

MONTHLY REPORT

PARKS &

RECREATION

A. Max Smith
Mayor



Lucas M. Griff
Director

CITY OF ONEIDA
DEPARTMENT OF PARKS AND RECREATION
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January 2015

REVENUE

In the month of January the Recreation Department generated a total of \$5,308.00 in revenue.

USAGE/COMPARISON

Our January 2015 Gym rental revenue is up 24% from January 2014. In January of 2014 we generated \$3,744.00 in gym rental revenue as compared to \$4,682.00 in 2015. Our January room rentals were \$230 as compared to \$200.00 in 2014. As of February 1, 2015 our yearly gym rental revenue is \$4,682.0 as compared to \$3,744.00 on February 1, 2014, a 25% increase, our room rentals revenue is \$230.00 in 2015 as compared to \$200.00 in 2014 a 13% increase.

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

2014 Yearly Numbers

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

2015 Yearly Numbers

Rec Center Rentals	Gym Rentals	Room Rentals	Tot Parties	Teen Parties	Total
January	13	7	21	1	42
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
TOTAL	13	7	21	1	42

MAINTENANCE

During the month of January most of the maintenance work took place indoors. January was not a very snowing month, which was nice because we didn't have to do much snow removal. Instead we were able to re-tile the handicap bathroom floor in the gym. The old tile floor was about 10 years old and was in very bad shape. A couple tiles broke apart and the rest were stained. We also moved the batting cage in the basement; the cage had always been in the basement, we just moved it to a more ideal location that fits in the basement better. A thermostat was moved from the basement to the dining room. The Recreation Center heating is broken up into 4 groups and one of the group's main thermostats was located in the basement causing the circulation pump to run constantly.

Updates

Building use has been at maximum capacity for a couple months now. During the winter months the Recreation Center opens at 8am 6 days a week and is open by 9am the other day and most days the building does not close up until 9:30pm. That means there are a lot of hours that are covered by part time staff, this group we have this year has stayed on top of all of their jobs and has done an outstanding job so far. We still have 3 or 4 more busy months ahead of us before things will start to slow down. As you can see from looking that the 2 charts we had 3 more rentals this month than we did a year ago. As of right now February is booked solid with birthday party and gym rentals and March is almost booked solid.

We have continued to stay in touch with Madison Co. Soil and Water about the stream bank project at Maxwell Field. They applied for a grant last spring and just found out that they were awarded the money for the project. But, all of the permits that we had from the DEC expired in August, now we will need extensions or new permits. We will be seeking approval to have an archeological study performed in the spring. Hopefully by then we will have some more information and a time line.

The Rail Trail committee continues to meet at least once a month and things continue to move along. We have picked up a couple new volunteers from the past meeting and their skill sets should prove to be very beneficial

to the committee. The committee is planning a trail day in February at the Hubbard Place trail. There will be cross country skis and snow shoes for people to borrow to use on the trail for the morning.

The Oneida Area Day Care Center was finally able to meet with a state representative at the Recreation Center to look at getting their before and after school program moved to the Recreation Center. Hopefully with a couple small changes we can get them in here before Spring.

Respectfully submitted,

Lucas Griff
Recreation Director

City of Oneida Recreation Department
 Monthly Revenue - January 2015

Date	Program/Individual	Amount	Receipt	Deposited	Date	Balance Forward	Program/Individual	Amount	Receipt	Deposited
12/30/2014	Rec Center - Gym	\$3.00	8365							
1/2/2015	Rec Center - Gym/Tot	\$110.00	8366	1/6/2015						
1/3/2015	Rec Center - Gym/Tot	\$65.00	8367		1/14/2015	MUNY Basketball	\$2,447.00	8396	1/15/2015	
1/4/2015	Rec Center - Gym/Tot	\$100.00	8368			Rec Center - Gym/Tot	\$15.00	8397	1/20/2015	
	Rec Center - Gym/Tot	\$80.00	8369			Rec Center - Gym/Tot	\$90.00	8398		
1/5/2015	Rec Center - Gym	\$100.00	8370		1/15/2015	Rec Center - Gym/Tot	\$55.00	8399		
	Rec Center - Gym/Tot	\$110.00	8371			Rec Center - Gym/Tot	\$70.00	8400		
	Rec Center - Gym/Tot	\$110.00	8372		1/16/2015	Rec Center - Gym/Tot	\$75.00	8401		
	Cross Country Ski	\$10.00	8373			Cross Country Ski	\$10.00	8402		
1/6/2015	Rec Center - Gym/Tot	\$70.00	8374			Rec Center - Gym	\$80.00	8403		
	Rec Center - ARC	\$200.00	8375			Cross Country Ski	\$10.00	8404		
	Rec Center - Gym/Tot	\$50.00	8376	1/12/2015		Rec Center - Gym/Tot	\$60.00	8405		
	Rec Center - Gym/Tot	\$110.00	8377			Cross Country Ski	\$10.00	8406		
	Rec Center - Gym/Tot	\$95.00	8378		1/17/2015	Rec Center - Room	\$5.00	8407		
	Rec Center - Gym/Tot	\$130.00	8379			Rec Center - Gym/Tot	\$70.00	8408		
1/7/2015	Rec Center - Gym/Tot	\$75.00	8380			Rec Center - Gym/Tot	\$65.00	8409		
	Rec Center - Teen	\$30.00	8381			VOID		8410		
	Rec Center - Gym/Tot	\$55.00	8382		1/18/2015	Rec Center - Gym	\$120.00	8411		
1/8/2015	Rec Center - Room	\$85.00	8383			Rec Center - Gym	\$80.00	8412		
	Rec Center - Gym/Tot	\$130.00	8384		1/19/2015	Rec Center - Room	\$25.00	8413		
1/9/2015	Rec Center - Gym/Tot	\$60.00	8385			Rec Center - Gym/Tot	\$75.00	8414	1/21/2015	
	Rec Center - Gym/Tot	\$45.00	8386			Rec Center - Gym/Tot	\$65.00	8415		
12/28/2014	Rec Center - Room	\$50.00	8387		1/20/2015	Rec Center - Gym/Tot	\$55.00	8416		
1/9/2015	MUNY Basketball	\$100.00	8388	1/6/2015		Rec Center - Gym	\$80.00	8417		
	Rec Center - Gym/Tot	\$55.00	8389	1/12/2015		Rec Center - Gym	\$3.00	8418	1/26/2015	
1/10/2015	Rec Center - Gym/Tot	\$70.00	8390			Rec Center - Room	\$70.00	8419		
1/14/2015	Rec Center - Gym	\$80.00	8391		1/21/2015	Rec Center - Gym/Tot	\$80.00	8420		
	Rec Center - Gym/Tot	\$55.00	8392			Rec Center - Gym/Tot	\$55.00	8421		
1/13/2015	Cross Country Ski	\$20.00	8393	1/15/2015		Rec Center - Gym/Tot	\$90.00	8422		
	Rec Center - Gym/Tot	\$60.00	8394			Rec Center - Gym/Tot	\$100.00	8423		
	Rec Center - Gym	\$9.00	8395			Rec Center - Gym/Tot	\$110.00	8424		
	TOTAL	\$2,447.00				Rec Center - Gym/Tot	\$65.00	8425		
						Rec Center - Gym/Tot	\$110.00	8426		
						Rec Center - Gym/Tot	\$80.00	8427		
	TOTAL					TOTAL	\$4,390.00			

RECREATION MAINTENANCE MONTHLY REPORT
MONTH JANUARY 2015

<u>WORK PERFORMED</u>	<u>TOTAL HOURS</u>
- Field Preparation	0
- Check Tennis/Basketball Courts	1
- Pool Maintenance	0
- Park Inspection	15
- Park Landscaping	0
- General Cleanup/Litter Pickup	4
- Carpentry Work/Painting	20
- Facility Winterizing	2
- Snow Removal	26
- Buildings & Grounds: general maintenance/cleaning	11
- Equipment & Vehicles: general maintenance/cleaning	20
- Miscellaneous:	9
TOTAL	108

MONTHLY REPORT

COMPTROLLER

**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

JANUARY 2015

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1. Monthly Activities; and
 2. Budget Update.

** SALES TAX through January was provided last month.

Comptroller's Activities Report JANUARY 2015

1. Review City collateral, update collateral schedules to ensure bank's satisfactory collateralization of city funds;
2. Continue work on year end 2014 and month end;
3. Continue training Lee Ann. Lee Ann has proven to be a very valuable asset to the City. She brings with her years of experience, knowledge and expertise.
4. Work on review and tie-out of payables and receivables for 2014;
5. Balance of taxes payable through 2014;
6. Monthly and annual reconciliation of cash and general ledger accounts;
7. Review of Capital Projects and expenditures for 2014;
8. Begin fixed asset inventory and review for 2014; and
9. Begin financial audit review of 2014 books.

CITY OF ONEIDA

Revenue / Expense Control Report

Fiscal Year: 2015 Period From: 1 To: 12

Fund 001 Type R	Dept	GENERAL FUND	Curr. Month Total Rev / Exp	Original Budget	Adjusted Budget	YTD Actual Rev / Exp	YTD Budget Balance	YTD Encumbered	YTD Available Balance	Percent Rev/Exp Balance
	Dept 0010	Revenue	0.00	(3,381,897.00)	(3,381,897.00)	(3,378,400.22)	(3,496.78)	0.00	(3,496.78)	99.90
	Dept 0015	REAL PROPERTY TAXES	0.00	(175,000.00)	(175,000.00)	(14,615.71)	(160,384.29)	0.00	(160,384.29)	8.35
	Dept 0016	REAL PROPERTY TAXES & ITEMS	(291,348.40)	(4,556,000.00)	(4,556,000.00)	(291,419.58)	(4,264,580.42)	0.00	(4,264,580.42)	6.40
	Dept 0017	NON PROPERTY TAX ITEMS	(5,297.90)	(200,925.00)	(200,925.00)	(19,541.90)	(181,383.10)	0.00	(181,383.10)	9.73
	Dept 0018	DEPARTMENTAL INCOME	0.00	(419,311.00)	(419,311.00)	(352,363.33)	(66,947.67)	0.00	(66,947.67)	84.03
	Dept 0019	INTERGOVERNMENTAL CHARGES	0.00	(18,000.00)	(18,000.00)	(2,026.89)	(15,973.11)	0.00	(15,973.11)	11.26
	Dept 0020	USE OF MONEY AND PROPERTY	(3,153.00)	(58,890.00)	(58,890.00)	(8,974.19)	(49,915.81)	0.00	(49,915.81)	15.24
	Dept 0021	LICENSES AND PERMITS	0.00	(105,000.00)	(105,000.00)	(2,275.00)	(102,725.00)	0.00	(102,725.00)	2.17
	Dept 0022	FINES AND FORFEITURES	(78.80)	(10,000.00)	(10,000.00)	(1,156.36)	(8,843.64)	0.00	(8,843.64)	11.56
	Dept 0023	SALE OF PROPERTY/COMP FOR LOSS	(5,133.81)	(116,577.00)	(116,577.00)	(10,162.52)	(106,414.48)	0.00	(106,414.48)	8.72
	Dept 0024	MISCELLANEOUS	0.00	(187,161.00)	(187,161.00)	0.00	(187,161.00)	0.00	(187,161.00)	0.00
	Dept 0025	INTERFUND TRANSFERS	0.00	(1,854,381.00)	(1,854,381.00)	0.00	(1,854,381.00)	0.00	(1,854,381.00)	0.00
Total Type R		Revenue	(305,011.91)	(11,083,142.00)	(11,083,142.00)	(4,080,935.70)	(7,002,206.30)	0.00	(7,002,206.30)	36.82
Type E		Expense								
Dept 1010		COMMON COUNCIL	1,289.62	34,820.00	34,820.00	5,158.48	29,661.52	0.00	29,661.52	14.81
Dept 1210		MAYOR	1,748.43	43,110.00	43,933.00	6,650.52	37,282.48	0.00	37,282.48	15.14
Dept 1315		COMPTROLLER	4,350.86	163,436.00	182,249.00	17,815.10	164,433.90	14,175.00	150,258.90	9.78
Dept 1325		CHAMBERLAIN	2,196.99	52,405.00	54,636.00	8,549.90	46,086.10	0.00	46,086.10	15.65
Dept 1355		ASSESSOR	3,426.60	94,235.00	97,295.00	12,668.87	84,626.13	888.35	83,737.78	13.02
Dept 1364		EXP ON ACQ PROP	0.00	15,000.00	15,000.00	0.00	15,000.00	0.00	15,000.00	0.00
Dept 1410		CLERK	2,576.06	71,046.00	74,660.00	10,947.01	63,712.99	869.00	62,843.99	14.66
Dept 1420		LAW	14,149.12	118,625.00	118,625.00	19,117.87	99,507.13	0.00	99,507.13	16.12
Dept 1430		CIVIL SERVICE	3,596.49	44,024.00	46,164.00	8,677.51	37,486.49	0.00	37,486.49	18.80
Dept 1620		BUILDINGS	7,043.55	320,965.00	299,597.45	41,427.12	258,170.33	(11,225.50)	269,395.83	13.83
Dept 1660		CENTRAL STORES	737.78	13,100.00	13,887.28	879.51	13,007.77	2,405.07	10,602.70	6.33
Dept 1680		OFFICE TECHNOLOGY SUPPORT	950.88	40,426.00	41,096.00	6,192.48	34,903.52	670.00	34,233.52	15.07
Dept 1910		INSURANCE	65,218.22	147,969.00	147,969.00	65,218.22	82,750.78	0.00	82,750.78	44.08
Dept 1920		NYCOM	0.00	5,000.00	5,000.00	4,940.00	60.00	0.00	60.00	98.80
Dept 1950		TAX SALE ADVERTISING	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
Dept 1964		REFUND OF TAX	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00

City of Oneida
Engineering | Public Works

January 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 - January

Please find below a description of associated public works activities for January.

A. Public Works/ Engineering Administrative:

The public works/engineering office performed typical operations this period (staff management, accounting, resident responses, outside agency coordination). Along with these tasks the following projects

- **WWTP flood mitigation project (FEMA mitigation funding)** – Restart talks with FEMA and NYS DHSES about project execution and funding.
- **WWTP Biogas flare and gas monitoring project** – Work with the consultant engineer to finalize contract bid documents (bid date: February 12)
- **Kallet Boiler Replacement project (DANY Grant)** - Work with the consultant and potential bidders to finalize bid documents (bid date: February 11)
- **Kallet Roof Replacement Project (DASNY Grant)** – Begin coordinate with the consultant to prepare bid documents and establish project schedule
- **Municipal Solar Project (PPA)** – Prepare RFP and supply data to potential developers. Coordinate with our Attorney on a draft PPA agreement. Work with the existing grant developer on site locations and required background data for a 2.8 MW system to supply City facilities.
- **Rail-Trail Phase 1 and 2 (DOT TAP/TEP Grant)** – Finalize the consultant selection and establish a scope of services for the project. Coordinate with DOT on the project requirements. We anticipate finalizing the consultant selection beginning design in March.
- **Maxwell Field Streambank improvement (WQIP Grant)** – coordination with Madison County Soil and Water, DEC and SHPO on performing a limited archeological phase 1 investigation in order to receive permit approval.
- **Plow Truck Replacement and Brine System Implementation (2015 Capital)** – Coordinate with equipment vendors and staff to review options and pricing. We will look to utilize County piggybacking if possible in lieu of bids. Anticipate truck purchase approval and ordering end-of-February.

Project Support and Initiatives

- **Warner Street Housing Project** – Support the developer with permit approval process.
- **Water Supply Regional Study** – Meeting with consultant and other local partners to review preliminary data from the consultant analysis.

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

Monthly Report - January

- **Floodplain Housing Buyout Support** – Consultant meeting to review application construction estimates related to the buyout. Coordinate with deconstruction firms to discuss project implementation.
- **ESF Floodplain Area Presentation and Discussion** - ESF presentation and discussion about historical data, stream hydrology and development impacts.
- **Codes Vehicle Replacement** – Staff review of current bids for procurement piggybacking, anticipating vehicle purchase approval February.

B. Public Works Field Crew

- **Street Maintenance**
 - Performed underground facilities mark-outs per Dig Safe NY.
 - Respond to resident requests
 - Tree trimming in ROW
 - Cold patch placement
- **Snow and Ice**
 - Street plowing and salt application
 - City-owned parking lot snow plowing
 - Snow removal operations
 - Sidewalk plowing
- **Sanitary Sewers:**
 - Preventative maintenance sanitary cleaning at known problem areas to eliminate potential blockages – performed every Friday.
- **Storm Sewers**
 - Structure repairs and catch basin cleaning
 - Drainage channel maintenance
 - Snow removal at catch basins
- **Yard Waste**
 - Christmas tree pick-up
 - Branch chipping

TABLE 1 - REGULAR LABOR AND MATERIALS BREAKDOWN

GENERAL FUND ACCTS	LABOR HOURS	TASK % (DPW NON-TRAFFIC CREW)	2014 BUDGET	SPENT TO-DATE	REMAINING	% SPENT TO-DATE
BUILDINGS AND GROUNDS (1620)	720	NA	\$272,844	\$50,621	\$222,223	19%
CODE ENFORCEMENT (3620)	160	NA	\$67,030	\$6,321	\$60,709	9%
CENTRAL GARAGE (5132)	480	NA	\$235,059	\$17,706	\$217,353	8%
PUBLIC WORKS						
TRAFFIC CONTROLS (3310)	320		\$85,887	\$5,999	\$79,888	7%
DEMOLITION (3650)			\$25,000	\$0	\$25,000	0%
MOSQUITO CONTROL (4068)			\$26,351	\$213	\$26,138	1%
ADMINISTRATIVE (5010)	600		\$80,105	\$7,514	\$72,591	9%
STREET MAINTENANCE (5110)	856	43%	\$496,891	\$51,721	\$445,170	10%
SNOW & ICE REMOVAL (5142)	832	42%	\$176,336	\$54,228	\$122,108	31%
SANITARY SEWERS (003.8110)	24	1%	\$58,427	\$641	\$57,786	1%
STORM SEWERS (8140)	8		\$22,383	\$213	\$22,170	1%
YARD WASTE (8200)	280	14%	\$129,414	\$2,609	\$126,805	2%
DPW Total (excluded Traffic and Admin)	2,000	100%	\$1,100,794	\$123,139	\$977,655	

TABLE 2 - OVERTIME LABOR BREAKDOWN

PUBLIC WORKS TASKS THIS PERIOD	OT SPENT THIS PERIOD	2014 BUDGET	SPENT TO-DATE	REMAINING	% SPENT TO-DATE	COMMENTS
BUILDINGS (1620)		\$3,753	\$0	\$3,753	0%	
CODE ENFORCEMENT (3620)		\$1,252	\$0	\$1,252	0%	
CENTRAL GARAGE (5132)		\$1,012	\$0	\$1,012	0%	
TRAFFIC CONTROLS (3310)		\$1,385	\$0	\$1,385	0%	
MOSQUITO CONTROL (4068)		\$0	\$0	\$0	0%	
STREET MAINTENANCE (5110)		\$18,000	\$0	\$18,000	0%	
SNOW & ICE REMOVAL (5142)	\$6,903	\$32,000	\$6,903	\$25,097	22%	
SANITARY SEWERS (003.8110)	\$57	\$10,000	\$57	\$9,943	1%	
STORM SEWERS (8140)		\$0	\$0	\$0	0%	
TREES (8200)		\$700	\$0	\$700	0%	
DPW Total	\$6,961	\$62,085	\$6,960	\$55,125		

2015 PUBLIC WORKS BUDGET VS SPENT-TO-DATE
 (LABOR, MATERIALS AND OTHER: AS OF 8/31)



LEGEND

- TO-DATE - OTHER
- TO-DATE - MATERIALS
- TO-DATE - OT LABOR
- TO-DATE - REGULAR LABOR
- BUDGET - OTHER
- BUDGET - MATERIALS
- BUDGET - OT LABOR
- BUDGET - REGULAR LABOR

OTHER: CONTRACTS,
 UTILITY BILLS, TRAINING,
 ETC.

January 2015

Monthly Report

Department of Planning and
Development

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

Planning Commission

Item #1 – Zoning Map Amendment for the rezoning of a 2.00 acre portion of SBL # 38.56-1-36, located at 252 Genesee Street, by HP Hood. This was tabled until the February meeting when HP Hood will have their Site Plan Application available.

Item #2 – Petition for Waiver of Conditions for Brookside Crossing Townhomes located at West Elm and Fitch Streets, zoned A, by MEID Construction. The two waivers were approved by the Planning Commission; the third will be submitted to the Common Council for action.

Item #3 – Zoning Map Amendment for the rezoning of two parcels (SBL # 37.-3-61; 37.14-1-16) located on Genesee Street, by Nye Automotive Group. This was tabled until the February meeting when Nye Auto Group will have a Preliminary Site Plan design available for review by the Planning Commission.

Zoning Board of Appeals

No meeting was held in January.

Community Development

Housing Rehabilitation Grant # 20103204 – This grant has now been closed out.

2014 CDBG application for \$400,000 was awarded - We added a target area for lead water line replacement as an activity in our scatted sites housing rehabilitation program grant application. We currently have approximately 30 units approved and on our waiting list. Funds have now been released, and we are beginning the grant process.

Revolving Loan Fund

Current balance as of January 31, 2015 - \$399,085.85. We have eight active loan accounts. No new applications were submitted in January. The Common Council approved the use of \$200,000 toward funding the West Elm Street water and sewer infrastructure project. The money will remain in this account until the project is underway.

Economic Development

The City was awarded a grant for All Seasonings Ingredients, Inc. The funding has allowed them to greatly expand their current building, and increase their workforce by a minimum of 15 new jobs over the next 2 years. The application budget also included \$16,000 to offset salaries in the Planning Department as we are administering the grant. This grant was closed out at the end of 2014, as all funds were expended. Two new jobs were created in 2014, with the remaining 13 required within 2 years of grant closeout. We will monitor on an annual basis until the remaining jobs are created, and then follow up for a period of 5 years as required by NYS.

USEPA Smart Growth Project

In April 2013, the committee submitted to EPA and their consultants, our comments on the draft audit tool. Give the cuts from sequestration and the government shutdown, both of which affected staff at EPA, this project has been seriously delayed. At this point, we anticipate the final product to be released by EPA in late summer, 2015. The Planning Commission has briefly discussed the idea of replacing the zoning, subdivision, site plan ordinances with a Unified Development Code to streamline the development process for both staff and developers. This has been done in a number of cities recently, although I haven't yet found any enacted in a small city the size of Oneida. We will continue to research this, and determine what the processes and steps might be for the update of the Comprehensive Plan and corresponding ordinance changes. We are also exploring the possibility of funding for a planning firm that has experience in unified development code work.

West Elm Street Project

We are moving forward with this project. The \$1,000,000 grant from Empire State Development has now been transferred to the City and we are working on additional funding sources. We continue to work with County IDA, City Water Superintendent, City Engineer, Jack and Pat Curtin, to develop required steps and timeline for project, funding details, etc that are needed to move this project forward. The Mayor has requested from Madison County a match to our RLF \$200,000 grant to offset costs to benefiting property owners. This was approved at the Madison County Board of Supervisors April 2014 meeting. We will continue to periodically update the Council as we make progress. An appraisal of the Curtin property has been received, and submitted to Empire State Development Agency. We are hopeful that the County IDA and the City will be once again meeting with potential developers. At this time, we anticipate breaking ground in spring of 2015.

Oneida Commons Proposal

This project is currently on hold, pending further movement from the Field of Dreams people.

Stoneleigh Workforce Housing Project

Funding application – Stoneleigh Housing has been awarded funding for this project. We anticipate the project breaking ground in early Spring 2015. We are working with the developer to finalize site details.

Seneca Fields Apartments

Two Plus Four Companies has resubmitted the Oneida Health Care funding application to NYS for the proposed 32-unit senior housing facility to be located off Seneca Street Extension. They received Minor Subdivision Approval, Site Plan Approval and a Conditional Use Permit from the Planning Commission in November 2012. In September, the Planning Commission approved a request for Site Plan Modification to extend the construction completion date. The new funding application was submitted in November 2014, with an anticipated award announcement in spring/summer of 2015.

Flood Zone Planning

City staff is looking into both short and long term issues relating to future use of properties in the flood zone. We are currently working with SUNY College of Environmental Science and Forestry's School of Landscape Architecture and Center for Community Design Research on a community engagement project with the residents and business owners in the Flats neighborhood. This will help create a shared vision for the Flats, and assist the City in determining necessary steps as we move forward with future plans. The first series of workshops were held in early October. After analyzing data, the second presentation was held in early December, and was structured for those residents who have not signed up for the buyout program. At this time, we anticipate finalizing the project in late January.

The City Engineer and City Planner both served on the Madison County NY Rising Communities Committee to address flood related issues and projects that will result in increased resiliency to future storms both immediately and over the long term. The Committee began meeting in February to prioritize a project list utilizing the \$3 million in state funds that have been allocated to Madison County. We submitted eight projects in Phase I, and 2 projects in Phase 2 (long-term studies/projects). The Committee has been working with consultants and NYS Dept of State representatives on a long term plan which was finalized in July. We anticipate the plan being available this fall.

City Hall staff has formed the Flood Response Task Force, consisting of the Mayor, Police Chief, Fire Chief, Engineer, Planner and City Clerk. Our goal is to put together an action plan in the event of another flood. This will enable the City's resources to be utilized more efficiently, and to better assist the residents.

Legislative Funding Projects

We have been working with the City Engineer to finalize a downtown streetscape and signage improvement project, utilizing a grant of \$20,000 made available to us through Assemblyman Magee's office. We anticipate a final funding decision by the spring of 2014.

We are also working with the City Engineer on a request for \$250,000 from Assemblyman Magee that would fund repairs at the Kallet Civic Center and the Armory. We submitted additional information that was requested by the Legislative Ways and Means Committee. The application has now been approved and forwarded to the Dormitory Authority of the State of New York (DASNY) for administration of funds. Updated budget and required documentation necessary for contract approval has been forwarded to DASNY. This is a reimbursement grant.

The City has been awarded a \$50,000 grant for sidewalk repairs through Senator Valeski's office. Paperwork will be submitted to DASNY for this. It is also a reimbursement grant.

Oneida Hotel

We have been meeting with the owner of the Oneida Hotel and his architects. They are currently working on a potential redevelopment plan. Once they determine the uses for the building, we will work with the Madison County IDA to see what funding sources may be applicable to assist the project.

NY Main Street Grant

The City has been awarded a \$20,000 technical assistance grant to conduct a City Center feasibility analysis. This consultant-prepared report will focus on potential mixed-use redevelopment for a portion of the City Center, and would be utilized to set us up for the next round of CFA funding for a Main Street Development grant.

Oneida Information Packet and Brochure

We have developed a tri-fold brochure and brief informational packet containing data that would be pertinent to potential developers and business owners interested in Oneida. Both items are available in my office, and can be distributed as requested, or be used as an introduction to our City as a marketing tool.

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 JANUARY 2015

CITY AND COUNTY TAXES COLLECTED	
CITY PORTION	2,160,424.61
COUNTY PORTION	2,279,959.73
INTEREST AND PENALTIES	0.00
MAILING FEES AND ADVERTISING	0.00
DELINQUENT SCHOOL TAX COLLECTED	28,214.66
FEES ON SCHOOL TAXES	1,283.90
5% COLLECTOR'S FEE	1,315.62
WATER AND SEWER RENTS COLLECTED	539,123.32
WATER SERVICE CHARGES	3,639.69
TAX SALE CERTIFICATES	40,497.01
FEES ON TAX SALE CERTIFICATES	9,472.52
FILING FEES	765.00
ADVERTISING	184.00
CERTIFIED MAIL FEE	88.86
TAX SEARCHES	605.00
FINES AND PENALTIES (PARKING TICKETS)	2,275.00
SEPTAGE	1,847.50
COURT REPORT	6,492.00
COURT-BAIL FORFEIT	0
CITY CLERK EARNINGS	8,413.29
POLICE REPORT	166.75

RECREATION DEPARTMENT		
YOUTH BASKETBALL	0.00	
MUNY BASKETBALL	100.00	
ADULT VOLLEYBALL	0.00	
ARMORY REVENUE	5,012.00	
CROSS COUNTRY SKIIS	81.00	
		5,193.00
ESCROW DEPOSIT JOSLYN	200.00	
UTILITY TAXES	9,251.69	
SALE OF SCRAP	2,000.00	
MISC OFD	152.64	
ACCOUNTS RECEIVABLE	15.00	
HEALTH INSURANCE	8,182.23	
BANKRUPTCY	28.89	
MISC ESCROW OVERPAYMENTS	4,660.65	
CS TEST FEES	190.00	
REV LOAN LATE FEES	362.11	
FIRE INSPECTION FEES	440.00	0.00
MISC REFUND	17.88	
INSURANCE RECOVERY PERMA	1,077.56	
		26578.65
RECEIPTS FROM NEW YORK STATE DEPARTMENTS AND AGENCIES		
SONY REFUND		0.00
RECEIPTS FROM MADISON COUNTY		
MADISON COUNTY MORTGAGE TAX		0.00
SPECIAL ASSESSMENTS		0
TOTAL REVENUES COLLECTED AND DEPOSITED BY CITY CHAMBERLAIN		\$5,116,540.11

REDEPOSITED ITEMS	0.00
CD REHAB PAYMENTS	704.32
REVOLVING LOAN PAYMENTS	13,842.07
TOTAL FUNDS DEPOSITED	5,131,086.50
CITY/COUNTY TAXES COLLECTED	4,440,384.34
PERCENT COLLECTED AS OF JAN 31, 2015	54.00%
2014-2015 ONEIDA SCHOOL TAX COLLECTED	28214.66
PERCENT COLLECTED AS OF JAN 31, 2015	20.12%

MONTHLY REPORT

CITY CLERK

CITY OF ONEIDA
OFFICE OF THE CITY CLERK

REPORT FOR THE MONTH OF JANUARY 2015

COUNTER SERVICE:

Total Income from Counter Service: \$ 6,259.25

City's Share of Total Income: \$ 5,931.15

ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
DOGS		
LATE FEE	\$ -	\$ -
1 TAG	\$ 5.00	\$ 5.00
1 IMPOUNDMENT	\$ 25.00	\$ 25.00
S/N NYS SURCHARGE \$ 1.00	\$ 53.00	\$ -
53 LICENSES S/N	\$ 583.00	\$ 583.00
8 LICENSES UN S/N	\$ 200.00	\$ 200.00
LICENSES NO FEE	\$ -	\$ -
US/UN NYS SURCHARGE \$ 3.00	\$ 24.00	\$ -
DOG ADJUSTMENT	\$ -	\$ -
	<u>\$ 890.00</u>	<u>\$ 813.00</u>
BINGO		
GAMES RECEIPTS	<u>\$ -</u>	<u>\$ -</u>
GAMES OF CHANCE/BELL JAR		
RECEIPTS		
1 GAMES	\$ 25.00	\$ 10.00
	<u>\$ 25.00</u>	<u>\$ 10.00</u>
MARRIAGES		
2 LICENSES	\$ 80.00	\$ 35.00
	<u>\$ 80.00</u>	<u>\$ 35.00</u>
OTHER ITEMS		
MISC ITEMS(Notary fee,photo copies,etc.)	\$ 103.25	\$ 103.25
197 MISC CERTIFICATES	\$ 1,970.00	\$ 1,970.00
2 CERT OF OCCUPANCY	\$ 10.00	\$ 10.00
2 BUILDING PERMITS	\$ 180.00	\$ 180.00
BUILDING PERMIT FEES (LATE)	\$ 460.00	\$ 460.00
2 SECOND HAND DEALERS PERMIT	\$ 100.00	\$ 100.00
TRUSS ID	\$ -	\$ -
Z.B.A. APPLICATIONS	\$ -	\$ -
1 TRAILER PARK PERMITS	\$ 50.00	\$ 50.00
1 AMUSEMENT DEVICE LICENSES	\$ 200.00	\$ 200.00
EXCAVATION PERMITS	\$ -	\$ -
2 TAXI BUSINESS	\$ 100.00	\$ 100.00

ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
LATE FEES (CLERK)		
11 DEED REC. FEE	\$ 330.00	\$ 330.00
DEED COPIES		
FILING FEE (SUB DIV MAPS)		
5 TAXI DRIVER	\$ 125.00	\$ 125.00
9 TAXI VEHICLES	\$ 180.00	\$ 180.00
1 SIGN PERMIT	\$ 75.00	\$ 75.00
SITE PLAN		\$ -
CONDITIONAL USE PERMIT		\$ -
MINOR PLAT	\$ -	\$ -
MAJOR PLAT		\$ -
SEWER PERMIT		\$ -
TENT PERMIT		\$ -
WOOD STOVE PERMIT		\$ -
4 SOLICITOR LICENSE	\$ 375.00	\$ 375.00
14 ADDITIONAL SALESPERSON	\$ 210.00	\$ 210.00
SPECIAL EVENTS		
1 ANIMAL CONTROL	\$ 50.00	\$ 50.00
ALARM		\$ -
3 GARBAGE	\$ 300.00	\$ 300.00
JUNK		\$ -
SUBDIVISION APPL. (Waiver of Non-appli)	\$ -	\$ -
2 ZONE CHANGE APPLICATION	\$ 200.00	\$ 200.00
USE VARIANCE		\$ -
1 AREA VARIANCE	\$ 50.00	\$ 50.00
	<u>\$ 5,068.25</u>	<u>\$ 5,068.25</u>

MADISON COUNTY LANDFILL

14 CARDS	\$ 196.00	\$ 4.90
	<u>\$ 196.00</u>	<u>\$ 4.90</u>

GRAND TOTALS	\$ 6,259.25	\$ 5,931.15
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DISBURSEMENTS

CITY CHAMBERLAIN	\$ 5,931.15
MADISON CO. TREAS.-LANDFILL	\$ 191.10
NYS DEPT. OF HEALTH	\$ 45.00
STATE COMPTROLLER - BELL JAR	
STATE COMPTROLLER-BINGO	
NYS DOG SURCHARGE	\$ 77.00
NYS COMPTROLLER G	\$ 15.00
TOTALS	<u>\$ 6,259.25</u>

- 21 DEATHS RECORDED
- 35 BIRTHS RECORDED
- 20 HANDICAPPED PARKING PERMITS

RESPECTFULLY SUBMITTED,

SUE PULVERENTI - CITY CLERK

**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***

January 2015

January, 2015	1/11-2/27	YTD
FIRE	\$2,931.59	\$3,100.94
RESCUE	614.7153	1591.2507
NON-FIRE	1323.1623	2155.6014
EMERGENCY RESPONSE TOTALS	4869.4679	6847.796
PERSONAL LEAVE (0112)	0	66.3038
SICK/INJURY (0102)	678.228	4034.5656
BEREV/MILITARY (0102)	1323.1008	1323.1008
OPEN SHIFT (0114)	0	3414.7272
TRAINING/EMS (0107)	0	573.0309
TRAINING- REG (0109)	0	262.4481
REPAIR(0102)	0	92.3277
FIRE MARSHAL (0108)	0	0
REG OT not categorized above(102)	1163.4047	2132.3729
OPERATIONAL TOTALS:	\$3,164.73	\$11,898.88
TOTAL:	\$8,034.20	\$18,746.67

TYPE OF CALLS REPORT
AND NUMBER OF CALLS

FIRE	3
RESCUE	137
NON FIRE	23
TOTAL	163

YTD Call Comparison

	2014	2015	DIFF
FIRE	4	3	-1
RESCUE	144	137	-7
NON FIRE	44	23	-21
Totals:	192	163	-29

Overtime Expenditures

Acct	Start Bal	This period	YTD Bal
Regular 102	125000.0	8034.2	110570
Train/EMS 107	8000.0	0	7426.97
Fire Marsh 108	5900.0	0	5900
Train/Reg 109	4150.0	0	3887.55
Pers Leave 112	2500.0	0	2433.7
Short Shift 114	21840.0	0	18425.3

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- January, 2015

Alarm Permits:	\$0
Solid Fuel Burning Permits:	\$0
Tent Inspections:	\$0
Fire/Housing Inspections :	\$ 1740.00 billed as of 01/31/2015
Collected:	\$ 500.00 as of 1/31/2015

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 JANUARY 2015

TITLE / NAME	TOTAL HOURS
FIRE MARSHAL COWAN	13
ASST. FIRE MARSHAL FIELDS	9.5
INSPECTOR BALL	2
INSPECTOR WALKER	0
INSPECTOR CAVANAGH	8
INSPECTOR KAZLAUSKAS	3
INSPECTOR KROL	4.5
FIREFIGHTERS	13
TOTAL OFFICE HOURS	53

OFFICE BREAKDOWN	TOTAL INSPECTIONS
BUSINESS INSPECTION	11
BUSINESS REINSPECTION	2
BUSINESS C OF C	3
PUBLIC ASSEMBLY INSPECTION	0
PUBLIC ASSEMBLY REINSPECTION	2
PUBLIC ASSEMBLY C OF C	1
OPERATING PERMITS	1
SOLID FUEL BURNING DEVICE	0
ORDER TO VACATE	0
VACANT PLACARDS	0
VACANT BUILDING INSPECTIONS	0

OFFICE BREAKDOWN CONT.	TOTAL HOURS
KNOX BOX WORK	1
COMPLAINTS	0
NO SHOW	0
FLOOD DAMAGE INSPECTIONS	2.5 HOURS
MEETINGS / CODES SCHOOL	0 HOURS
PLAN REVIEW	2.5 HOURS
MISCELLEANOUS	11 HOURS
FIRE INVESTIGATION	3 HOURS
FIRE PREVENTION	0 HOURS

FIRE MARSHAL'S ACTIVITIES

- Inspected Phelps St. demolition pile upon request of the City Attorney. City Engineer and myself inspected the current pile. Nothing had changed. Sent letters to both owners of the violations. Issues will be presented to the Council to determine if it can be declared a public nuisance.
- Filled out the annual Part 1203 Annual New York State Reporting Form. This form is required by the State to track inspections by the Fire Marshal's Office and the Codes Office.
- Reviewed grant application for Fire Marshal's Office.
- Inspected NuTech BioSciences on Fitch Street. Met with the owner and explained to him many concerns that I had regarding the processing and storage and handling of materials on-site. This will be a lengthy process for compliance. I informed him that I would be holding his Building Permit application until I saw progress on the violations.

**MONTHLY
REPORT**

**POLICE
DEPARTMENT**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	NOV	Dec	Year
Domestic	40												
Drug Case	12												
Alarms	30												
Mental Health	17												
Disturbance/dispute fight/dis con	49												
Noise	12												
Trespass	13												
Burglary	6												
Larceny	42												
Sex Offense	1												
Child Abuse	5												
Traffic complaint traffic arrest	70												
Missing person	3												
Assault harassment	18												
Fraud/scams	15												
Criminal Mischief	9												
Stolen Vehicle	1												
Trash/junk vehicle	13												
Suspicious	45												

Does not include all call types for the month. Listed are more frequent type.

Overtime 2015

Month	Pay	Comp	Used	Reimbursements
Jan	\$3,322.94	297.49	263.25	\$1,077.56
Feb				
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
Total				\$1,077.56

Costs after reimbursements
\$2,245.38 * comp reimbursement not included

\$2,245.38 Year costs after reimbursements

JAN		
REASON	PAY	COMP
Admin./ Misc.	\$125.61	5.50
Complete Investigation	\$527.75	57.37
Court		12.00
Cover Back Time	\$801.48	76.12
Cover Sick Time	\$142.18	54.75
Cover School	\$181.11	
Cover Vacation	\$621.22	42.00
On Call Investigations	\$461.22	16.50
School		
Special Events	\$315.14	13.99
Special Investigations	\$453.04	16.50
Total		

2015
 Year to date
 Contractual \$1,564.88
 other \$2,063.87
 Reimbursed 1,077.56
 Total non
 Contractual
 not reimbursed **\$986.31**

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
Jan	\$3,941.26	107.86	234.00	\$0.00
Feb	\$5,146.75	65.97	174.25	\$5,146.32
Mar	\$5,430.45	129.37	226.75	\$659.31
Apr	\$5,751.58	222.37	350	\$943.48
May	\$12,065.54	198.7	308.5	\$1,433.56
Jun	\$7,466.98	118.42	298.25	\$959.68
Jul	\$8,568.10	187.12	385.75	\$1,596.94
Aug	\$8,079.32	207.37	355.25	\$2,861.45
Sep	\$7,097.04	142.4	341	\$0.00
Oct	\$2,894.73	203.17	419.25	\$0.00
Nov	\$6,231.65	226.85	592.75	\$0.00
Dec	\$5,184.22	311.24	703.75	\$0.00
Total				\$16,187.51

Costs after reimbursements
\$3,941.26 * comp reimbursement not included
\$0.43

\$61,670.11 Year costs after reimbursements

2015 Reimbursements- Overtime reimbursements, grant reimbursements and other.

	STEP Grant	Other	Total
	Amount	Amount	Amount
Jan.		* 1,077.56	\$1,077.56
Feb.			
Mar.			
Apr.			
May			
Jun.			
Jul.			
Aug.			
Sep.			
Oct			
Nov			
Dec.			
Total			
to date.		1,077.56	\$1,077.56

*= PERMA Workers Comp reimbursement for Sgt. Loomis through 02/11/14

Year to date Overtime \$ 3322.94
 Reimbursements \$ 1077.56

Costs after reimbursement: \$2245.38

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

Jan. \$52.25
 Feb.
 Mar.
 Apr.
 May
 Jun.
 Jul.
 Aug
 Sept.
 Oct.
 Nov.
 Dec.

Year \$ 52.25
 to date: