

***MONTHLY REPORT***

**CITY CLERK**

**CITY OF ONEIDA**  
**OFFICE OF THE CITY CLERK**  
**REPORT FOR THE MONTH OF DECEMBER 2015**

COUNTER SERVICE:

Total Income from Counter Service: \$ 10,598.25  
 City's Share of Total Income: \$ 9,953.60

ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
<b>DOGS</b>		
LATE FEE	\$ -	\$ -
TAG		
IMPOUNDMENT		\$ -
S/N NYS SURCHARGE \$ 1.00	\$ 64.00	\$ -
64 LICENSES S/N	\$ 704.00	\$ 704.00
13 LICENSES UN S/N	\$ 325.00	\$ 325.00
LICENSES NO FEE		\$ -
US/UN NYS SURCHARGE \$ 3.00	\$ 39.00	\$ -
	\$ -	\$ -
DOG ADJUSTMENT		
	<u>\$ 1,132.00</u>	<u>\$ 1,029.00</u>
<b>BINGO</b>		
GAMES		
RECEIPTS		\$ -
	<u>\$ -</u>	<u>\$ -</u>
<b>GAMES OF CHANCE/BELL JAR</b>		
RECEIPTS		
2 GAMES	\$ 50.00	\$ 20.00
	<u>\$ 50.00</u>	<u>\$ 20.00</u>
<b>MARRIAGES</b>		
10 LICENSES	\$ 400.00	\$ 175.00
	<u>\$ 400.00</u>	<u>\$ 175.00</u>
<b>OTHER ITEMS</b>		
MISC ITEMS(Notary fee,photo copies,etc.)	\$ 211.25	\$ 211.25
205 MISC CERTIFICATES	\$ 2,050.00	\$ 2,050.00
8 CERT OF OCCUPANCY	\$ 60.00	\$ 60.00
8 BUILDING PERMITS	\$ 581.00	\$ 581.00
BUILDING PERMIT FEES (LATE)	\$ 100.00	\$ 100.00
6 SECOND HAND DEALERS PERMIT	\$ 300.00	\$ 300.00
TRUSS ID		\$ -
Z.B.A. APPLICATIONS		
TRAILER PARK PERMITS		\$ -
4 AMUSEMENT DEVICE LICENSES	\$ 1,000.00	\$ 1,000.00
EXCAVATION PERMITS		\$ -
2 TAXI BUSINESS	\$ 100.00	\$ 100.00

ITEMS	TOTAL	
	FUNDS COLLECTED	CITY'S SHARE
LATE FEES (CLERK)		
26 DEED REC. FEE	\$ 780.00	\$ 780.00
DEED COPIES		
FILING FEE (SUB DIV MAPS)		
4 TAXI DRIVER	\$ 100.00	\$ 100.00
3 TAXI VEHICLES	\$ 60.00	\$ 60.00
1 SIGN PERMIT	\$ 25.00	\$ 25.00
3 SITE PLAN	\$ 1,500.00	\$ 1,500.00
1 CONDITIONAL USE PERMIT	\$ 100.00	\$ 100.00
MINOR PLAT	\$ -	\$ -
MAJOR PLAT		\$ -
SEWER PERMIT		\$ -
TENT PERMIT		\$ -
2 WOOD STOVE PERMIT	\$ 120.00	\$ 120.00
3 SOLICITOR LICENSE	\$ 975.00	\$ 975.00
4 ADDITIONAL SALESPERSON	\$ 60.00	\$ 60.00
SPECIAL EVENTS		
1 ANIMAL CONTROL	\$ 50.00	\$ 50.00
ALARM		\$ -
4 GARBAGE	\$ 400.00	\$ 400.00
1 JUNK	\$ 100.00	\$ 100.00
SUBDIVISION APPL. (Waiver of Non-appli)	\$ -	\$ -
ZONE CHANGE APPLICATION		\$ -
USE VARIANCE		\$ -
1 AREA VARIANCE	\$ 50.00	\$ 50.00
	<u>\$ 8,722.25</u>	<u>\$ 8,722.25</u>

MADISON COUNTY LANDFILL

21 CARDS	\$ 294.00	\$ 7.35
	<u>\$ 294.00</u>	<u>\$ 7.35</u>

GRAND TOTALS \$ 10,598.25 \$ 9,953.60

DISBURSEMENTS

CITY CHAMBERLAIN	\$ 9,953.60
MADISON CO. TREAS.-LANDFILL	\$ 286.65
NYS DEPT. OF HEALTH	\$ 225.00
STATE COMPTROLLER - BELL JAR	
STATE COMPTROLLER-BINGO	
NYS DOG SURCHARGE	\$ 103.00
NYS COMPTROLLER G	\$ 30.00
TOTALS	<u>\$ 10,598.25</u>

21 DEATHS RECORDED  
56 BIRTHS RECORDED  
26 HANDICAPPED PARKING PERMITS

RESPECTFULLY SUBMITTED,

SUE PULVERENTI - CITY CLERK

***MONTHLY REPORT***

**CITY**

**CHAMBERLAIN**

TO: MAYOR AND MEMBERS OF THE COMMON COUNCIL:

THE FOLLOWING IS AN ACCOUNTING OF THE TRANSACTIONS HANDLED BY THE CITY *CHAMBERLAIN*  
DURING DECEMBER 2015

CITY AND COUNTY TAXES COLLECTED	
CITY PORTION	14,469.76
COUNTY PORTION	12,911.06
INTEREST AND PENALTIES	2,760.20
MAILING FEES AND ADVERTISING	35.00
DELINQUENT SCHOOL TAX COLLECTED	118,548.42
FEES ON SCHOOL TAXES	5,841.10
5% COLLECTOR'S FEE	4,970.04
WATER AND SEWER RENTS COLLECTED	614,869.67
WATER SERVICE CHARGES	13,606.78
TAX SALE CERTIFICATES	91,548.12
FEES ON TAX SALE CERTIFICATES	13,120.91
FILING FEES	950.00
ADVERTISING	190.00
CERTIFIED MAIL FEE	145.60
TAX SEARCHES	770.00
FINES AND PENALTIES (PARKING TICKETS)	2,820.00
SEPTAGE	1,042.50
COURT REPORT	6,821.00
COURT-BAIL FORFEIT	
CITY CLERK EARNINGS	6,822.80
POLICE REPORT	152.50

RECREATION DEPARTMENT

MUNY BASKETBALL	160.00
YOUTH BASKETBALL	15.00
ADULT VOLLEYBALL	300.00
ARMORY REVENUE	3,330.00
DONATIONS	250.00

4,055.00

UTILITY TAXES	24,653.01
BANKRUPTCY	0.00

CIVIL SERVICE TEST FEES	60.00
HEALTH INSURANCE	4,427.85
FIRE INSPECTION FEES	1,880.00
DONATIONS	15,000.00
INS RECOVERY PREMIUM REFUND	0.00
SHERRILL KENWOOD SEWER	0.00
MISCELLANEOUS	0.00

0

SPECIAL ASSESSMENTS

0.00

RECEIPTS FROM NEW YORK STATE  
DEPARTMENTS AND AGENCIES

RECEIPTS FROM MADISON COUNTY

MADISON COUNTY MORTGAGE TAX

0.00

TOTAL REVENUES COLLECTED AND  
DEPOSITED BY CITY CHAMBERLAIN

REDEPOSITED ITEMS	0.00
CD REHAB PAYMENTS	0.00
REVOLVING LOAN PAYMENTS	3,463.63
TOTAL FUNDS DEPOSITED	0.00
CITY/COUNTY TAXES COLLECTED	27,415.82
PERCENT COLLECTED AS OF DEC 31 2015	97.25%
2014-2015 ONEIDA SCHOOL TAX COLLECTED	31487.15
PERCENT COLLECTED AS OF DEC 31 2015	42.50%
2015-2016 ONEIDA SCHOOL TAX COLLECTED	87061.27
PERCENT COLLECTED AS OF DEC 31 2015	9.00%

A handwritten signature in black ink, consisting of a stylized, cursive name followed by a long horizontal line extending to the right.

# **MONTHLY REPORT**

# **POLICE DEPARTMENT**

	Dec			Year to date			Change from last year
	2013	2014	2015	2013	2014	2015	
Calls For Service	495	556	540	7630	7317	7613	PLUS 296
Criminal Offenses	119	104	108	1874	1656	1488	minus 168
Cleared Cases	95	80	76	1407	1254	1117	minus 137
Arrests	62	62	56	934	987	874	minus 113
Parking Tickets	71	72	85	675	920	747	minus 173
Traffic Tickets	93	67	63	1480	1644	1310	minus 334
DWI's	3	0	1	38	24	17	minus 7
Felony Charges	5	11	2	155	175	121	minus 54
Misdemeanor Charges	67	40	46	796	748	709	minus 39
Violation Charges	10	10	6	242	206	139	minus 67

75%

	2014 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Calls for Service	555	473	577	630	698	681	673	679	679	592	524	556
Criminal Offenses	142	126	90	142	162	142	147	170	165	142	124	104
Clearances	95	103	57	111	136	99	95	129	139	115	95	80
Arrests	78	89	64	90	108	79	79	104	94	81	59	62
Parking Tickets	89	98	114	95	48	60	66	63	60	42	113	72
Traffic Tickets	152	204	147	143	166	142	141	149	114	130	89	67

	2015 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Calls for Service	543	472	602	607	652	725	812	745	677	626	612	540
Criminal Offenses	122	73	135	102	158	100	139	134	151	131	135	108
Clearances	96	53	105	81	132	63	102	105	115	96	90	76
Arrests	87	41	76	62	102	68	79	77	77	88	61	56
Parking Tickets	91	88	90	62	27	35	35	34	68	63	69	85
Traffic Tickets	114	81	153	132	164	99	79	75	134	131	85	63

Overtime 2015

Month	Pay	Comp	Used	Reimbursements	Costs after reimbursements
Jan	\$3,322.94	297.49	263.25	\$1,077.56	\$2,245.38
Feb	\$3,676.87	66	205.5	\$0.00	\$3,676.87
Mar	\$2,998.36	140.62	235.75	\$583.56	\$2,414.80
Apr	\$4,144.98	134.62	227	\$1,005.91	\$3,139.07
May	\$13,577.75	243	306.75	\$1,751.16	\$11,826.59
Jun	\$10,719.02	186.75	418.25	\$9,074.58	\$1,644.44
Jul	\$7,551.72	392.99	285.5	\$1,289.16	\$6,262.56
Aug	\$15,465.16	419.25	368	\$1,702.58	\$13,762.58
Sep	\$10,345.61	282.3	367.25	\$1,171.73	\$9,173.88
Oct	\$10,980.78	520.12	388	\$0.00	\$10,980.78
Nov	\$5,399.80	359.62	474.25	\$0.00	\$5,399.80
Dec	\$5,167.10	183.37	547	\$0.00	\$5,167.10
<b>Total</b>	<b>\$93,350.49</b>	<b>3,226.13</b>	<b>4,924.55</b>	<b>\$17,636.24</b>	<b>\$75,713.85</b> Year costs after reimbursements

Dec		
REASON	PAY	COMP
Admin/ Misc.		14.50
Complete Investigation	\$282.01	12.37
Court	\$158.09	4.50
Cover Back Time	\$5,371.72	59.17
Cover Sick Time	\$240.58	
Cover School		
Cover Vacation	\$580.56	27.30
On Call Investigations	\$217.53	
School		54.37
Special Events		3.70
Special Investigations		
<b>Total</b>	<b>\$63,630.52</b>	<b>188.83</b>

2015

Year to date

Contractual	\$58,373.75
other	\$36,823.40
Reimbursed	17,636.24
Total non Contractual	
not reimbursed	\$19,187.16

Note: Overtime by month (above chart) for pay periods in month.  
This chart by calendar month

Pay= Overtime pay costs  
Comp. = overtime comp time earned  
Used= Comp time used  
Reimbursements- from grants or other

Overtime 2014

Month	Pay	Comp	Used	Reimbursements	Costs after reimbursements
Jan	\$3,941.26	107.86	234.00	\$0.00	\$3,941.26
Feb	\$5,146.75	65.97	174.25	\$5,146.32	\$0.43
Mar	\$5,430.45	129.37	226.75	\$659.31	\$4,771.14
Apr	\$5,751.58	222.37	350	\$943.48	\$4,808.10
May	\$12,065.54	198.7	308.5	\$1,433.56	\$10,631.98
Jun	\$7,466.98	118.42	298.25	\$959.68	\$6,507.30
Jul	\$8,568.10	187.12	385.75	\$1,596.94	\$6,971.16
Aug	\$8,079.32	207.37	355.25	\$2,861.45	\$5,217.87
Sep	\$7,097.04	142.4	341	\$0.00	\$7,097.04
Oct	\$2,894.73	203.17	419.25	\$0.00	\$2,894.73
Nov	\$6,231.65	226.85	592.75	\$0.00	\$6,231.65
Dec	\$5,184.22	311.24	703.75	\$0.00	\$5,184.22
<b>Total</b>	<b>\$116,187.51</b>	<b>1,617.51</b>	<b>3,117.51</b>	<b>\$16,187.51</b>	<b>\$61,670.11</b> Year costs after reimbursements

Overtime breakdown for 2015

Administrative	\$ 258.19	.002%	
Complete calls/ investigations/arrests	\$ 9754.37	10 %	
Court/hearings	\$ 3312.15	3%	
Cover back time	\$ 35,142.24	37%	
Cover sick time	\$ 8719.47	9%	
Cover officer at training	\$842.07	.008 %	
Cover vacation	\$ 15,852.09	17%	
On call investigations	\$ 5507.20	6%	
Training	\$ 1263.68	1 %	
Special Events/grant details	\$10,566.99	11%	Most reimbursed
Special investigations/ misc.	\$3979.65	4%	

**2015 Reimbursements- Overtime reimbursements, grant reimbursements and other.**

	<b>STEP Grant</b>	<b>Other</b>	<b>Total</b>
	<b>Amount</b>	<b>Amount</b>	
Jan.		* 1,077.56	1,077.56
Feb			0
Mar	583.56		583.56
Apr.	1005.91		1005.91
May	1751.16		1751.16
Jun.	886.94	* \$8187.64	9074.58
Jul.	1128.42	\$160.74 SE	1289.16
Aug.	851.28	851.30DWI	1702.58
Sep.	1171.73		1171.73
Oct			
Nov			
Dec.			
<b>Total</b>	<b>7379.00</b>	<b>10,116.50</b>	<b>17,636.24</b>
to date.			

\*= PERMA Workers Comp reimbursement for Sgt. Loomis through 2/11/14. Jun Work comp reimbursement for Sgt. Loomis \$8187.64

SE Special Event reimbursement( July YMCA Walk traffic control)

DWI- Reimbursement from STOP DWI

Year to date Overtime \$ 88,182.99  
 Reimbursements \$ 17,636.24

Costs after reimbursement: \$70,546.75

**2015 Revenue- Report copy fees, fingerprint fees, record checks, etc.**

Jan.	\$ 52.25	2014 total	\$10,604.98
Feb.	\$ 149.50		
Mar.	\$ 336.75	Note-Vest grant reimbursement from Attorney General's Office received. \$5285.98	One part of vest grants.
Apr.	\$ 142.51		
May	\$ 3,155.25		
Jun.	\$ 1,428.28		
Jul.	\$ 924.50		
Aug	\$ 77.25		
Sept.	\$ 78.75		
Oct.	\$ 981.25		
Nov.	\$ 152.50		
Dec.	\$ 124.50		

Year to date: \$7603.29

Dear Chief Meeker,

Thank you for allowing Officer Bailey to take the Wolf Den of Pack 25 scouts on a tour of your department. The scouts had fun, found it interesting, and even learned a few things. Officer Bailey did a great job with the scouts and answering questions.

Attached are the thank you notes written by the scouts. I have not read them, but I do believe some are for you, some for Officer Bailey, and some for both. Maybe you will have the opportunity to sit down and go through these with Officer Bailey.

Best regards,

David Stehlik

**CITY OF ONEIDA  
FIRE DEPARTMENT**

**DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF FIRE**

Kevin Salerno  
Fire Chief



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

***Oneida Fire Dept  
Monthly Reports***

***December 2015***

December, 2015	12/12-1/9/16	YTD
FIRE	\$0.00	\$13,573.50
RESCUE	\$0.00	\$8,197.17
NON-FIRE	\$1,871.61	\$25,283.95
EMERGENCY RESPONSE TOTALS	\$1,871.61	\$47,054.61
PERSONAL LEAVE (0112)	\$0.00	\$2,235.67
SICK/INJURY (0102)	\$1,453.08	\$36,376.75
BEREV/MILITARY (0102)	\$27.84	\$11,845.09
OPEN SHIFT (0114)	\$0.00	\$21,833.56
TRAINING/EMS (0107)	\$1,493.64	\$6,991.63
TRAINING- REG (0109)	\$0.00	\$4,155.56
REPAIR( 0102)	\$0.00	\$184.66
FIRE MARSHAL (0108)	\$0.00	\$5,493.00
REG OT not categorized above(102)	\$3,633.23	\$11,089.45
FIRE ALARM WORK 110	\$0.00	\$2,010.71
OPERATIONAL TOTALS:	\$6,607.78	\$102,216.08
TOTAL:	\$8,479.38	\$149,270.69

TYPE OF CALLS REPORT AND NUMBER OF CALLS	Call Comparison		
	2014	2015	DIFF
FIRE	40	36	-4
RESCUE	1696	1594	-102
NON FIRE	457	443	-14
<b>Totals:</b>	<b>2193</b>	<b>2073</b>	<b>-120</b>

FIRE	1
RESCUE	133
NON FIRE	23
<b>TOTAL</b>	<b>157</b>

### Overtime Expenditures

Acct	Start Bal	This period	YTD Bal
Regular 102	\$125,000.00	\$6,985.75	\$18,449.45
Train/EMS 107	\$8,000.00	\$1,493.64	\$1,008.37
Fire Mar 108	\$5,900.00	\$0.00	\$407.00
Train/Reg 109	\$4,150.00	\$0.00	-\$5.56
Pers Lv 112	\$2,500.00	\$0.00	\$264.33
Short Shift 114	\$21,840.00	\$0.00	\$6.44
FIRE ALARM WORK 110	\$4,000.00	\$0.00	\$1,989.29

### 2015 Inspections- Housing

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Insp *	23	8	21	11	22	28	36	19	41	19	18	37	283
Reinsp *	4	10	16	11	9	33	31	47	21	46	37	24	289
Comp	2	5	2	3	3	7	7	7	5	2	2	2	47
3+ fam	4	5	3	2	4	6	14	9	6	9	7	13	82
No Shows	3	3		0	7	3	7	3	5	7	2	4	44

\* # of units

### 2015 Fire Inspections

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Commercial	10	7		6	7	4	5	12	6	4	3	1	65
Pub Assembly				2	1	2	3	4		6	6		24
Educational												2	2
Total:	10	7		8	8	6	8	16	6	10	9	3	91
No show						1							1

# CITY OF ONEIDA

DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF FIRE

Kevin Salerno, Chief



109 North Main Street  
Oneida, New York 13421  
TEL: 315-363-1910  
FAX: 315-363-3437

## Fire Department Revenue- December, 2015

Alarm Permits:	\$0.00
Solid Fuel Burning Permits:	\$120.00
Tent Inspections:	\$0.00
Fire/Housing Inspections :	\$29,645.00 billed as of 12/31/2015
Collected:	\$21,058.00 as of 12/31/2015**

\*\*Relevy notices were sent 10/1/2015 for unpaid inspection fees billed prior to 10/1/2015

# 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 DECEMBER 2015

**TOTAL OFFICE HOURS** **51**

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<b>OFFICE BREAKDOWN</b>	<b>TOTAL INSPECTIONS</b>
-------------------------	--------------------------

BUSINESS INSPECTION	3
BUSINESS REINSPECTION	5
BUSINESS C OF C	4
PUBLIC ASSEMBLY INSPECTION	1
PUBLIC ASSEMBLY REINSPECTION	3
PUBLIC ASSEMBLY C OF C	3
OPERATING PERMITS	3
SOLID FUEL BURNING DEVICE	3
ORDER TO VACATE	0
VACANT PLACARDS	0

<b>OFFICE BREAKDOWN CONT.</b>	<b>TOTAL HOURS</b>
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VACANT BUILDING INSPECTIONS	0
KNOX BOX WORK	1
COMPLAINTS	0
NO SHOW	0
FLOOD DAMAGE INSPECTIONS	0 HOURS
MEETINGS / CODES SCHOOL	2 HOURS
PLAN REVIEW	1.5 HOURS
MISCELLEANOUS	15 HOURS

FIRE INVESTIGATION 0 HOURS

FIRE PREVENTION 0 HOURS

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**FIRE MARSHAL'S ACTIVITIES**

- Delivered Santa to numerous gatherings within the City including the OFBA Annual Kid's Movie with Santa at the Movieplex.
  
- Assistant FM Fields has been working diligently to ensure that all businesses have been removed from the existing Gamewell Fire Alarm system and have secured third party fire alarm monitoring. This includes hand delivering letters to owners and removing miles of wire within the City. He has done a Great Job!
  
- Met with Community Action Program regarding setting up temporary shelters in the City once the temperature falls below 32 degrees. Advised her on appropriate locations and resources available.
  
- Inspector Krol and myself have been dealing with the Red Cross regarding a smoke detector campaign. The Fire Marshal's Office will be working with the Red Cross installing smoke detectors in residential properties that need them.

City of Oneida  
Engineering/Public Works

December 2015 Monthly Report

Prepared By: Jon Rauscher PE, LEED AP  
City Engineer



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

# CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

## Monthly Report - December

### Public Works/ Engineering Summary

Public Works continued summer season maintenance tasks this period, see attached breakdown of hours.

- **Street cleaning and maintenance : 51%**
  - Street sweeping*
  - Tree trimming*
  - Temporary asphalt patching*
  - Roadside mowing*
  - Rail-trail tree trimming support*
- **Yard Waste Pickup: 41%**
  - Fall leaf pick-up*
  - Yard waste bag pick up and chipper operation*
- **Storm sewer, sanitary sewer: 8%**
  - jet truck and vacuum cleaning*
  - structure repairs*

*Total overtime spent this month was \$2,892.15. Work included an after-hours sewer call and snow and ice removal*

The engineering office performed standard tasks (staff management, accounting, payroll, resident requests and tracking, agency coordination). Additional tasks and project work included;

- **WWTP flood mitigation project (FEMA mitigation funding)**
  - Project# TBD
  - Estimated Project Cost: \$1,290,000 (75% FEMA, 25% Local match)
  - Status: design and approval

NYS DHSES is coordinating with FEMA to provide written project approval.

- **WWTP Biogas flare and gas monitoring project**
  - Project#: 300.8110.400
  - Construction Cost: \$223,678, Design: \$41,400
  - Status: Complete
- **Kallet Boiler Replacement project (DANY Grant)**
  - Project#: 103.7521.404
  - Construction Cost: \$53,598, Design: \$17,700
  - Status: Final adjustments

Additional vacuum breaker installation required to reduce the potential for the boiler to flood after shutdown. Once breakers are installed Honeywell can install final controls.

- **Kallet Roof Replacement Project (DASNY Grant)**
  - Project#103.7521.404
  - Construction Cost: \$198,500 Design: \$23,400
  - Status: Complete

# CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

## Monthly Report - December

- **Municipal Solar Project (PPA)**  
Status – under review
- **Rail-Trail Phase 1 and 2 (DOT TAP/TEP Grant)**  
Project #: 005.7040.215  
Total Project Cost: \$1,666,640 (20% local match)  
Status: Design

Draft design documents have been prepared (available on City website) by consultant. Cost estimate is under review. Design documents to be submitted for DOT for sign-off in February.

- **Maxwell Field Streambank improvement (WQIP Grant)**  
Project #: TBD  
Grant award amount: \$46,071  
Status: permitting

Currently coordinating with DEC on the remaining permits and SEQR review.

- **Plow Truck Replacement and Brine System Implementation (2015 Capital)**  
Project#: TBD  
Amount: \$265,000  
Status: build phase

The truck has been inspected with an anticipated delivery of Mid-February.

- **GIS Asset Management Implementation (Cartegraph OMS)**  
Project # 003.8110.332  
Amount: \$16,550  
Status: In use

Asset management software is in use by public works for sewers, street, signs and city trees.

- **WWTP NYSERDA Flextech Energy Efficiency Study**  
Amount: \$19,459 (Estimated savings TBD)  
Status: In progress

RFP submission anticipated for January.

The purpose of this study is to leverage NYSERDA energy efficiency funding and performance contracting to implement necessary improvements at the WWTP. This study also includes review of outdated city streetlight. We are reviewing the economics of replacing the current National Grid lighting with City owned LEDs lighting.

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# CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

## Monthly Report - December

- **West Elm Street Infrastructure Improvements**  
Estimated Cost: \$1,706,917 (\$1,400,000 grant and revolving loan)  
Status: easement negotiations

In order to move forward with updating the contract drawings and bid, an easement is required from the OIN. Mayor and IDA are in negotiations for the utility easement.

- **WWTP Disinfection Improvements**  
Budget: \$45,700  
Status: Report phase

Pilot data under review and will be submitted to DEC for comments.

The updated DEC SPDES permit is requiring a reduced total residual chlorine effluent limit. The existing chlorine/metabisulfite disinfection system is unable to meet the required thresholds. After performing a study to determine cost effective alternatives, paracetic acid was selected as a replacement system.

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	
<b>Storm Sewer - Sewer</b>																							
1. Structure																							
2. Pipe																							
3. Inspection/repair/maintenance																							
4. Stormwater Management																							
5. Open channel ditch																							
6. Culvert																							
7. Dam Maintenance																							
8. Stormwater Mgmt.																							
9. Inlet/Outlet																							
10. Check/Stream Dike																							
11. Removal																							
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**CITY OF ONEIDA  
OFFICE OF THE COMPTROLLER**

LINDA M. PEASE, CMFO  
*City Comptroller*

LEE ANN WELLS  
Deputy City Comptroller



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**COMPTROLLER MONTHLY REPORTS**

**DECEMBER 2015**

- 
1. Comptroller Activities
  2. Sales Tax Update
  3. Budget Update - to be provide when the books are closed (March, 2016)

## **Comptroller's Activities Report DECEMBER 2015**

1. Review City collateral, update collateral schedules to ensure bank's satisfactory collateralization of city funds;
2. Budget review, budget updates.
3. Continue work on year end 2015 and month end;
4. Review financial status and prepare reports;
5. Review of Capital Projects and revenue and expenditure tie-out;
6. Work on review and tie-out of payables and receivables for 2015;
7. Balance of taxes payable through December 2015;
8. Finalize code vehicle leasing;
9. Discuss purchase of two additional police cars;
10. Monthly and annual reconciliation of cash and general ledger accounts;
11. Review of Capital Projects and expenditures for 2015 balance through December;
12. Work with auditors on initial 2015 review;
13. Provide auditors with multitude of documents for the 2015 audit;
14. Provide additional documentation for 2014 single audit of CD funds;
15. Close out of 2015 Purchase Orders and tie out transfers and amendments;
16. Begin fixed asset inventory and review for 2015; and
17. Begin financial audit review of 2015 books.

1/14/2016

## FINAL 2015 SALES TAX REPORT

MONTH	BUDGET 2014	ACTUAL 2014	BUDGET 2015	ACTUAL 2015	PERIOD VARIANCE	Y-T-D VARIANCE
FEBRUARY	\$ 297,964	\$ 277,588	\$ 271,856	\$ 291,348	\$ 19,692	\$ 19,692
	59,102	64,395	\$ 63,019	61,633	\$ (1,386)	\$ 18,307
MARCH	260,270	241,332	\$ 236,174	244,901	\$ 8,727	\$ 27,034
	50,317	46,864	\$ 45,862	53,729	\$ 7,867	\$ 34,900
APRIL	167,021	163,637	\$ 160,140	160,470	\$ 330	\$ 35,231
	233,497	254,985	\$ 249,535	272,612	\$ 23,077	\$ 58,308
<b>1ST QTR</b>	\$ 1,068,171	\$ 1,048,800	\$ 1,026,386	\$ 1,084,694	\$ 58,308	\$ 58,308
MAY	\$ 279,291	\$ 274,983	\$ 274,983	\$ 279,304	\$ 4,321	\$ 62,629
	50,879	57,058	57,058	57,406	\$ 348	\$ 62,977
JUNE	277,897	275,648	275,648	279,473	\$ 3,825	\$ 66,802
	58,543	50,709	50,709	52,559	\$ 1,849	\$ 68,652
	88,956	90,000	90,000	91,000	\$ 1,000	\$ 69,652
JULY	170,889	168,752	168,752	171,715	\$ 2,963	\$ 72,615
	191,776	162,757	162,757	226,533	\$ 63,776	\$ 136,390
<b>2ND QTR</b>	\$ 1,118,231	\$ 1,079,907	\$ 1,079,907	\$ 1,157,990	\$ 78,082	\$ 136,390
AUGUST	\$ 283,432	\$ 279,820	\$ 279,820	\$ 305,464	\$ 25,644	\$ 162,034
	61,457	56,308	56,308	67,815	\$ 11,507	\$ 173,542
SEPTEMBER	274,481	286,563	274,481	302,216	\$ 27,735	\$ 201,277
	56,360	63,789	56,360	57,661	\$ 1,301	\$ 202,578
OCTOBER	234,751	243,839	234,751	249,542	\$ 14,791	\$ 217,369
	191,590	164,120	164,120	171,779	\$ 7,659	\$ 225,028
<b>3RD QTR</b>	\$ 1,102,071	\$ 1,094,439	\$ 1,065,839	\$ 1,154,476	\$ 88,637	\$ 225,028
NOVEMBER	\$ 269,290	\$ 283,311	\$ 283,311	\$ 291,868	8,558	233,585
	47,361	45,145	45,145	52,987	7,842	241,427
DECEMBER	263,978	271,073	271,073	292,008	20,935	262,363
	46,343	53,595	53,595	64,284	10,688	273,051
	64,000	65,000	65,000	66,000	1,000	274,051
JANUARY	164,834	168,350	168,350	183,593	15,243	289,293
	195,721	284,283	241,393	175,502	(65,891)	223,402
<b>4TH QTR</b>	\$ 1,051,526	\$ 1,170,756	\$ 1,127,867	\$ 1,126,241	\$ (1,625)	\$ 223,402
<b>TOTALS</b>	\$ 4,340,000	\$ 4,393,903	\$ 4,300,000	\$ 4,523,402	\$ 223,402	\$ 223,402

2015 NOTE: SALES TAX CAME IN \$223,402 HIGHER THAN ANTICIPATED.

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# December 2015

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## Monthly Report

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Department of Planning and  
Development

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**Department of Planning and Development  
Monthly Report  
December 2015**

**Planning Commission – December 17, 2015**

Item #1 – Site Plan Review and Conditional Use Permit for Church on the Rock to relocate to 164 Madison Street, zoned Downtown Commercial, by Jeff Leahey. The Planning Commission discussed the proposal with Mr. Leahey, and granted Site Plan Approval and issued a Conditional Use Permit.

Item #2 - Recommendation for Zoning Map Amendment Request for a portion of SBL # 38.22-1-44 and 30.78-1-53.2 from Light Industrial to Commercial to allow construction of upper floor apartments, located on West Railroad Street, by David Labrecque. The Planning Commission sent a Positive Recommendation to the Common Council for the requested Zoning Map Amendment, as they determined the action would cause no adverse effects to the neighborhood.

Item #3 – Site Plan Review and Conditional Use Permit to construct upper floor apartments and a first floor business space located on West Railroad Street, zoned Light Industrial and Commercial, by David Labrecque. The Planning Commission discussed the project with Mr. Labrecque's engineer, Mike Sheridan. They granted Site Plan Approval and issued a Conditional Use Permit, noting this development will make a positive impact on the neighborhood and the City, and will also mesh well with the Oneida Rail Trail as it passes next to the property.

**Zoning Board of Appeals** – no meeting due to holiday schedule.

**Revolving Loan Fund**

Current balance as of December 31, 2015 - \$432,947.50. Recorded and processed monthly loan payments.

**In-House Grants**

Continue grant work on Housing Rehabilitation projects.

**West Elm Street Project**

Waiting for two easements to be finalized. Working with IDA on potential businesses.

**NY Main Street Technical Assistance Grant**

Met with consultant and steering committee to review draft report. Final report ready to submit to NYSHCR in January. Currently assisting Oneida City Center Committee (OC3) with research and information gathering; attending monthly committee meetings.

**National Historic District Nomination Project**

Working with consultant and SHPO staff on historic district nomination for City Center.

**Economic Development Projects**

Currently working on 2 new companies and one local expansion, details to follow as discussions progress.

**Ongoing work**

Daily tasks including regular administration of programs, preparation for Planning Commission and 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, flood zone questions, consultations on potential projects, questions from public and other agencies, dissemination of information as requested.

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  
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[www.oneidacity.com](http://www.oneidacity.com)

December 2015

**REVENUE**

In the month of December the Recreation Department generated a total of \$4,055.00 in revenue.

**USAGE/COMPARISON**

Our December 2015 Gym rental revenue is down 17% from December 2014. In December of 2014 we generated \$3,469.00 in gym rental revenue as compared to \$2,850.00 in 2015. Our December room rentals were \$280.00 as compared to \$218.00 in 2014. As of January 1, 2016 our yearly gym rental revenue is \$37,413.00 as compared to \$34,878.00 on January 1, 2015, a 9% increase, our room rentals revenue is \$5,210.00 in 2015 as compared to \$2,733.00 in 2014 a 90% increase.

Below are charts that show the number of rentals we have booked last year and this year.

**2014 Yearly Numbers**

<b>Rec Center Rentals</b>	<b>Gym Rentals</b>	<b>Room Rentals</b>	<b>Tot Parties</b>	<b>Teen Parties</b>	<b>Total</b>
<b>January</b>	17	7	15	0	39
<b>February</b>	24	7	16	5	52
<b>March</b>	29	8	23	4	64
<b>April</b>	21	9	19	0	49
<b>May</b>	6	5	21	3	35
<b>June</b>	10	3	23	4	40
<b>July</b>	14	1	3	0	18
<b>August</b>	12	1	6	0	19
<b>September</b>	10	2	11	0	23
<b>October</b>	7	8	15	2	32
<b>November</b>	13	4	17	3	37
<b>December</b>	18	8	14	3	43
<b>TOTAL</b>	<b>181</b>	<b>63</b>	<b>183</b>	<b>24</b>	<b>451</b>

## 2015 Yearly Numbers

Rec Center Rentals	Gym Rentals	Room Rentals	Tot Parties	Teen Parties	Total
January	13	7	21	1	42
February	19	17	16	1	53
March	22	19	21	0	62
April	22	19	20	0	61
May	10	17	27	0	54
June	13	11	11	0	35
July	11	14	7	0	32
August	12	15	5	0	32
September	14	10	11	1	36
October	11	17	17	0	45
November	11	28	20	2	61
December	12	25	15	2	54
<b>TOTAL</b>	<b>170</b>	<b>199</b>	<b>191</b>	<b>7</b>	<b>567</b>

We continue to increase our rentals every month with more and more gym and room rentals. As you can see from both charts we are seeing a large increase in room rentals this fall and a slight increase in Tot parties. We are continuing to look for ways to add rentals to the building. Hopefully some of these ideas will come to fruition in 2016 and we can continue our trend of increased revenue and rentals each year.

### MAINTENANCE

After not having maintenance man for over a month there were a lot of small jobs for our maintenance man to take care in the month of December. Most of the things were just odd jobs that had been put off until we had a maintenance person in the building. Due to some great weather there was no need for snow removal.

### Updates

Things continue to progress with the Rail Trail project. We met with C&S to go over the latest renderings and ideas for the TEP and TAP funded sections of the trail. As of right now the project is on schedule and we are hoping to break ground in the Spring and have the project finished up by the Fall. Once the two TEP and TAP sections are completed we will still have a few other areas that will need some attention.

The tree lighting took place on December 4<sup>th</sup>, Santa arrived to a crowd of excited children at 5:30 courtesy of the Oneida Fire Dept. The tree was lite at 6pm by members of a local Girl Scout troop, the troop also led the crowd in carols. Over all it was a great event, we had one of biggest crowds in recent memories.

Respectfully submitted,

Lucas Griff  
Recreation Director

Oneida Recreation Department  
Programming Report  
December, 2015

**Youth Programming**

**Tot Fun-n-Run:**

The Tot Fun-n-Run Program has been going strong. 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 447 people sign in for the month of December for an average of 21 per day.

**Afterschool Program: (Teen Center)**

The Afterschool Program (Teen Center) is now open for children and teens in 3<sup>rd</sup>-12<sup>th</sup> Grades. Children and teens can come and play basketball, kickball, dodgeball or just hang out with their friends in a safe environment. The Afterschool Program runs from 3:00-5:30 Monday-Friday. Registration is required. We had 15 children register for the month of December. We had 277 children participate in the program with an average of 15 per day.

**Hoop Monsters & Skills & Drills**

Hoop Monsters teams were broken down by grades, 3<sup>rd</sup>-4<sup>th</sup> and 5<sup>th</sup>-6<sup>th</sup>. We have four teams for 3<sup>rd</sup>-4<sup>th</sup> Grades and four teams for 5<sup>th</sup>-6<sup>th</sup> Grades. Games started on November 8<sup>th</sup> and will end with a Round Robin tournament on February 6<sup>th</sup>.

Skills & Drills is for boys/girls in Kindergarten-3<sup>rd</sup> Grade. The season started on November 7<sup>th</sup>.

**Adult Programs**

**Co-ed Volleyball**

Co-ed Volleyball started the first Thursday in November. We have four teams on the Rec. side and eight teams on the competitive side.

**Adult Open Gym**

We had 61 adult sign in for the Adult Open Gym for the month of December with an average of 12 per week.

Respectively Submitted,

Carmela Endemann  
Recreation Specialist

City of Oneida Recreation Department  
 Monthly Revenue - December 2015

Date	Program/Individual	Amount	Receipt	Deposited	Date	Program/Individual	Amount	Receipt	Deposited
11/30/2015	Rec Center - Gym/Tot	\$110.00	9077	12/2/2015	Balance Forward				
	Rec Center - Room	\$60.00	9078						
	MUNY Basketball	\$60.00	9079		12/14/2015	Rec Center - Teen	\$50.00	9111	12/15/2015
12/1/2015		\$55.00	9080			MUNY Basketball	\$40.00	9112	
	Rec Center - ARC	\$200.00	9081			VOID		9113	
	Rec Center - Gym	\$480.00	9082		12/15/2015		\$110.00	9114	12/18/2015
		\$80.00	9083	12/4/2015	12/17/2015	VOID	\$55.00	9115	
12/2/2015		\$65.00	9084					9116	
12/3/2015		\$55.00	9085		12/18/2015		\$190.00	9117	12/23/2015
	Rec Center - Gym	\$60.00	9086	12/7/2015			\$70.00	9118	
	Coed Volleyball	\$175.00	9087		12/19/2015		\$70.00	9119	
12/4/2015	Rec Center - Room	\$20.00	9088		12/20/2015	Rec Center - Gym	\$75.00	9120	
		\$10.00	9089		12/21/2015		\$55.00	9121	
		\$90.00	9090			MUNY Basketball	\$20.00	9122	
12/5/2015	Rec Center - Gym	\$40.00	9091		12/27/2015	VOID		9123	
12/6/2015		\$10.00	9092				\$65.00	9124	12/31/2015
	Rec Center - Gym	\$75.00	9093			Rec Center - Gym	\$75.00	9125	
12/7/2015	MUNY Basketball	\$20.00	9094				\$85.00	9126	
12/8/2015	Rec Center - Room	\$60.00	9095	12/11/2015	12/28/2015		\$55.00	9127	
12/9/2015		\$75.00	9096				\$55.00	9128	
		\$65.00	9097			Rec Center - Room	\$60.00	9129	
12/10/2015	Donations (Sponsor)	\$250.00	9098			MUNY Basketball	\$20.00	9130	
	Youth Basketball	\$15.00	9099			TOTAL	\$4,055.00	9131	
	Coed Volleyball	\$125.00	9100						
12/11/2015	Rec Center - Gym	\$160.00	9101	12/15/2015	001-0017-2003	Youth Basketball		\$15.00	
12/12/2015	Rec Center - Gym	\$40.00	9102		001-0017-2020	MUNY Basketball		\$160.00	
		\$35.00	9103		001-0017-2021	Adult Volleyball		\$300.00	
	VOID		9104		006-0006-0088	Donations (Sponsor)		\$250.00	
12/13/2015		\$90.00	9105						
	Rec Center - Gym	\$75.00	9106						
	Rec Center - Teen	\$30.00	9107			Rec Center			
12/14/2015	Rec Center - Gym	\$30.00	9108			ARC	\$200.00		
		\$75.00	9109			Gym Rental	\$2,850.00		
	TOTAL	\$2,850.00	9110			Room Rental	\$280.00		
						Equipment Rental	\$0.00		
						Rec Center Total	\$3,330.00		
						TOTAL	\$4,055.00		

City of Oneida Recreation Department  
 Monthly Revenue - December 2015

Gym/Room Rental Monthly Comparison	2014 Dec	2015 Dec	% Increase/Decrease		Tot	Teen	TOTAL
			Parties	Parties			
Gym	\$3,469.00	\$2,850.00	-17%				
Room	\$218.00	\$280.00	28%				
Gym/Room Rental Yearly Comparison							
	1/1/2015	1/1/2016	% Increase/Decrease				
Gym	\$34,878.00	\$37,413.50	9%				
Room	\$2,733.00	\$5,210.00	90%				
Rec Center Rentals							
	Rentals	Room	Parties	Parties			
January	13	7	21	1	42		
February	19	17	16	1	53		
March	22	19	21	0	62		
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August	12	15	5	0	32		
September	14	10	11	1	36		
October	11	17	17	0	45		
November	11	28	20	2	61		
December	12	25	15	2	54		
TOTAL	170	199	191	7	567		