

City of Oneida
Engineering | Public Works

March 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 – March 2019

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

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

- **Green Waste Services** – Stump grinding and chipping
~\$5136.57 Labor Costs, \$9344 Equipment Costs
- **Sanitary Sewer – Weekly Inspections** – Maintenance on Collection System problem areas
~\$739 Labor Costs, \$214 Equipment Costs
- **Sanitary Sewer – Cleaning/CCTV** – Maintenance and inspections
~\$549 Labor Costs, \$128 Equipment Costs
- **Sanitary Sewer – Repairs**
~\$2717 Labor Costs, \$2008 Equipment Costs
- **Snow/Ice Ops** – Snow plowing, sanders, brine application, snow removal/hauling
~\$10397 Labor Costs, \$12266 Equipment Costs
- **General Street Maintenance** – Street Sweeper, Cold patch
~\$5266 Labor Costs, \$2448 Equipment Costs
- **Masonry Work** – Repair structures, sidewalk construction
~\$1305 Labor Costs, \$986 Equipment Costs
- **City Trees**- pruning, removals, inspections
~\$4106 Labor Costs, \$4306 Equipment Costs

Staffing:

- No new information.

B. Codes Enforcement Monthly Recap

- 7 Building Permits issued
 - Total estimated construction cost of \$107800
 - Primarily renovations/remodels, garage demo
- 1 Private Waste Disposal Application
- 4 Certificates of Zoning Approval & Compliance Issued
- Grease Interceptor Violation Letters
 - Lakeview Restaurant
 - Morey's Diner
- 2 letters regarding Building Permit Extensions
- 1 new family dwelling requiring 911 address
- Utility Trailer Code Violation – 320 Verona Street
- Animal Shelter Code Requirement Letter sent to 3047 Schoolheimer Rd
- Letter requiring sign removal send to 100 Lenox Ave for violation of Zoning Law

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

Monthly Report – March 2019

- 1 application for Area Variance on Oatman Dr

C. Wastewater Treatment Plant

- Installation of new siphon piping in tanks.
- Digester gas discharge piping cleaning/repairs
- General maintenance and upkeep ongoing

D. Water Distribution/Treatment

- Distribution personnel have been fixing/locating leaks

E. Buildings

- Municipal Building Sign construction prep ongoing. Trees removed, internal/external conduit to be installed in April. Sign anticipated for May.

F. Capital Projects

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

2019 Current Master Capital Project Summary		
Description	Status as of 3/31/19	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	Bidding Phase	Fall 2019
WWTP Flood Repairs and Mitigation	Close-out Docs	March 2019
WWTP Aeration Improvements	Prep for Close-out	May 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.

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

Monthly Report – March 2019

- **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.
 - **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
Preliminary Financial Model developed. SEQR Parts 2/3 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
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 MARCH 2019

CITY AND COUNTY TAXES COLLECTED	
CITY PORTION	86,048.39
COUNTY PORTION	73,956.72
INTEREST AND PENALTIES	3,357.90
MAIL	
DELINQUENT SCHOOL TAX COLLECTED	28,109.87
FEES ON SCHOOL TAXES	1,406.12
5% COLLECTOR'S FEE	1,406.12
WATER AND SEWER RENTS COLLECTED	702,332.64
WATER SERVICE CHARGES	5,059.72
TAX SALE CERTIFICATES	34,521.84
FEES ON TAX SALE CERTIFICATES	4,581.82
FILING FEES	150.00
CERTIFIED MAIL	46.00
ADVERTISING	80.00
TAX SEARCHES	770.00
FINES AND PENALTIES (PARKING TICKETS)	3,190.00
COURT REPORT	6,093.00
COURT-BAIL FORFEIT	
CITY CLERK EARNINGS	7,365.60
POLICE REPORT	193.99

RECREATION DEPARTMENT

YOUTH BASKETBALL	90.00
FIELD/PARK/POOL RENTAL	120.00
ARMORY REVENUE	2,275.00
ZUMBA	105.00
TBALL	420.00
ARCHERY	30.00
KALLET	310.00

HEALTH INSURANCE	6381.37
TAX OVERPAYMENT	1,864.76
FIRE INSPECTION FEES	3145
SALE OF SCRAP DPW	1265.7
OVERPAYMENT DIRECT LENDING	167.46
REFUND RECYCLED PHONES	7.00
US TREASURY REFUND	9.42
RECLAIMED WATER OIN	65986.79

UTILITY TAXES	36,004.94
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CSTEST FEES	15.00
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RECEIPTS FROM NEW YORK STATE
DEPARTMENTS AND AGENCIES

RECEIPTS FROM MADISON COUNTY

REDEPOSITED ITEMS	
SPECIAL ASSESSMENTS	0.00
CD REHAB PAYMENTS	143.71

REVOLVING LOAN PAYMENTS	2,796.42
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TOTAL FUNDS DEPOSITED

CITY/COUNTY TAXES COLLECTED	160,005.11
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PERCENT COLLECTED AS OF MAR 31 2019	91.93%
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2018-2019 ONEIDA CITY SCHOOL TAXES COLLECTED	\$ 28,109.87
PERCENT COLLECTED AS OF MAR 31 2019	32.00%



*Office of the
City Clerk*

Monthly Report

Account#	Account Description	Fee Description	Qty	Local Share
		Acknowledgement of Paternity	15	0.00
		Female, Spayed	39	429.00
		Female, Unspayed	5	125.00
		Male, Neutered	31	341.00
		Male, Unneutered	9	225.00
		Sub-Total:		\$1,120.00
00100171255	Clerk Fees	Copies	2	4.50
		DEED RECORDING FEE	20	600.00
		Engineering Permits	1	25.00
		Genealogy	3	66.00
		Late Fee	1	100.00
		Notary	17	34.00
	Fire Permits	Alarms	3	280.00
	Landfill Coupons	Landfill Coupons	11	4.40
	Vital Records	Births	108	1,080.00
		Deaths	120	1,220.00
		Government Use Copies - Free	13	0.00
		Marriage	13	130.00
		Sub-Total:		\$3,543.90
00100171258	Marriage License	Marriage License	2	35.00
		Sub-Total:		\$35.00
00100171260	ZBA	Site Plan - 1,000 sq.ft or less	1	50.00
		Site Plan - 10,001 sq. ft. or larger	1	1,000.00
		Site Plan Review	1	300.00
		Sub-Total:		\$1,350.00
00100171261	ZBA	Area Variance	2	100.00
		Conditional Use Permit	1	100.00
		Sub-Total:		\$200.00
00100182263	Fire Permits	Alarms	2	660.00
		Sub-Total:		\$660.00
00100202544	Dogs	Impoundment1	2	80.00
		Impoundment2	2	100.00
		Sub-Total:		\$180.00
00100202545	Annual License Fees	Amusement 1-5 machines	1	200.00
		Special Events License	2	50.00
		Sub-Total:		\$250.00
00100202555	Building	Building Permits	6	1,122.00
		Certificate of Occupancy	6	110.00
		Signs	2	50.00
		Sub-Total:		\$1,282.00
00300032771	Sewer	Sewer	1	50.00
		Sub-Total:		\$50.00

**City Clerk Monthly Report
March 01, 2019 - March 31, 2019**

<u>Account#</u>	<u>Account Description</u>	<u>Fee Description</u>	<u>Qty</u>	<u>Local Share</u>
123456789	Truss ID Permit	Truss ID Permit	2	100.00
			Sub-Total:	\$100.00
			Total Local Shares Remitted:	\$8,770.90
Amount paid to:	Madison County Treasurer			160.60
Amount paid to:	NYS Ag. & Markets for spay/neuter program			112.00
Amount paid to:	State Health Dept.			45.00
Total State, County & Local Revenues:		\$9,088.50	Total Non-Local Revenues: \$317.60	

To the Supervisor:

I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Susan Pulverenti, City Clerk, City of Oneida during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor	Date	City Clerk	Date
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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
MARCH 2019

Inspections - Housing

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Inspections	21	21	26										68
RE-inspections	42	11	30										83
Complaints	8	6	4										18
3+ Family	4	0	6										10
Vacates	2 ❖	0	3 ●										5
No Shows	3	3	2										8

✓ no gas/heat

■ infestation

❖ no power

◆ no water or power

× overcrowding

☒ unsafe structure

● unsanitary living conditions

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	\$2,101.36	151.88	64.50	\$0.00	\$2,101.36
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					
					\$6,664.25

Mar	Pay	Comp
Admin	\$0.00	9.000
CPI	\$0.00	33.000
Court	\$526.06	40.500
CBT	\$1,000.85	17.625
CSK	\$375.33	5.625
CSCH	\$0.00	0.000
CVAC	\$0.00	0.000
OCINV	\$199.13	4.875
SCH	\$0.00	34.875
SE	\$0.00	0.000
SI	\$0.00	1.875

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 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	12									
Vehicle Lockouts	11	8	4									
Junk Vehicles	0	1	2									
Lawn Mowing Complaints	0	0	0									
Dangerous Dog	0	0	0									
Abandoned Dog	1	0	0									
Unlicensed Dog	1	6	1									
Dogs at large	7	10	10									
Dog Bites	0	0	0									
Barking Dogs	1	0	2									
Animal Abuse	0	0	2									
Wild Animals	2	2	2									
Feline Calls	0	1	0									
Junk Yard	0	0	0									
Parking Complaint	0	1	0									
Parking tickets issued	22	19	20									
Misc.	0	0	8									
Arrests	1	5	7									

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.

2019 Stats by Month

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD total
Calls for service	567	515	597										1679
Criminal Offenses	222	187	190										599
Clearances	181	157	150										488
Arrests	79	73	71										223
Parking Tickets	69	69	119										257
Traffic Tickets	155	148	127										430

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

	18-Mar	19-Mar	YTD 3/18	YTD 3/19	Change from previous year
Calls for Service	656	597	1724	1679	-45
Criminal Offenses	248	190	649	599	-50
Cleared Cases	227	150	571	488	-83
Arrests	90	71	257	223	-34
Parking Tickets	83	119	213	257	44
Traffic Tickets	163	127	496	430	-66
Felony Charges	6	3	29	16	-13
Misdemeanor Charges	55	41	149	128	-21
Violation Charges	21	14	50	51	1
CPL Warrants/Bench	8	13	29	32	3

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

2019 Monthly Revenue report

Month	Amount
January	\$338.24
February	\$193.99
March	\$135.00
April	
May	
June	
July	
August	
September	
October	
November	
December	
year to date	\$667.23

2018 total	\$5,120.22
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ARA
DIALYSIS CENTER OF ONEIDA

Chief Thompson,

On behalf of the Dialysis Center of Oneida thank you for the opportunity to gain the knowledge and experience of doing an active shooter drill on 3/10/2019. I want to express appreciation and gratitude to PO J. McCormick, PO P. Cania, PO J. Barres, E. Iles and the others who conducted the active shooter training exercise with us. The staff not only learned a lot from this drill but also had fun doing it. We are already improving upon the weaknesses pointed out. Again, thank you for taking the time to come in and go over multiple different scenarios with us.

Sincerely,

Dialysis Center of Oneida

Michelle Hanson Clinic Manager

For Immediate Release

March 31, 2019

For More Information: 518-598-8968

***DISTRICT ATTORNEYS CRITICIZE BUDGET PROCESS AND
CRIMINAL JUSTICE BILLS***

"While most New Yorkers were sleeping and enjoying the weekend, a handful of lawmakers with limited knowledge of the criminal justice system, behind closed doors, came to an agreement that will place unnecessary burdens on the workings of our criminal justice system and actually slow down the wheels of justice," said DAASNY President Albany County DA David Soares. "Our hope was that our lawmakers would heed some of the suggestions by prosecutors concerning the procedure involved in the bills related to bail, discovery and speedy trial. Instead they have set up unrealistic, unworkable requirements that ultimately will fail the very people and communities they were intended to benefit. Once again New Yorkers are hit with another budget chock full of half-baked policy that was crafted with a lack of transparency and lack of input from the appropriate stakeholders. Instead of a new day in Albany, it is business as usual. The process to craft the reforms that we were all hoping for with the new dynamic in Albany should have included more open hearings, more public comment and more expert testimony, not backroom deals for political expediency. We once again got the same three people in a room and a race to a press conference to announce a budget."

###

COMPTROLLER

MONTHLY

REPORTS

2019

SALES TAX

0.00%

MONTH	RECEIVED	BUDGET		ACTUAL		Difference From 2018 Budget	BUDGET		ACTUAL		PERIOD VARIANCE	Y-T-D VARIANCE
		2018	2018	2018	2018		2019	2019				
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	4/8/2019	\$ 177,550	265,038	87,487.83	\$ 181,101	\$ 339,689.92	\$ 158,589	\$ 165,747				
		\$ 276,664	-	(276,663.66)	\$ 282,197		\$ (282,197)	\$ (116,450)				
1ST QTR		\$ 1,137,971	\$ 985,561	\$ (152,410)	\$ 1,160,731		\$ (116,450)	\$ (116,450)				
APRIL		\$ 304,878	\$ 228,573	(76,304.94)	\$ 310,976		\$ (310,976)	\$ (427,426)				
		63,261	62,962	(299.25)	\$ 64,526		\$ (64,526)	\$ (491,952)				
MAY		305,615	315,653	10,037.80	\$ 311,728		\$ (311,728)	\$ (803,680)				
		56,222	56,116	(106.30)	\$ 57,347		\$ (57,347)	\$ (861,026)				
		99,785	184,070	84,285.78	\$ 101,780		\$ (101,780)	\$ (962,806)				
JUNE		187,098	171,249	(15,849.43)	\$ 190,840		\$ (190,840)	\$ (1,153,647)				
		180,452	109,306	(71,145.64)	\$ 184,061		\$ (184,061)	\$ (1,337,708)				
2ND QTR		\$ 2,335,283	\$ 2,113,491	(221,792.28)	\$ 1,221,258		\$ (1,221,258)	\$ (1,337,708)				
			9.50%									
JULY		\$ 310,241	\$ 298,737	(11,503.39)	\$ 316,446		\$ (316,446)	\$ (1,654,153)				
		62,429	62,862	432.82	\$ 63,678		\$ (63,678)	\$ (1,717,831)				
AUGUST		304,322	295,773	(8,548.41)	\$ 310,408		\$ (310,408)	\$ (2,028,239)				
		62,487	56,688	(5,799.67)	\$ 63,737		\$ (63,737)	\$ (2,091,976)				
SEPTEMBER		260,272	398,371	138,098.15	\$ 265,478		\$ (265,478)	\$ (2,357,454)				
		181,963	76,258	(105,704.88)	\$ 185,602		\$ (185,602)	\$ (2,543,056)				
		-	-	-	\$ -		\$ -	\$ -				
3RD QTR		\$ 3,516,997	\$ 3,302,179	\$ (214,818)	\$ 1,205,348		\$ (1,205,348)	\$ (2,543,056)				
OCTOBER		\$ 314,111	\$ 293,197	(20,914.59)	\$ 320,393		(320,393)	(2,863,449)				
		50,053	55,225	5,171.42	\$ 51,054		(51,054)	(2,914,504)				
NOVEMBER		300,543	296,961	(3,582.07)	\$ 306,554		(306,554)	(3,221,057)				
		59,422	57,453	(1,969.36)	\$ 60,611		(60,611)	(3,281,668)				
		72,067	129,349	57,282.58	\$ 73,508		(73,508)	(3,355,176)				
DECEMBER		186,652	179,782	(6,870.01)	\$ 190,386		(190,386)	(3,545,561)				
		267,411	137,336	(130,075.30)	\$ 272,760		(272,760)	(3,818,321)				
4TH QTR		\$ 4,767,257	\$ 4,451,482	\$ (315,775)	\$ 1,275,265		\$ (1,275,265)	\$ -	\$ (3,818,321)			
TOTALS		\$ 4,767,257	\$ 2,475,090		4,862,602	\$ -	\$ (3,818,321)	\$ (3,818,321)				
		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
Tel.: 315-363-2022
Fax: 315-363-9558
Email: lwells@oneidacity.com
jkaiser@oneidacity.com

Comptroller's Report – April 2019

We are excited to announce we have new addition to our finance team, Beverly Aldridge, is our Part Time Payroll Clerk and all-around Office Assistance. She will be working Mon-Wed 8:30am-4:00pm. Please feel free to stop by and meet her!

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**

- **We will be going live with Financial Module the week of April 22nd**
- The Comptroller's office has been working with an on-site consultant in March to run a parallel payroll in both systems and work through any discrepancies
- Manual entry of all balances is underway
- Month End reconciliations are being brought up to date of go-live
- End User training is being done week of April 8th
- 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.

➤ **Sales Tax**

- Sales Tax revenue to date has come in \$165,747 over budget.
 - (Keep buying local!)

➤ **2018 Audit**

- We worked with our independent auditors while on-site in March and continue to provide requested information

➤ **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. This will be complete this week.

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
Tel.: 315-363-2022
Fax: 315-363-9558
Email: lwells@oneidacity.com
jkaiser@oneidacity.com

➤ **Enterprise Lease Management**

- We continue to work 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 have setup the vehicle reserve accounts. I am closely tracking each vehicle lease expense and working with Enterprise daily on the progress of the new vehicles. The 2 Water vehicles and 2 Police vehicles should be here around the end of April.

➤ **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**

- The Library bids came in under budget and we have been advised to move forward with the required bonding. While Fiscal Advisors works to prepare the Official Statement, we will be setting up a meeting with all parties to coordinate the flow of funds. Once determined, I will bring that to you to document the 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 \$262,864.05
 - Solar generated more kilowatt hours in March 2019 than in March 2018 (still more sunlight this year!)
 - Total 2019 savings from solar generation \$980.97
 - I have contacted National Grid because KWH credit is less than generation

**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***

March, 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
FAX: 315-363-3437

Fire Department Revenue- March, 2019

Alarm Permits:	\$480
Solid Fuel Burning Permits:	\$60
Fireworks:	\$60
Tent Inspections:	\$0
Fire/Housing Inspections:	\$8305.00
Collected:	\$4390.00

March, 2019	YTD
FIRE	\$1,403.31
RESCUE	397.76
NON-FIRE	763.55
EMERGENCY RESPONSE TOTALS	\$2,564.62
	\$10,585.14

TYPE OF CALLS REPORT
AND NUMBER OF CALLS

FIRE	4
RESCUE	138
NON FIRE	31
TOTAL	173



Overtime Expenditures

Acct	Start Bal	This period	YTD Bal
Regular 102	\$121,000.00	\$3,684.45	\$100,542.66
Train/EMS 107	\$5,000.00		\$5,000.00
Fire Mar 108	\$5,000.00	\$111.95	\$4,489.50
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	\$6,015.39	\$39,567.78

YTD Call Comparison

	2018	2019	DIFF
FIRE	10	13	3
RESCUE	370	383	13
NON FIRE	112	98	-14
Totals:	492	494	2

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
Oneida, New York 13421
TEL: 315-363-1910
FAX: 315-363-3437
tcowan@oneidacity.com

FIRE MARSHAL MONTHLY REPORT MARCH 2019

TITLE / NAME	TOTAL HOURS
TOTAL OFFICE HOURS	80.5

OFFICE BREAKDOWN	TOTAL INSPECTIONS
BUSINESS INSPECTION	5
BUSINESS REINSPECTION	10
BUSINESS C OF C	2
PUBLIC ASSEMBLY INSPECTION	1
PUBLIC ASSEMBLY REINSPECTION	3
PUBLIC ASSEMBLY C OF C	2
OPERATING PERMITS	2
SOLID FUEL BURNING DEVICE	0
ORDER TO VACATE	0
VACANT PLACARDS	0
VACANT BUILDING INSPECTIONS	0
KNOX BOX WORK	2.5
COMPLAINTS	0
NO SHOW	0
FLOOD DAMAGE INSPECTIONS	0 HOURS
MEETINGS / CODES SCHOOL	0 HOURS
PLAN REVIEW	2 HOURS
MISCELLEANOUS	20 HOURS

OFFICE BREAKDOWN CONT.	TOTAL HOURS
FIRE INVESTIGATION	0 HOURS
FIRE PREVENTION	8 HOURS
SMOKE DETECTOR INSTALLATION	2 HOURS
SMOKE DETECTORS INSTALLED	8

FIRE MARSHAL'S ACTIVITIES

- Conducted Plan Review- All Seasonings for the proposed storage buildings.
- Met with the principal of Willard Prior to set-up this year's fire prevention.
- Conducted numerous site visits at the new OHC Imaging Building.
- Applied for a grant from the Home Fire Sprinkler Coalition.
- Follow-up for St. Patrick's Church – the fire alarm system is back on-line.
- Presentation for the Oneida Men's Club, discussed the duties of the Fire Marshal's Office.
- Started building fire sprinkler props for this year's fire prevention.

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

March 2019

REVENUE

In the month of March the Recreation Department generated a total of \$7,360.00 in revenue.

USAGE/COMPARISON

Our March 2019 Gym rental revenue is up 46% from March 2018. In March of 2018 we generated \$3,060.00 in gym rental revenue as compared to \$4,475.00 in 2019. Our March 2019 room rentals were \$560.00 as compared to \$625.00 in 2018. As of April 1, 2019 our yearly gym rental revenue is \$10,741.00 as compared to \$12,030.00 on April 1, 2018, a 10% decrease, our room rentals revenue is \$1,810.00 in 2019 as compared to \$1535.00 in 2018 a 17% 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 and have been checking doggie pots and garbage at the parks. 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. There a few things let to finish up in the grant funded downtown section, laying down sod, planting trees and shrubs and staining the plaza are the main items. The DPW will start laying the base and stone dust of the rest of the trail heading west to the County complex in late April.

Programs

All of our winter programs have ended; we had a good season without too many weather related cancellations. Participation numbers looked to be in line with what we have been getting the past few years. Spring program have been planned and have started or will be starting very soon. We will be working with a bunch of not-for-profits during the TV turn off week in late April to bring a wide variety of programming the recreation center. Have a few activities planned for the school Spring break.

Recreation Dept.

Preparations for the Eggstravaganza egg hunt are underway and we are excited to hold the event at Allen Park this year. Last year due to poor weather we held the egg hunt at the Kallet

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.

We have been filling the seasonal maintenance positions; employees will start working in April and May and work through August, September, October and November.

We will start looking to fill lifeguard positions in April and hold a staff meeting in May.

Arbor Day is coming up in April, we are looking for a location to plant a tree and hold our annual ceremony.

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
March	14	20	29	0	63
TOTAL	31	42	65	7	145

Lucas Griff

Parks and Recreation Director

Leo Matzke
Mayor



Lucas M. Griff
Director

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Oneida Recreation Department Coordinator
Programming Report March 2019

Our adult programs came to an end in March. The Co-Ed Volleyball league ended with 14 teams total on the competitive and non-competitive side. The underdogs took the competitive side championships for the first time since being in the league for many years. MUNY adult men's basketball had the same team win both the league and the playoffs, which makes it three years in a row. Our Parks and Recreation director Luke Griff starred on the team that won it all.

We filled up faster than ever for our Tee Ball program and now have 90 kids' ages 4-6 ready to practice and play on Tuesday and Thursday nights down at Harmon Field.

Our archery program on Wednesday nights went very well. We had 20 kids total, ages 8-18. My plan is to turn part of the garage into an archery range and begin an archery club since the popularity of the sport is overwhelming.

Our after school program averaged 20 students per day. We are able to help kids with homework as well as training them for various sports. The after school program leader has done an excellent job with controlling the kids and keeping them busy, providing a great environment for Oneida students.

Our Reckers travel basketball teams are doing very well this season. We practice 2-3 times per week at the rec center and play games Monday and Friday evenings at Accelerate Sports Complex. We have over 30 kids participating in this program.

The Zumba class we offer on Tuesday and Thursday evenings went very well, averaging 12 participants per class. We will restart this program closer to summer and run a program for kids as well.

Respectively submitted,

Justin Acker
Recreation Coordinator



**Oneida Recreation Department
Programming Report
March, 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 279 people sign in for the month of February for an average of 13 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 361 participants for the month of February with an average of 18 per day.

Tee Ball

Registration began 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. We reached capacity for the program of 80 with a waiting list of 11 that we will be able to accommodate.

Explore Archery

Explore Archery was a 6 week course for beginners to intermediate archer ages 8 and up. The program costs \$30.00 and concluded this month. We offered two sessions on Wednesday evenings.

EGGstravaganza Egg Hunt

Print material as well as online and social media notices went out to local schools for our popular EGG Stravaganza Egg Hunt taking place on April 20th 2019. I have decided to name our "bunny" Buster Bunny. A sports jersey was ordered locally with the Oneida logo on it that will fit the bunny. Once the jersey is received we have planned a few fun social media videos to introduce Buster and his cool new gear and promote the Egg hunt.

Youth Egg Art Competition

This event was created to get local youth to decorate eggs with the theme of "Lovely New York State". The OIC has offered a \$100 gift certificate to the winner. We currently have 9 people registered for this event.

Screen Free Week

Working with the Oneida City School District 6th grade classes, the Oneida Public Library and multiple entities to create a city wide Screen Free Week at the Rec Department. We have events from April 29th-May 5th that include a Storybook walk through the city, Belly Dancing, Game Board nights, Egg Crash Cars and baking basics.

Adult Programming

Evening Programming

Working on booking an adult yoga program and sewing courses for Spring and Summer.

Misc.

Sun Screen/Sun Shade Program

I have reached out to the County Health Department in January and began the process of researching and applying for a grant that would bring sun screen dispensers and sun shades into the City of Oneida. We are in the application process at this point and will have a definitive date on implementation and what structures we will be approved for by the end of April 2019.

Kallet

We have given 5 tours during the month of March and sat down and booked 5 contracts for future dated events. We have worked on the transition of operations and coordination for future bookings and tours for the Month of April.

Art Bin Receptacle Program

I am working on a grant application to bring a program to the City of Oneida Rec Dept. that would bring unemployed persons into the building to learn a trade of masonry that would in turn benefit the City esthetiquely with bins and flow boxes built to specific designs representation the City of Oneida.

Michele Farwell
Recreation Specialist

City of Oneida Parks Recreation
Monthly Revenue - March 2019

Date	Program/Individual	Amount	Receipt	Deposited	Date	Program/Individual	Amount	Receipt	Deposited
2/28/2019	Rec Center - Gym/Tot	\$55.00	11482	3/4/2019	Balance Forward	\$2,432.00			
	Field/Park Rental	\$60.00	11483		3/17/2019	Rec Center - Room	\$15.00	11515	3/20/2019
	Zumba	\$70.00	11484			Rec Center - Gym/Tot	\$65.00	11516	
3/1/2019	Rec Center - Teen Room	\$60.00	11485	3/5/2019		Rec Center - Gym	\$70.00	11517	
	T-Ball	\$80.00	11486		3/18/2019	T-Ball	\$40.00	11518	
	Rec Center - Gym/Tot	\$65.00	11487		3/20/2019	Rec Center - Room	\$30.00	11519	3/25/2019
3/2/2019	Rec Center - Gym/Tot	\$55.00	11488		3/20/2019	T-Ball	\$40.00	11520	
3/3/2019	Rec Center - Gym	\$480.00	11489			T-Ball	\$20.00	11521	
	Rec Center - Room	\$15.00	11490			Zumba	\$28.00	11522	
	Rec Center - Room	\$15.00	11491		3/21/2019	T-Ball	\$40.00	11523	
	Rec Center - Gym	\$70.00	11492			Kallet Rental	\$310.00	11524	
3/4/2019	Rec Center - Gym	\$465.00	11493	3/7/2019	3/23/2019	Rec Center - Gym/Tot	\$65.00	11525	3/27/2019
3/5/2019	T-Ball	\$40.00	11494			Rec Center - Gym/Tot	\$110.00	11526	
	Youth Basketball	\$30.00	11495		3/24/2019	Rec Center - Room	\$15.00	11527	
3/6/2019	Youth Basketball	\$30.00	11496			Rec Center - Room	\$70.00	11528	
	Rec Center - Room	\$20.00	11497			TOTAL	\$3,350.00		
3/7/2019	T-Ball	\$60.00	11498						
	Rec Center - Room	\$40.00	11499						
	Rec Center - Room	\$20.00	11500	3/14/2019					
3/9/2019	Youth Basketball	\$30.00	11501						
	Rec Center - Gym/Tot	\$65.00	11502						
3/10/2019	T-Ball	\$20.00	11503						
	Rec Center - Room	\$15.00	11504						
	Rec Center - Room	\$5.00	11505						
	VOID		11506						
	Rec Center - Gym	\$70.00	11507						
3/12/2019	T-Ball	\$80.00	11508						
3/14/2019	Zumba	\$7.00	11509	3/15/2019					
	Rec Center - Room	\$150.00	11510						
	Youth Archery	\$30.00	11511						
3/15/2019	Field/Park Rental	\$60.00	11512	3/20/2019					
3/16/2019	Rec Center - Gym/Tot	\$80.00	11513						
3/17/2019	Rec Center - Teen Room	\$90.00	11514						
	TOTAL	\$2,432.00							

Revenue By Period - GL Account Summary

Start Date: 3/1/2019 12:00 AM End Date: 3/31/2019 11:59 PM
 Payment Methods: CC

Regular Revenue

	DEBITS						CREDITS						
	**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
001-0017-2003 - Youth Basketball	150.00	150.00	0.00	0.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0017-2009 - T-Ball	1,100.00	1,100.00	0.00	0.00	1,100.00	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0017-2031 - Rec Center Revenue	2,760.00	2,760.00	0.00	0.00	3,075.00	3,075.00	0.00	0.00	0.00	0.00	0.00	-315.00	0.00
	<u>4,010.00</u>	<u>4,010.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,325.00</u>	<u>4,325.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-315.00</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						
	**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
	0.00	0.00	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 \$133.83