
 - Total of unusable credit to date \$246,256.08
 - Solar generated more kilowatt hours in February 2019 than in February 2018 (more sunlight this year!)
 - Total 2019 savings from solar generation \$2,698.52

**CITY OF ONEIDA
FIRE DEPARTMENT**

**DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE**

Dennis Fields
Fire Chief



109 North Main Street
Oneida, New York 13421
TEL: 315-363-1910
FAX: 315-363-3437
dfields@oneidacity.com

***Oneida Fire Dept
Monthly Reports***

February, 2019

CITY OF ONEIDA

DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE

Dennis Fields, *Chief*



109 North Main Street
Oneida, New York 13421
TEL: 315-363-1910
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Fire Department Revenue- February, 2019

Alarm Permits:	\$480
Solid Fuel Burning Permits:	\$60
Tent Inspections:	\$0
Fire/Housing Inspections:	\$6145.00
Collected:	\$1485.00

CITY OF ONEIDA FIRE DEPARTMENT



DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE

Fire Marshal's Office
Timothy S. Cowan, Fire Marshal

109 North Main Street
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tcowan@oneidacity.com

FIRE MARSHAL MONTHLY REPORT FEBRUARY 2019

TITLE / NAME	TOTAL HOURS
TOTAL OFFICE HOURS	63
<hr/>	
OFFICE BREAKDOWN	TOTAL INSPECTIONS
BUSINESS INSPECTION	13
BUSINESS REINSPECTION	5
BUSINESS C OF C	5
PUBLIC ASSEMBLY INSPECTION	2
PUBLIC ASSEMBLY REINSPECTION	0
PUBLIC ASSEMBLY C OF C	0
OPERATING PERMITS	1
SOLID FUEL BURNING DEVICE	2
ORDER TO VACATE	0
VACANT PLACARDS	0
VACANT BUILDING INSPECTIONS	0
KNOX BOX WORK	1
COMPLAINTS	0
NO SHOW	0
FLOOD DAMAGE INSPECTIONS	0 HOURS
MEETINGS / CODES SCHOOL	0 HOURS
PLAN REVIEW	4 HOURS
MISCELLEANOUS	7.5 HOURS

OFFICE BREAKDOWN CONT.**TOTAL HOURS**

FIRE INVESTIGATION

0 HOURS

FIRE PREVENTION

2 HOURS

SMOKE DETECTOR INSTALLATION

0 HOURS

SMOKE DETECTORS INSTALLED

0

FIRE MARSHAL'S ACTIVITIES

- Conducted Fire Inspections; ARC (701 & 719 Lenox Ave., Oneida Appliance
- Conducted Fire Reinspections; Oneida Laundry Mat, 120 N. Main St., Morey's Diner
- Plan Review; All Seasonings, Nye Ford Oil Storage Area
- Conducted walk-thru; Byrne Dairy-Lenox Ave., Oneida Indian Nation Children & Elders Center.
- Conducted fire prevention for Oneida Indian Nation caregivers for the elderly at the Cook House on Territory Road.

February 2019

February, 2019	YTD
FIRE	\$201.69
RESCUE	586.620
NON-FIRE	731.43
EMERGENCY RESPONSE TOTALS	\$1,519.74

TYPE OF CALLS REPORT
AND NUMBER OF CALLS

FIRE	5
RESCUE	106
NON FIRE	18
TOTAL	129



Overtime Expenditures

Acct	Start Bal	This period	YTD Bal
Regular 102	\$121,000.00	\$10,062.13	\$104,227.11
Train/EMS 107	\$5,000.00		\$5,000.00
Fire Mar 108	\$5,000.00	\$398.55	\$4,601.45
Train/Fire 109	\$5,000.00		\$5,000.00
Alarm Maint 110	\$0.00		\$0.00
Personal Leave 112	\$1,500.00		\$1,500.00
Short Shift 114	\$58,000.00	\$7,141.45	\$45,583.17

YTD Call Comparison

	2018	2019	DIFF
FIRE	9	9	0
RESCUE	252	245	-7
NON FIRE	63	67	4
Totals:	324	321	-3

February
2019

Monthly Report

Department of Planning and
Development

**Department of Planning and Development
Monthly Report
February 2019**

Planning Commission Zoning Board of Appeals

Item #1 – Site Plan Review to create a parking lot in the front yard located at 340 Main Street, zoned R-3, by Kinville Properties, LLC. The parking lot was constructed last fall without any review/approval. The PCZBA approved with conditions to mitigate front yard parking in a residential historic district.

Item #2 – Zoning Map Amendment located at 409 Genesee Street, zoned Residential-Planned by Russell Blanchard. A Positive Recommendation was unanimously approved by the PCZBA.

Item #3 – Conditional Use Permit and Site Plan Review to construct storage units on Stone Street, zoned Light Industrial, by Carter Brightman. Application was approved by PCZBA.

Item #4 – Site Plan Review to construct a 1,495 sq ft addition located at 321 Genesee Street, zoned Community Service, by Oneida Healthcare. Application was approved by PCZBA.

Item #5 – Site Plan Review for a change in use located at 125 Oneida Street, zoned Downtown Commercial, by Anthony Barnaba. Application was approved by PCZBA.

Item #6 – Zoning Language Amendment to update election sign language, located Citywide, zoned M-I, by City of Oneida Common Council. A Positive Recommendation was unanimously approved by the PCZBA.

Item #7 – Recommendation for Pedestrian Walkway located at James Street, zoned Downtown Commercial, by City of Oneida Common Council. A Positive Recommendation was unanimously approved by the PCZBA.

In-House Grants

2015 HOME Program housing rehabilitation grant has been completed and closed out.

The New York Main Street Program is moving forward. Projects have been cleared through SHPO and will go out to bid in March, with completion scheduled for late summer.

The NYS CDBG Economic Development grant for All Seasonings Ingredients, Inc., that is expanding and will create 11 new jobs, is on track and will be finished by the end of 2019.

We were awarded a \$700,000 grant through the 2017 RESTORE New York program on behalf of Center Street Residential, LLC., the owner of 151-155 Madison Street. Funds will be used to construct upper floor market rate apartments. The grant is being administered by the Central New York Regional Planning and Development Board.

We are working with the Central New York Regional Planning and Development Board to put together a grant application for the next round of Downtown Revitalization Initiative funds. A committee has been working with us since last fall to develop ideas, input and scenarios that will help frame the application. The first Community Forum was held in January, with over 50 people in attendance. We have also gathered community feedback with on-line surveys .

We have been working with the Central New York Arts organization on an Arts and Entertainment District Master Plan for downtown. This was funded through a grant that, with assistance from The Lakota Group, will result in a document to help us move forward in improving the downtown economy by focusing on arts and entertainment, and related businesses. A draft report is due this spring.

West Elm Street Water and Sewer Project

This project is on track and moving forward to allow large-scale development on West Elm Street. Coordinating with City Engineer and Water Superintendent on project.

LED Street Light Project

Working with the City Engineer on the downtown portion of the streetlighting project.

WWTP Upgrade Project

Working with the City Engineer as it relates to economic development of both existing businesses and the ability to market to new businesses.

Oneida City Center Projects

Currently assisting Oneida City Center Committee (OC3) with plans for the 2nd Annual City Center Market, which will start Thursday, June 6th and run through August 29th, 5:00 – 8:00 pm.

We will again be co-sponsoring the downtown flower pots with the City. Pots will be on the streets for Memorial Day weekend, and have increased the number of pots to 50 this spring.

NYSHSES/FEMA Hazard Mitigation Program

We continue to administer the \$21 million buyout program for the Flats neighborhood impacted by the 2013 flooding. All demolition and site restoration work must be finished by June. After that, it is anticipated that paperwork to finalize and close out the grant will take an additional 6 months. (Light at the end of the tunnel!). On a related note, we are working with a professor at SUNY College of Environmental Science and Forestry on developing a vision for the Flats, and how best to utilize the properties now owned by the City, to improve and enhance the neighborhood.

Ongoing work

Daily tasks including regular administration of programs, preparation for Planning Commission Zoning Board of Appeals meetings (agendas, minutes, legal notices, review of applications, preparation of meeting packets, etc.), monthly reports, follow-up on various projects, voucher submissions, assistance to residents and business owners for various applications, Land Committee issues, flood zone questions, consultations on potential projects, questions from public and other agencies, dissemination of information as requested.

CITY OF ONEIDA
POLICE
DEPARTMENT
MONTHLY
REPORT

POLICE CHIEF PAUL THOMPSON

2019 Overtime report

Month	OT Pay	OT Comp	Comp used	Reimbursemer	Cost after reimburs
JAN	\$3,174.69	42.75	127.00	\$0.00	\$3,174.69
FEB	\$1,388.20	121.50	86.50	\$0.00	\$1,388.20
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					
					\$4,562.89

Feb	Pay	Comp
Admin	\$0.00	4.000
CPI	\$190.89	34.125
Court	\$515.32	36.750
CBT	\$206.28	12.375
CSK	\$206.28	12.375
CSCH	\$0.00	0.000
CVAC	\$269.41	16.500
OCINV	\$0.00	0.000
SCH	\$0.00	0.000
SE	\$0.00	0.375
SI	\$0.00	3.750

Note: Overtime by month (above chart) for pay periods in month. This chart is by calendar month. For the month of June there was a change halfway through the month in pay rates. Therefore the dollar amounts are a little higher than actual.

Reason Abbreviations are as follows: Admin(Clerks only), Complete Investigation, Court, Cover Back Time(Comp), Cover Sick Time, Cover School, Cover Vacation, On Call Investigation, School, Special Events, Special Investigations.

2019 Stats by Month

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD total
Calls for service	567	515											1082
Criminal Offenses	222	187											409
Clearances	181	157											338
Arrests	79	73											152
Parking Tickets	69	69											138
Traffic Tickets	155	148											303

2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD Total
Calls for Service	528	540	656	587	734	645	725	761	633	622	613	558	7602
Criminal Offenses	191	210	248	186	243	188	201	216	181	219	188	195	2466
Clearances	161	183	227	147	199	159	174	175	157	204	161	174	2121
Arrests	68	99	90	83	117	92	72	88	94	96	65	79	1043
Parking Tickets	63	67	83	81	85	67	26	19	26	26	60	73	676
Traffic Tickets	166	167	163	106	150	78	98	108	91	158	107	135	1527

2019 Monthly Report

	18-Feb	19-Feb	YTD 2/18	YTD 2/19	Change from previous year	
Calls for Service	540	515	1068	1082		14
Criminal Offenses	210	187	401	409		8
Cleared Cases	183	157	344	338		-6
Arrests	99	73	167	152		-15
Parking Tickets	67	69	130	138		8
Traffic Tickets	167	148	333	303		-30
Felony Charges	11	1	23	13		-10
Misdemeanor Charges	29	39	60	89		29
Violation Charges	12	20	25	31		6
CPL Warrants/Bench	5	13	17	19		2

all positive numbers mean an increase for current year. If a negative number it means it's down from previous year.

2019 CSO Activity

Type of Complaint	1/19	2/19	3/19	4/19	5/19	6/19	7/19	8/19	9/19	10/19	11/19	12/19
Garbage Complaints	5	5										
Vehicle Lockouts	11	8										
Junk Vehicles	0	1										
Lawn Mowing Complaints	0	0										
Dangerous Dog	0	0										
Abandoned Dog	1	0										
Unlicensed Dog	1	6										
Dogs at large	7	10										
Dog Bites	0	0										
Barking Dogs	1	0										
Animal Abuse	0	0										
Wild Animals	2	2										
Feline Calls	0	1										
Junk Yard	0	0										
Parking Complaint	0	1										
Parking tickets issued	22	19										
Misc.	0	0										
Arrests	1	5										

At the direction of the Mayor, the CSO has been working more closely with codes enforcement in an effort to provide a more comprehensive approach to addressing problem properties. While gaining voluntary compliance to these issues is always the preferred method of dealing with these issues, we are also prepared to take whatever enforcement action is appropriate to resolve these issues as well.

2018 Vehicle Lock Outs

January	27
February	24
March	31
April	12
May	22
June	16
July	16
August	12
September	17
October	27
November	17
December	21

Total 242

2019 Monthly Revenue report

Month	Amount
January	\$338.24
February	\$193.99
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
year to date	\$532.23

2018 total	\$5,120.22
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