

City of Oneida  
Engineering/Public Works

March 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 - March

### Public Works/ Engineering Summary

Public Works performed spring season transition tasks this period;

- Catch basin cleaning and snow clearing
- Roadway tree trimming
- Street sweeping
- Temporary cold patch road repairs
- Prepare green waste equipment
- Transition plow truck equipment to summer operations

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

- **Floodplain Management Training** – Attended FEMA four day training regarding floodplain management through the national flood insurance program.
- **WWTP flood mitigation project (FEMA mitigation funding)** –Preparation of final flood damages to close-out the FEMA project worksheet and continue coordination with the mitigation project approval
- **WWTP Biogas flare and gas monitoring project** – The project has been awarded to the general and electrical contractors. Notices to proceed have been submitted.
- **Kallet Boiler Replacement project (DANY Grant)** - Kick-off meeting with the awarded Contractor was performed. A notice to proceed has been submitted and submittals are under review.
- **Kallet Roof Replacement Project (DASNY Grant)** – Site visit with the design consultant has been performed. Consultant is currently preparing the 95% design documents for review. Projected bid and construction, late summer.
- **Municipal Solar Project (PPA)** – PPA agreement signed. Currently reviewing potential easements and site selection issues (national grid interconnection feasibility).
- **Rail-Trail Phase 1 and 2 (DOT TAP/TEP Grant)** – Design, scope, agreement and fee negotiations with the selected consultant C&S Engineers Inc. in coordination with NYS DOT. The design agreement is submitted for approval on the current agenda.
- **Maxwell Field Streambank improvement (WQIP Grant)** – Awaiting archeological study data to continue permit process.
- **Plow Truck Replacement and Brine System Implementation (2015 Capital)** – Truck specified and ordered with coordination with the Comptroller and vendor. Anticipate the truck will be received late fall.

# CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

## Monthly Report - March

- **GIS Asset Management Implementation** – Performed kick-off meeting with Cartegraph to review data input requirements. GIS system is anticipated to be in operation this summer.
- **Code Department Vehicle Replacement** - Ordered 2015 F150 off County bid piggybacking, \$22,406 (MSRP \$33,045). Truck delivery, June.
- **Potential Energy Efficiency Facility Projects** – Preliminary energy efficiency data performed by Wendel. WWTP was identified as the main benefitting facility. A draft proposal is currently being prepared.
- **County Hazard Mitigation Plan** – Coordinating with Madison County Soil and Water to update the City of Oneida portion of the county hazard mitigation plan.
- **Warner Street Housing Development**– Support the developer with permit approval process.
- **HP Hood Parking Lot and Entry Project** – Coordination with the HP Hood team to review alternative barriers along Allen Park. Review of proposed stormwater and site design.
- **Brookside Crossing Development** – no action.
- **Floodplain Housing Buyout Support** – limited support, supply NYS consultant with housing data.
- **Industrial User Sewer Billing** - Prepare annual sewer billing parameters for Verona and HP Hood industrial users.
- **West Elm Street Infrastructure Development** – Prepare documentation for assessment requirements and review potential project schedule.
- **New Staff Engineer Hire** – Anticipated advertising end-of-March.
- **Court Cleaning Budget** – Review of annual Court cleaning budget for the Justice Center
- **WWTP Disinfection Study** – Kick-off meeting to coordinate the DEC mandated study required for compliance with the updated SPDES total residual chlorine limit.

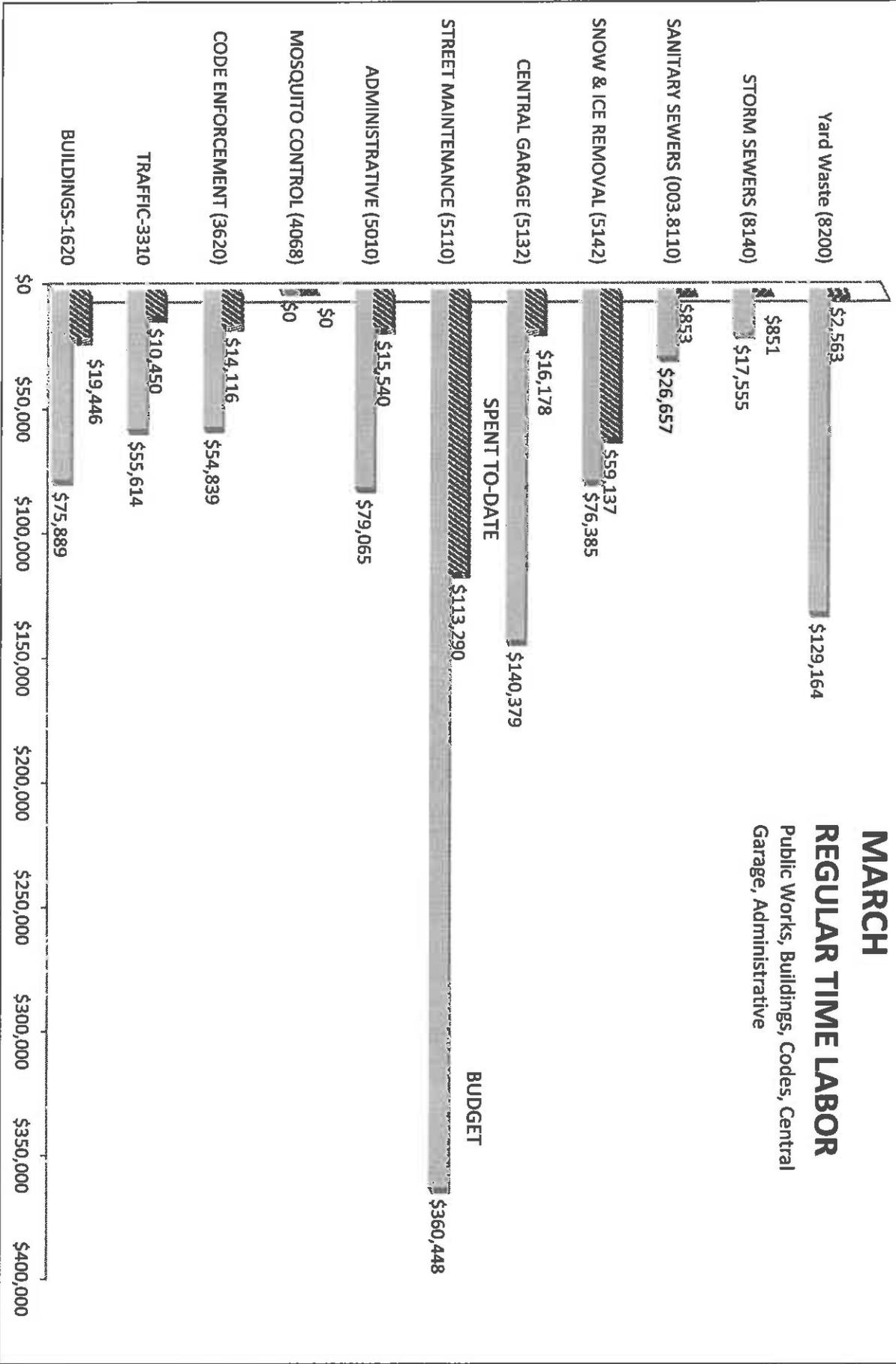
**TABLE 1 - REGULAR LABOR AND MATERIALS BREAKDOWN**

| 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   | \$95,723      | \$177,121 | 35%             |
| CODE ENFORCEMENT (3620)                       | 160         | NA                            | \$67,030    | \$14,116      | \$52,914  | 21%             |
| CENTRAL GARAGE (5132)                         | 480         | NA                            | \$235,059   | \$33,434      | \$201,625 | 14%             |
| <b>PUBLIC WORKS</b>                           |             |                               |             |               |           |                 |
| TRAFFIC CONTROLS (3310)                       | 320         |                               | \$85,887    | \$11,878      | \$74,009  | 14%             |
| DEMOLITION (3650)                             |             |                               | \$25,000    | \$0           | \$25,000  | 0%              |
| MOSQUITO CONTROL (4068)                       |             |                               | \$26,351    | \$13,937      | \$12,414  | 53%             |
| ADMINISTRATIVE (5010)                         | 600         |                               | \$80,105    | \$15,650      | \$64,455  | 20%             |
| STREET MAINTENANCE (5110)                     | 649         | 45%                           | \$496,891   | \$116,953     | \$379,938 | 24%             |
| SNOW & ICE REMOVAL (5142)                     | 279         | 19%                           | \$176,336   | \$149,283     | \$27,053  | 85%             |
| SANITARY SEWERS (003, 8110)                   | 207         | 14%                           | \$58,427    | \$853         | \$57,574  | 1%              |
| STORM SEWERS (8140)                           | 304         | 21%                           | \$22,383    | \$938         | \$21,445  | 4%              |
| YARD WASTE (8200)                             |             |                               | \$129,414   | \$2,733       | \$126,681 | 2%              |
| <i>DPW Total (excluded Traffic and Admin)</i> | 1,440       | 100%                          | \$1,100,794 | \$312,225     | \$788,569 |                 |

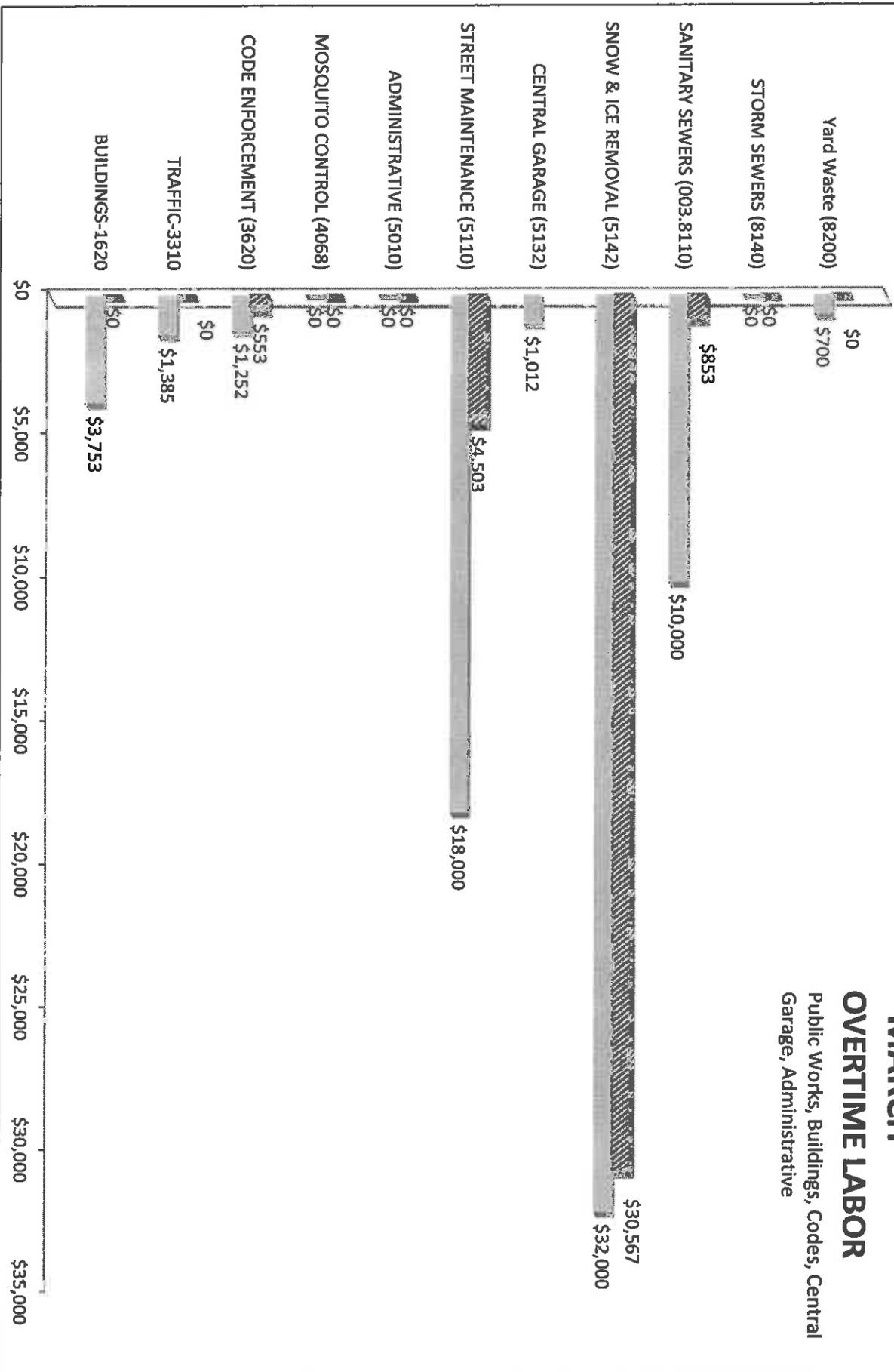
**TABLE 2 - OVERTIME LABOR BREAKDOWN**

| 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     | \$553         | \$699     | 44%             |            |
| 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    | \$4,503       | \$13,497  | 25%             |            |
| SNOW & ICE REMOVAL (5142)      | \$750                | \$32,000    | \$30,567      | \$1,433   | 96%             | Sanding    |
| SANITARY SEWERS (003, 8110)    | \$400                | \$10,000    | \$853         | \$9,147   | 9%              | Sewer Call |
| STORM SEWERS (8140)            |                      | \$0         | \$0           | \$0       | 0%              |            |
| TREES (8200)                   |                      | \$700       | \$0           | \$700     | 0%              |            |
| <i>DPW Total</i>               | \$1,150              | \$62,085    | \$35,923      | \$26,162  |                 |            |

**MARCH**  
**REGULAR TIME LABOR**  
 Public Works, Buildings, Codes, Central  
 Garage, Administrative



**MARCH**  
**OVERTIME LABOR**  
 Public Works, Buildings, Codes, Central  
 Garage, Administrative



***MONTHLY REPORT***

**PARKS &**

**RECREATION**

A. Max Smith  
Mayor



Lucas M. Griff  
Director

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

March 2015

**REVENUE**

In the month of March the Recreation Department generated a total of **\$7,117.00** in revenue.

**USAGE/COMPARISON**

Our March 2015 Gym rental revenue is up 30% from March 2014. In March of 2014 we generated \$3,980.00 in gym rental revenue as compared to \$5,184.00 in 2015. Our March room rentals were \$688.00 as compared to \$455.00 in 2014. As of April 1, 2015 our yearly gym rental revenue is \$13,416.00 as compared to \$11,296.00 on April 1, 2014, a **18%** increase, our room rentals revenue is \$1,490.00 in 2015 as compared to \$933.00 in 2014 a **59%** 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         |
| <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              |             |              |             |              |            |
| May                |             |              |             |              |            |
| June               |             |              |             |              |            |
| July               |             |              |             |              |            |
| August             |             |              |             |              |            |
| September          |             |              |             |              |            |
| October            |             |              |             |              |            |
| November           |             |              |             |              |            |
| December           |             |              |             |              |            |
| <b>TOTAL</b>       | <b>54</b>   | <b>43</b>    | <b>58</b>   | <b>2</b>     | <b>157</b> |

### MAINTENANCE

Luckily for us the snow didn't fall in March as consistently as in did in February and we were able to get a few things accomplished other than just snow removal. All the stairs and post at the tops and bottoms of each stairwell were repainted and the ceiling in the tot room was scraped and painted. Last fall we picked up 8 new 55 gallon drums to use for garbage cans, we also brought in all the garbage cans from the parks in the fall. In March we were finally able to paint the new cans and repaint the old cans, as well as add new "trash" stickers to all the cans. On March 23<sup>rd</sup> one of the seasonal summer maintenance workers started, the other worker will move from the building maintenance worker title to the summer maintenance worker title on April 6<sup>th</sup>. With 2 maintenance workers on staff they were able to go through all of the mowers, tractors, trucks and other equipment used during the summer and get it tuned up and ready for the summer season.

We are expecting delivery of a new zero turn mower during the first week of April. The new mower is a Ferris IS 3200z zero turn mower with a 61" cutting deck. With this new mower we will now have 2 zero turns in our fleet and should really help improve on the efficacy that we mow the fields. Each of the zero turns can mow up to 7 acres per hour.

### Updates

As the 2 charts show, building use in March of 2015 was just as busy as it was in March of 2014 and the gym rental revenue backed that up. In March of 2015 we took in \$5,184.00, which is the most money we have ever generated in gym rentals in a single month. The building staff continues to stay on top of their game as they keep rentals and programs running smoothly.

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 were given 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 stay in touch through email, there was not a meeting held in March due to some of the members being sick. We are staying in touch with our contact at the State DOT and were are moving along on an agreement with the consulting firm that will be designed the two federally funded sections of the Rail Trail. I am anticipating a busy spring and summer working on all aspects of the Rail Trail project.

The Oneida Are Day Care Center is still working with the state to get into the Rec. Center full time. As they continue to work with the state, they rented out the dining room over spring break for their school aged program. The day care center has been very happy with renting the dining room out over the different school breaks this past year. The day care staff, kids and parents have all been very pleased with the location and it really seems to work well into our schedule.

With the Easter Holiday falling early in the Spring this year we had to start to prep for the annual eggstravaganza egg hunt a little early this year. One of our biggest issues could be snow, as of right now there is still about a foot of snow covering Allen Park. If there is still too much snow on the ground or if the ground is too wet the egg hunt may need to be postponed until we get some better weather.

With summer just around the corner we are eagerly awaiting some nice weather so we can get out to the parks and ball fields and start prepping for the upcoming seasons. We have held meetings for the Over 35 and Spadafora Men's Softball leagues. Both leagues will start the first week of May. We are also starting to receive request from all the other users who use our parks throughout the summer.

Respectfully submitted,

Lucas Griff  
Recreation Director

Oneida Recreation Department  
Programming Report  
March 2015

**Youth Programming**

**Tot Fun-n-Run:**

The Tot Fun-n-Run Program is still going strong. This 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 638 people sign in for the month of March for an average of 29 per day.

**Afterschool Program: (Teen Center)**

The Afterschool Program (Teen Center) is still going strong. This program is open to children in 3<sup>rd</sup> thru 12<sup>th</sup> Grades and runs Monday thru Friday from 3:00-5:30 pm. Children can come here with their friends' and play basketball, kickball, dodgeball and other activities in a safe environment. We had 321 kids sign in for the month of March for an average of 15 per day.

**T-Ball:**

Registration for T-ball is from March 2<sup>nd</sup>-March 31<sup>st</sup>. This program is open to Oneida City School District Residents only and limited to the first 80 registered. T-ball is for Boys and Girls ages 4-7 year olds. Games will be played at Harmon Field on Thursday evenings.

**Adult Programming**

**MUNY Basketball:** The MUNY League ended with a Championship game on March 23<sup>rd</sup>.

**Co-ed Volleyball:**

Co-ed Volleyball season ended with playoffs on March 5<sup>th</sup> and March 12<sup>th</sup> for the Competitive side and March 12<sup>th</sup> for the Rec. side.

**Adult Open Gym**

The Rec. Dept. has Open Gym for Adults on Tuesdays from 8:30-10:00. We had 73 sign in for the month of March with an average of 16 per week.

**Adult Summer Leagues**

**Over 35 Softball League** There is a scheduled captains meeting on April 8<sup>th</sup> @ 7:00 pm

**Spadafora Softball League** There is a scheduled meeting on April 8<sup>th</sup> @ 8:00 pm

Respectively Submitted,

Carmela Endemann  
Recreation Specialist

City of Oneida Recreation Department  
 Monthly Revenue - March 2015

| Date      | Program/Individual   | Amount     | Receipt | Deposited | Date            | Program/Individual   | Amount     | Receipt | Deposited |
|-----------|----------------------|------------|---------|-----------|-----------------|----------------------|------------|---------|-----------|
| 2/27/2015 | Rec Center - Gym/Tot | \$60.00    | 8505    | 3/2/2015  | Balance Forward |                      | \$3,197.00 |         |           |
| 2/28/2015 | Rec Center - Gym/Tot | \$65.00    | 8506    |           |                 | Park/Field           | \$40.00    | 8537    |           |
|           | Rec Center - Gym/Tot | \$55.00    | 8507    |           |                 | T-Ball               | \$60.00    | 8538    |           |
|           | Rec Center - Gym/Tot | \$70.00    | 8508    |           |                 | Rec Center - Gym/Tot | \$130.00   | 8539    | 3/11/2015 |
| 3/1/2015  | Rec Center - Gym     | \$60.00    | 8509    |           |                 | Rec Center - Gym/Tot | \$75.00    | 8540    |           |
|           | T-Ball               | \$20.00    | 8510    |           |                 | Rec Center - Gym/Tot | \$50.00    | 8541    |           |
|           | Rec Center - Gym     | \$100.00   | 8511    |           |                 | Rec Center - Gym/Tot | \$55.00    | 8542    |           |
| 3/2/2015  | Rec Center - Gym/Tot | \$110.00   | 8512    |           |                 | T-Ball               | \$80.00    | 8543    |           |
|           | Rec Center - Gym/Tot | \$65.00    | 8513    | 3/4/2015  |                 | Rec Center - Gym     | \$12.00    | 8544    | 3/12/2015 |
| 3/3/2015  | Rec Center - Gym/Tot | \$60.00    | 8514    |           |                 | Rec Center - Gym/Tot | \$65.00    | 8545    |           |
|           | Rec Center - Gym/Tot | \$180.00   | 8515    |           |                 | T-Ball               | \$40.00    | 8546    |           |
|           | Rec Center - ARC     | \$200.00   | 8516    |           |                 | Rec Center - Gym/Tot | \$120.00   | 8547    | 3/17/2015 |
|           | T-Ball               | \$280.00   | 8517    |           |                 | Rec Center - Gym/Tot | \$55.00    | 8548    |           |
|           | Rec Center - Gym/Tot | \$75.00    | 8518    |           |                 | Rec Center - Gym/Tot | \$60.00    | 8549    |           |
|           | Park/Field           | \$45.00    | 8519    |           |                 | Rec Center - Gym/Tot | \$30.00    | 8550    | 3/19/2015 |
|           | Rec Center - Gym/Tot | \$55.00    | 8520    |           |                 | X-Country Skis       | \$100.00   | 8551    |           |
|           | Rec Center - Gym/Tot | \$110.00   | 8521    |           |                 | Rec Center - Gym     | \$65.00    | 8552    |           |
|           | Rec Center - Gym     | \$12.00    | 8522    |           |                 | Rec Center - Gym/Tot | \$65.00    | 8553    |           |
|           | VOID                 |            | 8523    |           |                 | T-Ball               | \$100.00   | 8554    |           |
| 3/4/2015  | Rec Center - Gym/Tot | \$55.00    | 8524    | 3/10/2015 |                 | Rec Center - Gym/Tot | \$110.00   | 8555    |           |
|           | Rec Center - Gym/Tot | \$60.00    | 8525    |           |                 | Rec Center - Gym/Tot | \$65.00    | 8556    |           |
| 3/5/2015  | X-Country Skis       | \$10.00    | 8526    |           |                 | Rec Center - Gym     | \$120.00   | 8557    |           |
|           | Rec Center - Gym/Tot | \$95.00    | 8527    |           |                 | Rec Center - Gym/Tot | \$55.00    | 8558    | 3/24/2015 |
| 3/6/2015  | Rec Center - Gym/Tot | \$120.00   | 8528    |           |                 | T-Ball               | \$20.00    | 8558    |           |
|           | T-Ball               | \$200.00   | 8529    |           |                 | Rec Center - Gym/Tot | \$60.00    | 8559    |           |
|           | Rec Center - Gym/Tot | \$110.00   | 8530    |           |                 | Rec Center - Gym/Tot | \$190.00   | 8560    |           |
|           | Rec Center - Gym/Tot | \$80.00    | 8531    |           |                 | Rec Center - Room    | \$550.00   | 8561    |           |
| 3/7/2015  | Rec Center - Gym/Tot | \$60.00    | 8532    |           |                 | T-Ball               | \$60.00    | 8562    |           |
|           | Rec Center - Gym/Tot | \$90.00    | 8533    |           |                 | Rec Center - Gym/Tot | \$120.00   | 8563    |           |
|           | Rec Center - Gym/Tot | \$55.00    | 8534    |           |                 | Rec Center - Gym/Tot | \$80.00    | 8564    |           |
| 3/8/2015  | Rec Center - Gym     | \$540.00   | 8535    |           |                 | Rec Center - Gym/Tot | \$65.00    | 8565    |           |
|           | Rec Center - Gym     | \$100.00   | 8536    |           |                 | Rec Center - Gym/Tot | \$95.00    | 8566    |           |
| TOTAL     |                      | \$3,197.00 |         |           |                 | TOTAL                | \$5,989.00 |         |           |



**RECREATION MAINTENANCE MONTHLY REPORT**  
**MONTH MARCH 2015**

| <b><u>WORK PERFORMED</u></b>                         | <b><u>TOTAL HOURS</u></b> |
|--|---------------------------|
| - Field Preparation                                  | 0                         |
| - Check Tennis/Basketball Courts                     | 1                         |
| - Pool Maintenance                                   | 14                        |
| - Park Inspection                                    | 28                        |
| - Park Landscaping                                   | 0                         |
| - General Cleanup/Litter Pickup                      | 27                        |
| - Carpentry Work/Painting                            | 25                        |
| - Facility Winterizing                               | 4                         |
| - Snow Removal                                       | 33                        |
| - Buildings & Grounds: general maintenance/cleaning  | 33                        |
| - Equipment & Vehicles: general maintenance/cleaning | 49                        |
| - Miscellaneous:                                     | 19                        |
| TOTAL  | 233                       |

**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***

***February 2015***

| February, 2015                    | 2/8-3/7           | YTD                |
|-----------------------------------|-------------------|--------------------|
| FIRE                              | \$1,529.37        | \$4,630.31         |
| RESCUE                            | \$745.15          | \$2,336.40         |
| NON-FIRE                          | \$810.52          | \$2,966.12         |
| <b>EMERGENCY RESPONSE TOTALS</b>  | <b>\$3,085.03</b> | <b>\$9,932.82</b>  |
| PERSONAL LEAVE (0112)             | \$84.60           | \$150.90           |
| SICK/INJURY (0102)                | \$1,006.53        | \$5,041.10         |
| BEREV/MILITARY (0102)             | \$0.00            | \$1,323.10         |
| OPEN SHIFT (0114)                 | \$3,631.08        | \$7,045.80         |
| TRAINING/EMS (0107)               | \$185.58          | \$758.61           |
| TRAINING- REG (0109)              | \$155.10          | \$417.54           |
| REPAIR( 0102)                     | \$0.00            | \$92.33            |
| FIRE MARSHAL (0108)               | \$0.00            | \$0.00             |
| REG OT not categorized above(102) | \$0.00            | \$2,132.37         |
| <b>OPERATIONAL TOTALS:</b>        | <b>\$5,062.88</b> | <b>\$16,961.76</b> |
| <b>TOTAL:</b>                     | <b>\$8,147.91</b> | <b>\$26,894.58</b> |

TYPE OF CALLS REPORT  
AND NUMBER OF CALLS

|              |            |
|--------------|------------|
| FIRE         | 3          |
| RESCUE       | 115        |
| NON FIRE     | 43         |
| <b>TOTAL</b> | <b>161</b> |

Call Comparison

|                | 2014       | 2015       | DIFF       |
|----------------|------------|------------|------------|
| FIRE           | 5          | 6          | 1          |
| RESCUE         | 287        | 252        | -35        |
| NON FIRE       | 85         | 59         | -26        |
| <b>Totals:</b> | <b>377</b> | <b>317</b> | <b>-60</b> |

Overtime Expenditures

| Acct            | Start Bal     | This period | YTD Bal       |
|-----------------|---------------|-------------|---------------|
| Regular 102     | \$ 125,000.00 | \$ 4,091.56 | \$ 106,478.28 |
| Train/EMS 107   | \$ 8,000.00   | \$ 185.58   | \$ 7,241.39   |
| Fire Mar 108    | \$ 5,900.00   | \$ -        | \$ 5,900.00   |
| Train/Reg 109   | \$ 4,150.00   | \$ 155.10   | \$ 3,732.46   |
| Pers Lv 112     | \$ 2,500.00   | \$ 84.60    | \$ 2,349.10   |
| Short Shift 114 | \$ 21,840.00  | \$ 3,631.08 | \$ 14,794.20  |

# 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 FEBRUARY 2015

| TITLE / NAME              | TOTAL HOURS |
|---------------------------|-------------|
| FIRE MARSHAL COWAN        | 11          |
| ASST. FIRE MARSHAL FIELDS | 6           |
| INSPECTOR BALL            | 2           |
| INSPECTOR WALKER          | 2           |
| INSPECTOR CAVANAGH        | 9.5         |
| INSPECTOR KAZLAUSKAS      | 3           |
| INSPECTOR KROL            | 4           |
| FIREFIGHTERS              | 15.5        |
| <b>TOTAL OFFICE HOURS</b> | <b>55</b>   |

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| OFFICE BREAKDOWN             | TOTAL INSPECTIONS |
|------------------------------|-------------------|
| BUSINESS INSPECTION          | 12                |
| BUSINESS REINSPECTION        | 6                 |
| BUSINESS C OF C              | 4                 |
| PUBLIC ASSEMBLY INSPECTION   | 0                 |
| PUBLIC ASSEMBLY REINSPECTION | 1                 |
| PUBLIC ASSEMBLY C OF C       | 1                 |
| OPERATING PERMITS            | 0                 |
| SOLID FUEL BURNING DEVICE    | 2                 |
| ORDER TO VACATE              | 0                 |
| VACANT PLACARDS              | 0                 |
| VACANT BUILDING INSPECTIONS  | 0                 |

| <b>OFFICE BREAKDOWN CONT.</b> | <b>TOTAL HOURS</b> |
|-------------------------------|--------------------|
| KNOX BOX WORK                 | 1.5                |
| COMPLAINTS                    | 0                  |
| NO SHOW                       | 0                  |
| FLOOD DAMAGE INSPECTIONS      | 0 HOURS            |
| MEETINGS / CODES SCHOOL       | 0 HOURS            |
| PLAN REVIEW                   | 4.5 HOURS          |
| MISCELLEANOUS                 | 11.5 HOURS         |
| FIRE INVESTIGATION            | 0 HOURS            |
| FIRE PREVENTION               | 0 HOURS            |

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**FIRE MARSHAL'S ACTIVITIES**

- Testified to the Common Council regarding the Phelps Street demolition pile. Asked the Council to declare the properties a public nuisance. Council did declare the property a public nuisance and will set up a time-line for removal of debris.
- Met with PV Reddy of Nutech BioSciences on Fitch Street. Inspected the facility and explained to him my concerns of the processing that is done and excessive amounts of dust that are produced. Sent him a violation list with priorities to be done first. So far, progress has been made. Subsequent inspections to follow.
- Plan review on the HP Hood final site plan for parking, fencing, ect.. Sent back a list of requirements for changes for final approval.
- Plan review on the new Stoneleigh Housing project on N.Warner St. and W. Elm St. Sent back a list of requirements for changes for final approval.



# 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- February, 2015

|                             |            |                         |
|-----------------------------|------------|-------------------------|
| Alarm Permits:              | \$0        |                         |
| Solid Fuel Burning Permits: | \$120      |                         |
| Tent Inspections:           | \$0        |                         |
| Fire/Housing Inspections :  | \$ 3020.00 | billed as of 02/28/2015 |
| Collected:                  | \$ 1070.00 | as of 2/28/2015         |

**CITY OF ONEIDA  
FIRE DEPARTMENT**

**DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF FIRE**

Kevin Salerno  
Fire Chief



109 North Main Street  
Oneida, New York 13421  
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ksalerno@oneidacity.com

***Oneida Fire Dept  
Monthly Reports***

***March 2015***

# 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  
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ksalerno@oneidacity.com

## 1<sup>st</sup> Quarter Report

April 15, 2015

Mayor / Council,

You will find two (2) monthly reports this month, as I was on vacation last month when reports were due. Our call volume to date compared to last years is down by 81 calls. Overall overtime for the same time period from last year is also down \$ 8,806.00. The first quarter of 2015 has been extremely busy. We have been in the process of writing the specifications for the new fire truck. This is a very time consuming but necessary component of ordering a fire truck. We are close to finalizing that process and hope to have a contract ready for the Mayor to sign within the next couple weeks. The preliminary cost figures show it coming in probably between \$ 5,000.00 and \$ 10,000.00 less than what I had asked for. Through creative work with the comptroller, we were able to save around \$14,000.00 from the original proposed manufacturers cost.

We are still working on finalizing specifications with the rescue truck replacement. Original cost estimates that were provided to me buy the design manufacturer were unacceptable. We have since met with a local manufacturer who will build the truck in Syracuse at a substantial savings, pending they are awarded the bid. We have also just finished demos this week with various extrication equipment manufacturers. The committee I had appointed to research the various brands should be making a recommendation to my office within the next 2 weeks with the manufacturer whose product best meets our needs.

FEMA grant recipient notifications are anticipated to start being released anytime now. Preliminary conversations with our grant writer and with FEMA directly, indicate it looks extremely good that we are going to be awarded the grant to replace all of our SCBA units. This will save the City \$ 159,000.00. Also, if we are awarded the grant, FEMA will reimburse the City for the cost of the grant writer I used, which is an additional \$ 2,400.00. FEMA will only pay for 1 complete pack, which consists of the pack, an air bottle and a mask. As we are changing SCBA manufacturers and the fact that SCBA bottle connections have changed from a threaded connection to a quick coupler, we will still need to purchase 50 spare bottles to replace the spares we have. This will only require us using a small fraction of what we anticipated bonding for during budget talks for SCBA's, resulting in not using over \$ 200,000.00 in originally requested and approved bond funds, a huge cost savings for the City and taxpayers. We are also

anticipating significant monies coming back to the City for the trade in's / resale of our used fire truck, rescue truck, extrication equipment and SCBA units.

There is a new Emergency Preparedness Director that has been appointed at the County level. The Commissioner and I have met with him, voicing our objectives and concerns as it relates to our place in the County. We are currently having some dialog with him as well as the 911 Center with ongoing issues we have been having with our County communication system as it relates to my department and our operation. The County is also in the process of building a \$750,000.00 state of the art fire training facility on Tuttle Rd in Lincoln, on the back side of the landfill. The City fire department has 2 representatives on that committee, consisting of myself and D.C. Cowan. While the ideal location for us would have been in the City, we were unable to come up with a suitable location within the City to present to the County. The proposed location is only 4 miles from the City line.

There has been quite a bit of talk lately regarding the new firefighter candidate that quit after his first day. To clear up any rumors out there, his statement to me was he did not like the way the PT instructor talked to him at the academy. I have spoken with the Deputy Chief from the academy who had spoken with the PT instructor and the entire recruit class about the incident. The instructor and the recruit class all had the same story and no one in the class felt the instructor did anything wrong or inappropriate, other than pushing the recruits in order to get them in shape. At first I was a little upset with the recruit for bailing on us, but after some thought, I realized it was best he did resign as he would have been a 20 year problem for the City.

In the true spirit of "every black cloud has a silver lining", with this individual resigning, it has opened up an entire new bracket of candidates on our current civil service list. Within this bracket was one individual who already had all of the required schooling to be a career firefighter in New York State. The Commissioner, myself and my Assistant Chief have interviewed this individual and were quite impressed with his credentials. His references have been contacted with good response. Today I confirmed with New York State that this individual does in fact meet the training qualifications needed. He resides in Sherrill. By hiring this gentleman, who is already trained and ready to start, will save me over \$ 17,000.00 in overtime costs filling shifts while someone would have been away at the academy. I plan to call him after this report is finished and give him the good news. He should be able to start in the next couple weeks. So as you can see, things have been quite busy in the fire department. We are getting a lot accomplished in a short amount of time.



Kevin Salerno  
Fire Chief  
City of Oneida Fire Department

| March, 2015                       | 3/8-4/4           | YTD                |
|-----------------------------------|-------------------|--------------------|
| FIRE                              | \$0.00            | \$4,630.31         |
| RESCUE                            | \$742.55          | \$3,078.95         |
| NON-FIRE                          | \$981.38          | \$3,947.50         |
| <b>EMERGENCY RESPONSE TOTALS</b>  | <b>\$1,723.93</b> | <b>\$11,656.75</b> |
| PERSONAL LEAVE (0112)             | \$0.00            | \$150.90           |
| SICK/INJURY (0102)                | \$3,094.36        | \$8,135.46         |
| BEREV/MILITARY (0102)             | \$0.00            | \$1,323.10         |
| OPEN SHIFT (0114)                 | \$3,559.14        | \$10,604.94        |
| TRAINING/EMS (0107)               | \$113.28          | \$871.89           |
| TRAINING- REG (0109)              | \$0.00            | \$417.54           |
| REPAIR( 0102)                     | \$92.33           | \$184.66           |
| FIRE MARSHAL (0108)               | \$102.06          | \$102.06           |
| REG OT not categorized above(102) | \$116.03          | \$2,248.40         |
| <b>OPERATIONAL TOTALS:</b>        | <b>\$7,077.20</b> | <b>\$24,038.96</b> |
| <b>TOTAL:</b>                     | <b>\$8,801.13</b> | <b>\$35,695.72</b> |

TYPE OF CALLS REPORT  
AND NUMBER OF CALLS

|              |            |
|--------------|------------|
| FIRE         | 1          |
| RESCUE       | 148        |
| NON FIRE     | 34         |
| <b>TOTAL</b> | <b>183</b> |

Call Comparison

|                | 2014       | 2015       | DIFF       |
|----------------|------------|------------|------------|
| FIRE           | 6          | 8          | 2          |
| RESCUE         | 435        | 403        | -32        |
| NON FIRE       | 145        | 94         | -51        |
| <b>Totals:</b> | <b>586</b> | <b>505</b> | <b>-81</b> |

### Overtime Expenditures

| Acct            | Start Bal    | This period | YTD Bal      |
|-----------------|--------------|-------------|--------------|
| Regular 102     | \$125,000.00 | \$5,026.65  | \$101,451.62 |
| Train/EMS 107   | \$8,000.00   | \$113.28    | \$7,128.11   |
| Fire Mar 108    | \$5,900.00   | \$102.06    | \$5,797.94   |
| Train/Reg 109   | \$4,150.00   | \$0.00      | \$3,732.46   |
| Pers Lv 112     | \$2,500.00   | \$0.00      | \$2,349.10   |
| Short Shift 114 | \$21,840.00  | \$3,559.14  | \$11,235.06  |

# 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 2015

| TITLE / NAME              | TOTAL HOURS |
|---------------------------|-------------|
| FIRE MARSHAL COWAN        | 11          |
| ASST. FIRE MARSHAL FIELDS | .5          |
| INSPECTOR BALL            | 1.5         |
| INSPECTOR WALKER          | 12          |
| INSPECTOR CAVANAGH        | 11          |
| INSPECTOR KAZLAUSKAS      | 4           |
| INSPECTOR KROL            | 9.5         |
| INSPECTOR RELYEA          | 6           |
| FIREFIGHTERS              | 15.5        |
| <b>TOTAL OFFICE HOURS</b> | <b>55.5</b> |

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| OFFICE BREAKDOWN             | TOTAL INSPECTIONS |
|------------------------------|-------------------|
| BUSINESS INSPECTION          | 14                |
| BUSINESS REINSPECTION        | 7                 |
| BUSINESS C OF C              | 10                |
| PUBLIC ASSEMBLY INSPECTION   | 2                 |
| PUBLIC ASSEMBLY REINSPECTION | 2                 |
| PUBLIC ASSEMBLY C OF C       | 2                 |
| OPERATING PERMITS            | 0                 |
| SOLID FUEL BURNING DEVICE    | 2                 |
| 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 | 0   | HOURS |
| MEETINGS / CODES SCHOOL  | 0   | HOURS |
| PLAN REVIEW              | 2   | HOURS |
| MISCELLEANOUS            | 6.5 | HOURS |
| FIRE INVESTIGATION       | 0   | HOURS |
| FIRE PREVENTION          | 0   | HOURS |

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**FIRE MARSHAL'S ACTIVITIES**

- Met with Oneida Healthcare Maintenance staff to discuss the inspection for ACF/ECF. Gave them a list of code requirements that they are responsible for providing and maintaining. Both facilities far exceed the State Code and are compliant with NFPA Codes and Standards.
- Been in contact with PV Reddy of Nutech BioSciences on Fitch St. To date there have been numerous conversations regarding bringing the building into compliance. I informed him I would not have codes issue a building permit until he met the requirements of the Fire Marshal's Office. He agreed and said he would start to work on the list of requirements and violations.
- Met with the architect and contactor for the new Stoneleigh Housing on N. Warner Street. Codes also sat in on the meeting. Site work has already begun. The project is expected to take 16 months for completion. The Plans have been given approval.



# 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- March, 2015

|                             |                                   |
|-----------------------------|-----------------------------------|
| Alarm Permits:              | \$0                               |
| Solid Fuel Burning Permits: | \$0                               |
| Tent Inspections:           | \$0                               |
| Fire/Housing Inspections :  | \$ 4700.00 billed as of 3/31/2015 |
| Collected:                  | \$ 2480.00 as of 3/31/2015        |

**CITY OF ONEIDA  
OFFICE OF THE COMPTROLLER**

LINDA M. PEASE, CMFO  
*City Comptroller*

LEE ANN WELLS  
Deputy City Comptroller



109 North Main Street  
Oneida, New York 13421  
Tel.: 315-363-2022  
Fax: 315-363-9558  
Email: lpease@oneidacity.com

**COMPTROLLER MONTHLY REPORTS**

**MARCH 2015**

- 
1. Activities
  2. Sales Tax Update
  3. Budget Update
  4. Contingency Update

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

1. Continue work on year end 2014 and month end with auditors;
2. Review Journal Entry Registers, Trial Balances and Balance Sheets;
3. Continue work on review and tie-outs for 2014;
4. Update fixed asset inventory and review for 2014;
5. Research Bonding vs. Lease Financing and review 2015 capital projects
6. Re-connect with Leasing Agency to move forward with financing for vehicles;
7. Continue work on the following capital projects and financing:
  - Police Cars (3)
  - Police Equipment
  - Fire Rescue, Extrication Equipment and SCBA
  - Code Car
  - DPW Dump with Plow
  - Bullet Proof Vest Grant;
  - Streetscape;
  - Streambank Revitalization
  - Gas Monitoring; and
  - Fish Creek BAN renewal.
8. Review multiple county contracts, NJPA and state bid contracts;
9. Work on insurance updates for vehicles for 2015-2016 coverage; and
10. Preparation of the Annual Update Document which is filed with the State and is in your packet.

## 2015 SALES TAX

| MONTH            | BUDGET<br>2014 | ACTUAL<br>2014 | BUDGET<br>2015 | ACTUAL<br>2015 | PERIOD<br>VARIANCE | Y-T-D<br>VARIANCE |
|------------------|----------------|----------------|----------------|----------------|--------------------|-------------------|
| <b>FEBRUARY</b>  | \$ 297,964     | \$ 277,588     | \$ 271,656     | \$ 291,348     | \$ 19,692          | \$ 19,692         |
|                  | 59,102         | 64,395         | \$ 63,019      | 61,633         | (1,386)            | 18,307            |
| <b>MARCH</b>     | 260,270        | 241,332        | \$ 236,174     | 244,901        | 8,727              | 27,034            |
|                  | 50,317         | 46,864         | \$ 45,862      | 53,729         | 7,867              | 34,900            |
| <b>APRIL</b>     | 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         |
| <b>MAY</b>       | \$ 279,291     | \$ 274,983     | \$ 274,983     |                | (274,983)          | (216,675)         |
|                  | 50,879         | 57,058         | 57,058         |                | (57,058)           | (273,733)         |
| <b>JUNE</b>      | 277,897        | 275,648        | 275,648        |                | (275,648)          | (549,380)         |
|                  | 58,543         | 50,709         | 50,709         |                | (50,709)           | (600,090)         |
|                  | 88,956         | 90,000         | 90,000         |                | (90,000)           | (690,090)         |
| <b>JULY</b>      | 170,889        | 168,752        | 168,752        |                | (168,752)          | (858,842)         |
|                  | 191,776        | 162,757        | 162,757        |                | (162,757)          | (1,021,599)       |
| <b>2ND QTR</b>   | \$ 1,118,231   | \$ 1,079,907   | \$ 1,079,907   | \$ -           | \$ (1,079,907)     | \$ (1,021,599)    |
| <b>AUGUST</b>    | \$ 283,432     | \$ 279,820     | \$ 279,820     |                | (279,820)          | (1,301,419)       |
|                  | 61,457         | 56,308         | 56,308         |                | (56,308)           | (1,357,726)       |
| <b>SEPTEMBER</b> | 274,481        | 286,563        | 274,481        |                | (274,481)          | (1,632,207)       |
|                  | 56,360         | 63,789         | 56,360         |                | (56,360)           | (1,688,567)       |
| <b>OCTOBER</b>   | 234,751        | 243,839        | 234,751        |                | (234,751)          | (1,923,318)       |
|                  | 191,590        | 164,120        | 164,120        |                |                    |                   |
| <b>3RD QTR</b>   | \$ 1,102,071   | \$ 1,094,439   | \$ 1,065,839   | \$ -           | \$ (901,719)       | \$ (1,923,318)    |
| <b>NOVEMBER</b>  | \$ 269,290     | \$ 283,311     | \$ 283,311     |                | (283,311)          | (2,206,629)       |
|                  | 47,361         | 45,145         | 45,145         |                | (45,145)           | (2,251,774)       |
| <b>DECEMBER</b>  | 263,978        | 271,073        | 271,073        |                | (271,073)          | (2,522,847)       |
|                  | 46,343         | 53,595         | 53,595         |                | (53,595)           | (2,576,442)       |
|                  | 64,000         | 65,000         | 65,000         |                | (65,000)           | (2,641,442)       |
| <b>JANUARY</b>   | 164,834        | 168,350        | 168,350        |                | (168,350)          | (2,809,792)       |
|                  | 195,721        | 284,283        | 241,393        |                | (241,393)          | (3,051,185)       |
| <b>4TH QTR</b>   | \$ 1,051,526   | \$ 1,170,756   | \$ 1,127,867   | \$ -           | \$ (1,127,867)     | \$ (3,051,185)    |
| <b>TOTALS</b>    | \$ 4,340,000   | \$ 4,393,903   | \$ 4,300,000   | \$ 1,084,694   | \$ (3,051,185)     | \$ (3,051,185)    |

# CITY OF ONEIDA

## Revenue / Expense Control Report

Fiscal Year: 2015 Period From: 1 To: 12

| Fund 001<br>Type R  | GENERAL FUND<br>Revenue           | Curr. Month<br>Total<br>Rev / Exp | Original<br>Budget     | YTD<br>Adjusted<br>Budget | YTD<br>Actual<br>Rev / Exp | YTD<br>Budget<br>Balance | YTD<br>Encumbered | YTD<br>Available<br>Balance | Percent<br>Rev/Exp<br>Balance |
|---------------------|-----------------------------------|-----------------------------------|------------------------|---------------------------|----------------------------|--------------------------|-------------------|-----------------------------|-------------------------------|
| Dept 0010           | REAL PROPERTY TAXES               | 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 &<br>ITEMS    | 0.00                              | (175,000.00)           | (175,000.00)              | (42,606.56)                | (132,393.44)             | 0.00              | (132,393.44)                | 24.35                         |
| Dept 0016           | NON PROPERTY TAX ITEMS            | (433,687.32)                      | (4,556,000.00)         | (4,556,000.00)            | (1,166,879.84)             | (3,389,120.16)           | 0.00              | (3,389,120.16)              | 25.61                         |
| Dept 0017           | DEPARTMENTAL INCOME               | (6,399.00)                        | (200,925.00)           | (200,925.00)              | (44,293.88)                | (156,631.12)             | 0.00              | (156,631.12)                | 22.04                         |
| Dept 0018           | INTERGOVERNMENTAL<br>CHARGES      | (158,463.17)                      | (600,413.00)           | (600,413.00)              | (510,825.50)               | (89,586.50)              | 0.00              | (89,586.50)                 | 85.08                         |
| Dept 0019           | PROPERTY<br>USE OF MONEY AND      | 0.00                              | (18,000.00)            | (18,000.00)               | (7,616.29)                 | (10,383.71)              | 0.00              | (10,383.71)                 | 42.31                         |
| Dept 0020           | LICENSES AND PERMITS              | (45,623.00)                       | (58,890.00)            | (58,890.00)               | (52,032.00)                | (6,858.00)               | 0.00              | (6,858.00)                  | 88.35                         |
| Dept 0021           | FINES AND FORFEITURES             | (6,163.00)                        | (105,000.00)           | (105,000.00)              | (27,468.43)                | (77,531.57)              | 0.00              | (77,531.57)                 | 26.16                         |
| Dept 0022           | SALE OF PROPERTY/COMP FOR<br>LOSS | 0.00                              | (10,000.00)            | (10,000.00)               | (1,287.29)                 | (8,712.71)               | 0.00              | (8,712.71)                  | 12.87                         |
| Dept 0023           | MISCELLANEOUS                     | (183.77)                          | (15,000.00)            | (15,000.00)               | (9,550.54)                 | (5,449.46)               | 0.00              | (5,449.46)                  | 63.67                         |
| Dept 0024           | INTERFUND TRANSFERS               | 0.00                              | (172,861.00)           | (172,861.00)              | 0.00                       | (172,861.00)             | 0.00              | (172,861.00)                | 0.00                          |
| Dept 0025           | STATE AID                         | 0.00                              | (1,774,856.00)         | (1,774,856.00)            | 0.00                       | (1,774,856.00)           | 0.00              | (1,774,856.00)              | 0.00                          |
| <b>Total Type R</b> | <b>Revenue</b>                    | <b>(650,519.26)</b>               | <b>(11,068,842.00)</b> | <b>(11,068,842.00)</b>    | <b>(5,240,961.56)</b>      | <b>(5,827,880.45)</b>    | <b>0.00</b>       | <b>(5,827,880.45)</b>       | <b>47.35</b>                  |
| <b>Type E</b>       | <b>Expense</b>                    |                                   |                        |                           |                            |                          |                   |                             |                               |
| Dept 1010           | COMMON COUNCIL                    | 1,289.62                          | 34,820.00              | 34,820.00                 | 10,316.96                  | 24,503.04                | 0.00              | 24,503.04                   | 29.63                         |
| Dept 1210           | MAYOR                             | 1,608.60                          | 43,110.00              | 43,933.00                 | 13,223.22                  | 30,709.78                | 0.00              | 30,709.78                   | 30.10                         |
| Dept 1315           | COMPTROLLER                       | 4,705.95                          | 162,562.00             | 181,375.00                | 37,579.35                  | 143,795.65               | 13,330.00         | 130,465.65                  | 20.72                         |
| Dept 1325           | CHAMBERLAIN                       | 2,198.99                          | 52,405.00              | 54,636.00                 | 17,145.90                  | 37,490.10                | 0.00              | 37,490.10                   | 31.38                         |
| Dept 1355           | ASSESSOR                          | 3,442.28                          | 94,235.00              | 93,398.14                 | 25,295.51                  | 68,102.63                | (3,074.11)        | 71,176.74                   | 27.08                         |
| Dept 1364           | EXP ON ACQ PROP                   | 75.00                             | 15,000.00              | 15,000.00                 | 125.00                     | 14,875.00                | 0.00              | 14,875.00                   | 0.83                          |
| Dept 1410           | CLERK                             | 2,633.33                          | 68,546.00              | 72,160.00                 | 22,259.51                  | 49,900.49                | 0.00              | 49,900.49                   | 30.85                         |
| Dept 1420           | LAW                               | 10,452.71                         | 118,625.00             | 126,625.00                | 47,628.46                  | 78,996.54                | 0.00              | 78,996.54                   | 37.61                         |
| Dept 1430           | CIVIL SERVICE                     | 1,648.49                          | 44,024.00              | 46,164.00                 | 15,046.47                  | 31,117.53                | 0.00              | 31,117.53                   | 32.59                         |
| Dept 1620           | BUILDINGS                         | 6,289.90                          | 320,965.00             | 304,465.00                | 90,417.28                  | 214,047.72               | 1,932.13          | 212,115.59                  | 29.70                         |
| Dept 1660           | CENTRAL STORES                    | 238.92                            | 13,100.00              | 13,100.00                 | 1,206.75                   | 11,893.25                | 1,304.24          | 10,589.01                   | 9.21                          |
| Dept 1680           | SUPPORT TECHNOLOGY                | 2,681.15                          | 40,426.00              | 40,426.00                 | 11,652.25                  | 28,773.75                | 0.00              | 28,773.75                   | 28.82                         |
| Dept 1910           | INSURANCE                         | 0.00                              | 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

## Revenue / Expense Control Report

Fiscal Year: 2015 Period From: 1 To: 12

| Fund 003 | Type E  | Dept           | Curr. Month<br>Total<br>Rev / Exp | Original<br>Budget | YTD<br>Adjusted<br>Budget | YTD<br>Actual<br>Rev / Exp | YTD<br>Budget<br>Balance | YTD<br>Encumbered | YTD<br>Available<br>Balance | Percent<br>Rev/Exp<br>Balance |
|----------|---------|----------------|-----------------------------------|--------------------|---------------------------|----------------------------|--------------------------|-------------------|-----------------------------|-------------------------------|
|          | SEWER   |                |                                   |                    |                           |                            |                          |                   |                             |                               |
|          | Expense |                |                                   |                    |                           |                            |                          |                   |                             |                               |
|          | SEWER   | Dept 8110      | 65,323.97                         | 1,567,848.00       | 1,582,309.52              | 314,675.87                 | 1,267,633.65             | 124,942.79        | 1,142,690.86                | 19.89                         |
|          |         | Dept 9010      | 0.00                              | 125,000.00         | 125,000.00                | 31,067.25                  | 93,932.75                | 0.00              | 93,932.75                   | 24.85                         |
|          |         | Dept 9030      | 1,240.39                          | 36,660.00          | 36,766.00                 | 9,031.01                   | 27,734.99                | 0.00              | 27,734.99                   | 24.56                         |
|          |         | Dept 9035      | 290.08                            | 8,574.00           | 8,569.00                  | 2,112.06                   | 6,466.94                 | 0.00              | 6,466.94                    | 24.56                         |
|          |         | Dept 9040      | 0.00                              | 28,200.00          | 28,200.00                 | 27,317.00                  | 883.00                   | 0.00              | 883.00                      | 96.87                         |
|          |         | Dept 9060      | 1,431.24                          | 195,000.00         | 195,000.00                | 53,088.65                  | 141,911.35               | 0.00              | 141,911.35                  | 27.22                         |
|          |         | Dept 9710      | 0.00                              | 306,812.00         | 306,812.00                | 289,134.00                 | 17,678.00                | 0.00              | 17,678.00                   | 94.24                         |
|          | Expense | Total Type E   | 68,285.68                         | 2,268,094.00       | 2,282,686.52              | 726,425.84                 | 1,556,260.68             | 124,942.79        | 1,431,317.89                | 31.82                         |
|          | SEWER   | Total Fund 003 | 68,235.68                         | (92,763.00)        | (76,170.48)               | 78,729.12                  | (156,899.60)             | 124,942.79        | (281,942.39)                | (100.71)                      |
|          |         | Grand Total    | (166,606.89)                      | 812,055.00         | 835,068.61                | (1,761,978.84)             | 2,597,048.65             | 518,195.09        | 2,078,853.56                | (211.00)                      |

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

## 2015 CONTINGENCY

| DATE                 | DESCRIPTION                               | ACCOUNT       | AMOUNT       | BALANCE     |
|----------------------|---|---------------|--------------|-------------|
| <b>GENERAL FUND:</b> |   |               |              |             |
|                      |   |               |              | \$50,000    |
| 1/21/2015            | Kallet Boiler Temporary Heat              | 001.7140.0202 | -\$2,000.00  | \$48,000    |
| 2/17/2015            | Solar Energy Attorney Fees                | 001.1420.0409 | -\$8,000.00  | \$40,000    |
| 3/17/2015            | Kallet Boiler Temporary Heat              | 001.7140.0202 | -\$2,000.00  | \$38,000    |
| 3/17/2015            | Transfer for Prior Years Capital Projects | 001.9950.0901 | -\$7,689.12  | \$30,311    |
| 4/7/2015             | Kallet Boiler Temporary Heat              | 001.7140.0202 | -\$2,000.00  | \$28,311    |
| 4/7/2015             | Memorial Day Parade                       | 001.6511.0400 | -\$1,500.00  | \$26,811    |
| <b>SEWER FUND:</b>   |   |               |              | \$20,000.00 |
| 3/17/2015            | Madison County Sludge Removal             | 003.8110.0436 | -\$11,834.53 | \$8,165     |
| <b>WATER FUND:</b>   |   |               |              | \$50,000    |
| 2/4/2015             | SOCIAL SECURITY                           | 002.9030.0801 | -\$430.00    | \$49,570    |
| 2/4/2015             | SALARIES (MANAGEMENT)                     | 002.8300.0101 | -\$5,634.00  | \$43,936    |
| 2/4/2015             | MEDICARE                                  | 002.9035.0802 | -\$101.00    | \$43,835    |

# **MONTHLY REPORT**

# **POLICE DEPARTMENT**



|                                      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Year |
|--------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Domestic                             | 40  | 32  | 36  |     |     |     |     |     |     |     |     |     | 108  |
| Drug Case                            | 12  | 13  | 19  |     |     |     |     |     |     |     |     |     | 44   |
| Alarms                               | 30  | 22  | 27  |     |     |     |     |     |     |     |     |     | 79   |
| Mental Health                        | 17  | 12  | 19  |     |     |     |     |     |     |     |     |     | 48   |
| Disturbance/dispute<br>fight/dis con | 49  | 37  | 55  |     |     |     |     |     |     |     |     |     | 141  |
| Noise                                | 12  | 13  | 20  |     |     |     |     |     |     |     |     |     | 45   |
| Trespass                             | 13  | 15  | 9   |     |     |     |     |     |     |     |     |     | 37   |
| Burglary                             | 6   | 2   | 3   |     |     |     |     |     |     |     |     |     | 11   |
| Larceny                              | 42  | 26  | 33  |     |     |     |     |     |     |     |     |     | 101  |
| Sex Offense                          | 1   | 4   | 1   |     |     |     |     |     |     |     |     |     | 6    |
| Child Abuse                          | 5   | 7   | 4   |     |     |     |     |     |     |     |     |     | 16   |
| Traffic complaint<br>traffic arrest  | 70  | 77  | 58  |     |     |     |     |     |     |     |     |     | 205  |
| Missing person                       | 3   | 7   | 5   |     |     |     |     |     |     |     |     |     | 15   |
| Assault<br>harassment                | 18  | 10  | 17  |     |     |     |     |     |     |     |     |     | 45   |
| Fraud/scams                          | 15  | 7   | 8   |     |     |     |     |     |     |     |     |     | 30   |
| Criminal Mischief                    | 9   | 5   | 13  |     |     |     |     |     |     |     |     |     | 27   |
| Stolen Vehicle                       | 1   | 0   | 0   |     |     |     |     |     |     |     |     |     | 1    |
| Accidents                            | 53  | 60  | 44  |     |     |     |     |     |     |     |     |     | 157  |
| suspicious                           | 45  | 33  | 66  |     |     |     |     |     |     |     |     |     | 144  |

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

Overtime 2015

| Month        | Pay        | Comp   | Used   |
|--------------|------------|--------|--------|
| Jan          | \$3,322.94 | 297.49 | 263.25 |
| Feb          | \$3,676.87 | 66     | 205.5  |
| Mar          | \$2,998.36 | 140.62 | 235.75 |
| Apr          |            |        |        |
| May          |            |        |        |
| Jun          |            |        |        |
| Jul          |            |        |        |
| Aug          |            |        |        |
| Sep          |            |        |        |
| Oct          |            |        |        |
| Nov          |            |        |        |
| Dec          |            |        |        |
| <b>Total</b> |            |        |        |

Reimbursements  
 Jan \$1,077.56  
 Feb \$0.00  
 Mar \$583.56  
 Apr  
 May  
 Jun  
 Jul  
 Aug  
 Sep  
 Oct  
 Nov  
 Dec  
**Total \$1,661.12**

Costs after reimbursements  
 Jan \$2,245.38 \* comp reimbursement not included  
 Feb \$3,676.87  
 Mar \$2,414.80  
 Apr  
 May  
 Jun  
 Jul  
 Aug  
 Sep  
 Oct  
 Nov  
 Dec  
**\$8,337.05 Year costs after reimbursements**

| REASON                 | PAY      | COMP  |
|------------------------|----------|-------|
| Admin/ Misc.           | \$13.95  | 2.50  |
| Complete Investigation | \$150.79 | 13.12 |
| Court                  | \$155.01 | 18.75 |
| Cover Back Time        | \$900.49 | 31.87 |
| Cover Sick Time        |          | 18.75 |
| Cover School           |          | 5.60  |
| Cover Vacation         | \$928.87 | 29.62 |
| On Call Investigations | \$144.89 | 4.80  |
| School                 |          | 9.75  |
| Special Events         | \$382.36 |       |
| Special Investigations |          | 4.50  |
| <b>Total</b>           |          |       |

2015  
 Year to date  
 Contractual \$5,528.83  
 other \$4,880.24  
 Reimbursed 1,661.12  
 Total non  
 Contractual  
 not reimbursed \$3,219.12

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   |
|--------------|-------------|--------|--------|
| Jan          | \$3,941.26  | 107.86 | 234.00 |
| Feb          | \$5,146.75  | 65.97  | 174.25 |
| Mar          | \$5,430.45  | 129.37 | 226.75 |
| Apr          | \$5,751.58  | 222.37 | 350    |
| May          | \$12,065.54 | 198.7  | 308.5  |
| Jun          | \$7,466.98  | 118.42 | 298.25 |
| Jul          | \$8,568.10  | 187.12 | 385.75 |
| Aug          | \$8,079.32  | 207.37 | 355.25 |
| Sep          | \$7,097.04  | 142.4  | 341    |
| Oct          | \$2,894.73  | 203.17 | 419.25 |
| Nov          | \$6,231.65  | 226.85 | 592.75 |
| Dec          | \$5,184.22  | 311.24 | 703.75 |
| <b>Total</b> |             |        |        |

Reimbursements  
 Jan \$0.00  
 Feb \$5,146.32  
 Mar \$659.31  
 Apr \$943.48  
 May \$1,433.56  
 Jun \$959.68  
 Jul \$1,596.94  
 Aug \$2,861.45  
 Sep \$0.00  
 Oct \$0.00  
 Nov \$0.00  
 Dec \$0.00  
**Total \$16,187.51**

Costs after reimbursements  
 Jan \$3,941.26 \* comp reimbursement not included  
 Feb \$0.43  
 Mar \$4,771.14  
 Apr \$4,808.10  
 May \$10,631.98  
 Jun \$6,507.30  
 Jul \$6,971.16  
 Aug \$5,217.87  
 Sep \$7,097.04  
 Oct \$2,894.73  
 Nov \$6,231.65  
 Dec \$5,184.22  
**\$81,670.11 Year costs after reimbursements**

**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.            |                   |                 |                |
| May             |                   |                 |                |
| Jun.            |                   |                 |                |
| Jul.            |                   |                 |                |
| Aug.            |                   |                 |                |
| Sep.            |                   |                 |                |
| Oct             |                   |                 |                |
| Nov             |                   |                 |                |
| Dec.            |                   |                 |                |
| <b>Total</b>    | <b>583.56</b>     |                 |                |
| <b>to date.</b> |                   | <b>1,077.56</b> | <b>1661.12</b> |

\*= PERMA Workers Comp reimbursement for Sgt. Loomis through 2/11/14.

Year to date Overtime 9998.17  
 Reimbursements 1661.12

Costs after reimbursement: \$8337.05

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

|                 |                 |   |                               |
|-----------------|-----------------|---|-------------------------------|
| Jan.            | \$52.25         |   |                               |
| Feb.            | \$ 149.50       |   |                               |
| Mar.            | \$336.75        | Note-Vest grant reimbursement from Attorney General's Office received. \$5285.98 One part of vest grants. |                               |
| Apr.            |                 |   |                               |
| May             |                 |   |                               |
| Jun.            |                 |   |                               |
| Jul.            |                 |   |                               |
| Aug             |                 |   |                               |
| Sept.           |                 |   |                               |
| Oct.            |                 |   |                               |
| Nov.            |                 |   |                               |
| Dec.            |                 |   |                               |
| <b>Year</b>     |                 |   | <b>2014 total \$10,604.98</b> |
| <b>to date:</b> | <b>\$538.50</b> |   |                               |

Monday, March 16, 2015

Chief,

We received the following message(s) on the PD's official Facebook page. The citizen wished to thank Officer Sarah Paul for the professional & compassionate way that she handled an incident with an injured animal on 3/14/15 (case 15-1108). I felt that messages and clear sentiment from the citizen was important to bring to your attention, on behalf of Officer S. Paul, for a job well done.

Respectfully,



Inv. Mike Burgess

---

Ashley Clark

Mar 14th, 5:24pm

Hello OPD. I wanted to message someone at your department, in hopes someone would read it, and possibly relay my message to your female officer that was on duty today. I witnessed a husky get hit in front of Oneida Dental by a pickup truck, and the dog was injured seriously. Your officer stopped and waited with me and five other people until the owner shortly arrived. I have NEVER seen an officer so kind, and professional as she was today. She not only knew everything about the owner who lived on Maple St, but she showed compassion for an animal that I realize is probably not top priority on your schedules.



Ashley Clark

Mar 14th, 5:28pm

Thank you for your help, and please tell the policewoman how grateful we are, and what a spectacular human being she is. Thank you kindly.



Oneida City Police Department

Mar 16th, 1:23pm

Ashley Clark, thank you very much for your kind words. We are very pleased to hear that Officer Sarah Paul exhibited the compassion and professionalism that the Oneida City Police Department proudly stands for. We will be sure to pass your message along to Officer Paul, as well as her superiors. Have a safe day!

***MONTHLY REPORT***

**CITY CLERK**

**CITY OF ONEIDA**  
**OFFICE OF THE CITY CLERK**

REPORT FOR THE MONTH OF MARCH 2015

COUNTER SERVICE:

Total Income from Counter Service: \$ 50,400.75  
 City's Share of Total Income: \$ 49,734.25

| ITEMS | TOTAL<br>FUNDS<br>COLLECTED | CITY'S<br>SHARE |
|-------|-----------------------------|-----------------|
|-------|-----------------------------|-----------------|

DOGS

|                     |         |             |    |          |
|---------------------|---------|-------------|----|----------|
| TAG                 |         |             | \$ | -        |
| IMPOUNDMENT         |         |             | \$ | -        |
| S/N NYS SURCHARGE   | \$ 1.00 | \$ 74.00    | \$ | -        |
| 74 LICENSES S/N     |         | \$ 814.00   | \$ | 814.00   |
| 11 LICENSES UN S/N  |         | \$ 275.00   | \$ | 275.00   |
| 1 LICENSES NO FEE   |         | \$ -        | \$ | -        |
| US/UN NYS SURCHARGE | \$ 3.00 | \$ 33.00    | \$ | -        |
|                     |         | \$ 1,196.00 | \$ | 1,089.00 |

BINGO

|                |  |      |    |   |
|----------------|--|------|----|---|
| GAMES RECEIPTS |  |      | \$ | - |
|                |  | \$ - | \$ | - |

GAMES OF CHANCE/BELL JAR

|          |  |          |    |       |
|----------|--|----------|----|-------|
| RECEIPTS |  |          |    |       |
| 1 GAMES  |  | \$ 25.00 | \$ | 10.00 |
|          |  | \$ 25.00 | \$ | 10.00 |

MARRIAGES

|            |  |           |    |        |
|------------|--|-----------|----|--------|
| 6 LICENSES |  | \$ 240.00 | \$ | 105.00 |
|            |  | \$ 240.00 | \$ | 105.00 |

OTHER ITEMS

|  |  |              |    |           |
|--|--|--------------|----|-----------|
| MISC ITEMS(Notary fee,photo copies,etc.) |  | \$ 190.75    | \$ | 190.75    |
| 260 MISC CERTIFICATES                    |  | \$ 2,600.00  | \$ | 2,600.00  |
| 6 CERT OF OCCUPANCY                      |  | \$ 165.00    | \$ | 165.00    |
| 6 BUILDING PERMITS                       |  | \$ 43,474.00 | \$ | 43,474.00 |
| BUILDING PERMIT FEES (LATE)              |  | \$ 550.00    | \$ | 550.00    |
| SECOND HAND DEALERS PERMIT               |  | \$ -         | \$ | -         |
| 1 TRUSS ID                               |  | \$ 50.00     | \$ | 50.00     |
| Z.B.A. APPLICATIONS                      |  |              | \$ | -         |
| TRAILER PARK PERMITS                     |  |              | \$ | -         |
| 1 AMUSEMENT DEVICE LICENSES              |  | \$ 200.00    | \$ | 200.00    |
| EXCAVATION PERMITS                       |  |              | \$ | -         |
| TAXI BUSINESS                            |  |              | \$ | -         |

| ITEMS                                   | TOTAL FUNDS COLLECTED | CITY'S SHARE        |
|---|-----------------------|---------------------|
| LATE FEES (CLERK)                       | \$ 50.00              | \$ 50.00            |
| 13 DEED REC. FEE                        | \$ 390.00             | \$ 390.00           |
| DEED COPIES                             |                       |                     |
| FILING FEE (SUB DIV MAPS)               |                       |                     |
| 1 TAXI DRIVER                           | \$ 25.00              | \$ 25.00            |
| TAXI VEHICLES                           |                       | \$ -                |
| 2 SIGN PERMIT                           | \$ 150.00             | \$ 150.00           |
| 1 SITE PLAN                             | \$ 100.00             | \$ 100.00           |
| 1 CONDITIONAL USE PERMIT                | \$ 100.00             | \$ 100.00           |
| MINOR PLAT                              | \$ -                  | \$ -                |
| 1 MAJOR PLAT                            | \$ 150.00             | \$ 150.00           |
| 1 SEWER PERMIT                          | \$ 50.00              | \$ 50.00            |
| TENT PERMIT                             |                       | \$ -                |
| WOOD STOVE PERMIT                       |                       | \$ -                |
| 1 SOLICITOR LICENSE                     | \$ 75.00              | \$ 75.00            |
| 5 ADDITIONAL SALESPERSON                | \$ 75.00              | \$ 75.00            |
| 3 SPECIAL EVENTS                        | \$ 75.00              | \$ 75.00            |
| ANIMAL CONTROL                          |                       | \$ -                |
| ALARM                                   |                       | \$ -                |
| GARBAGE                                 |                       | \$ -                |
| JUNK                                    |                       | \$ -                |
| SUBDIVISION APPL. (Waiver of Non-appli) | \$ -                  | \$ -                |
| ZONE CHANGE APPLICATION                 |                       | \$ -                |
| USE VARIANCE                            |                       | \$ -                |
| 1 AREA VARIANCE                         | \$ 50.00              | \$ 50.00            |
|   | <u>\$ 48,519.75</u>   | <u>\$ 48,519.75</u> |

MADISON COUNTY LANDFILL

|          |                  |                 |
|----------|------------------|-----------------|
| 30 CARDS | \$ 420.00        | \$ 10.50        |
|          | <u>\$ 420.00</u> | <u>\$ 10.50</u> |

GRAND TOTALS \$ 50,400.75 \$ 49,734.25

DISBURSEMENTS

|                              |                     |
|------------------------------|---------------------|
| CITY CHAMBERLAIN             | \$ 49,734.25        |
| MADISON CO. TREAS.-LANDFILL  | \$ 409.50           |
| NYS DEPT. OF HEALTH          | \$ 135.00           |
| STATE COMPTROLLER - BELL JAR |                     |
| STATE COMPTROLLER-BINGO      |                     |
| NYS DOG SURCHARGE            | \$ 107.00           |
| NYS COMPTROLLER G            | \$ 15.00            |
| TOTALS                       | <u>\$ 50,400.75</u> |

20 DEATHS RECORDED  
28 BIRTHS RECORDED  
19 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 MARCH 2015

|                                       |            |
|---------------------------------------|------------|
| CITY AND COUNTY TAXES COLLECTED       |            |
| CITY PORTION                          | 142,608.66 |
| COUNTY PORTION                        | 146,650.08 |
| INTEREST AND PENALTIES                | 5,988.99   |
| MAILING FEES AND ADVERTISING          | 0.00       |
| DELINQUENT SCHOOL TAX COLLECTED       | 23,697.24  |
| FEES ON SCHOOL TAXES                  | 1,195.88   |
| 5% COLLECTOR'S FEE                    | 1,195.88   |
| WATER AND SEWER RENTS COLLECTED       | 614,579.34 |
| WATER SERVICE CHARGES                 | 1,760.55   |
| TAX SALE CERTIFICATES                 | 34,235.18  |
| FEES ON TAX SALE CERTIFICATES         | 4,476.09   |
| FILING FEES                           | 700.00     |
| ADVERTISING                           | 140.00     |
| CERTIFIED MAIL FEE                    | 47.60      |
| TAX SEARCHES                          | 660.00     |
| FINES AND PENALTIES (PARKING TICKETS) | 2,825.00   |
| SEPTAGE                               | 317.50     |
| TIME WARNER FRANCHISE FEE             | 44,352.32  |
| COURT REPORT                          | 6,306.00   |
| COURT-BAIL FORFEIT                    | 0          |
| CITY CLERK EARNINGS                   | 6,400.00   |
| POLICE REPORT                         | 149.50     |

|   |           |          |
|---|-----------|----------|
| RECREATION DEPARTMENT   |           |          |
| T BALL  | 1,000.00  |          |
| FIELD/PARK/POOL RENTAL  | 85.00     |          |
| ADULT VOLLEYBALL  | 0.00      |          |
| ARMORY REVENUE  | 5,992.00  |          |
| CROSS COUNTRY SKIIS   | 40.00     |          |
|   |           | 7,117.00 |
| <br>  |           |          |
| BULLET PROOF VEST GRANT 2015                                  | 5,285.98  |          |
| UTILITY TAXES   | 36,566.41 |          |
| BANKRUPTCIES  | 809.43    |          |
| MISC OFD  | 0.00      |          |
| POSTAGE REIMB   | 7.50      |          |
| HEALTH INSURANCE  | 7,138.46  |          |
| <br>  |           |          |
| SHERRILL KENWOOD SEWER  | 0.00      |          |
| CS TEST FEES  | 110.00    |          |
| REV LOAN LATE FEES  | 0.00      |          |
| FIRE INSPECTION FEES  | 830.00    | 0.00     |
|   |           | 0        |
| <br>  |           |          |
| RECEIPTS FROM NEW YORK STATE<br>DEPARTMENTS AND AGENCIES      |           |          |
| <br>  |           |          |
| SONY REFUND   |           | 0.00     |
| <br>  |           |          |
| RECEIPTS FROM MADISON COUNTY                                  |           |          |
| <br>  |           |          |
| MADISON COUNTY MORTGAGE TAX                                   |           | 0.00     |
| <br>  |           |          |
| SPECIAL ASSESSMENTS   |           | 0        |
| <br>  |           |          |
| TOTAL REVENUES COLLECTED AND<br>DEPOSITED BY CITY CHAMBERLAIN |           |          |

|  |              |
|--|--------------|
| REDEPOSITED ITEMS                      | 172.25       |
| CD REHAB PAYMENTS                      | 191.47       |
| REVOLVING LOAN PAYMENTS                | 3,156.60     |
| TOTAL FUNDS DEPOSITED                  | 1,099,670.91 |
| CITY/COUNTY TAXES COLLECTED            | 289,258.74   |
| PERCENT COLLECTED AS OF MARCH 31,2015  | 90.30%       |
| 2014-2015 ONEIDA SCHOOL TAX COLLECTED  | 23697.24     |
| PERCENT COLLECTED AS OF MARCH 31, 2015 | 31.24%       |

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# March 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**  
**March 2015**

**Planning Commission**

Item #1 – Area Variance Request for a 6’ height and 8’ side setback to construct a two-story garage, located at 1021 Chapel Street, zoned R-2, by Brian Dorman. Recognizing that the location of the sewer lateral prevents the applicant from placing the garage on the parcel without the need for a variance, the Planning Commission sent a Positive Referral to the Zoning Board of Appeals.

Item #2 – Area Variance Request for 10’ side setback to park a recreation/utility vehicle on a residential lot located at 263 Belmont Ave, zoned R-2, by Mark Northrup. The Planning Commission noted that the applicant had moved the vehicle to the back yard, and sent a Positive Referral to the Zoning Board of Appeals.

Item #3 – Area Variance Request for one additional sign for Planet Fitness, located at Glenwood Plaza, zoned Commercial, by Planet Fitness. The requested sign would be placed in the multi-tenant sign located on Genesee Street. The Planning Commission sent a Positive Referral to the Zoning Board of Appeals.

Item #4 – Conditional Use Permit for a roof-mounted solar array located at 228 West Elm Street, zoned R-3, by Cindy Mahady. The Planning Commission issued a Conditional Use Permit.

Item #5 – Final Plat Approval for Brookside Crossing Townhomes, located at Fitch and Elm Streets, zoned Agricultural, by MEID Construction. The Planning Commission granted Final Plat Approval, with conditions, for the major subdivision.

**Zoning Board of Appeals**

Item #1 – Area Variance Request for a 6’ height and 8’ side setback to construct a two-story garage, located at 1021 Chapel Street, zoned R-2, by Brian Dorman. Recognizing that the location of the sewer lateral prevents the applicant from placing the garage on the parcel without the need for a variance, and agreeing with the Planning Commission’s Positive Referral, the Zoning Board of Appeals granted the Area Variance request.

Item #2 – Area Variance Request for 10’ side setback to park a recreation/utility vehicle on a residential lot located at 263 Belmont Ave, zoned R-2, by Mark Northrup. The applicant explained that he had moved the vehicle to the back yard. Agreeing with the Planning Commission’s Positive Referral, the Zoning Board of Appeals granted the Area Variance request.

Item #3 – Area Variance Request for one additional sign for Planet Fitness, located at Glenwood Plaza, zoned Commercial, by Planet Fitness. The requested sign would be placed in the multi-

tenant sign located on Genesee Street. Agreeing with the Planning Commission's Positive Referral, the Zoning Board of Appeals granted the Area Variance request.

### **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 March 31, 2015 - \$404,687.83. We have eight active loan accounts. No new applications were submitted in February. 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. The grant funds were fully expended at the end of 2014. Two new jobs were created in 2014, with the remaining 13 required within 2 years of the grant agreement. We expect to close out the grant in June, 2015. At that time, we will monitor the employment data on an annual basis for a period of 5 years as required by NYS.

The City was awarded a New York Main Street Technical Assistance Grant of \$20,000 to do a Downtown Feasibility Study. The funds will be used to engage a consultant to conduct a building suitability analysis for mixed-use development in a target area of the City Center. RFP's have been sent to seven firms, with proposals due by May 8, 2015. We anticipate the project being completed by the end of 2015. This will serve as a necessary first step to a full New York Main Street grant application in 2016.

### **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 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. Work has now begun on site, with an official ground-breaking ceremony to be scheduled later this spring. 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 1, 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**

#### **Downtown Streetscape Improvement Project**

We have been working with the City Engineer on a downtown streetscape and signage improvement project, utilizing a grant of \$20,000 made available to us through Assemblyman Magee's office. We anticipate project completion by the end of 2015.

#### **Kallet Civic Center and Armory Project**

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.

**Sidewalk Repairs Project**

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 in the project.

**NY Main Street Grant**

The City was awarded a New York Main Street Technical Assistance Grant of \$20,000 to do a Downtown Feasibility Study. The funds will be used to engage a consultant to conduct a building suitability analysis for mixed-use development in a target area of the City Center. RFP's have been sent to seven firms, with proposals due by May 8, 2015. We anticipate the project being completed by the end of 2015. This will serve as a necessary first step to a full New York Main Street grant application in the 2016 round of CFA funding.

**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.