

**City of Oneida**  
Public Works  
Central Garage  
Buildings and Grounds  
Codes  
Sewer

## November 2014 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

## **Executive Summary**

*This report describes public works, Codes, Buildings and Grounds, Central Garage and wastewater treatment activities for November. The main tasks performed this period are as follows;*

1. Yard waste removal (99% of DPW staff time, ±\$43,470 in labor for November)
2. Preparation for winter snow and ice control work
3. snow and ice control operations (11/14 snow)
4. Sanitary sewer repairs and call out

*Attached for review are the following;*

- *Table 1 – November regular time labor and materials breakdown*
- *Chart 2 – Sewer budget tracking*
- *Breakdown of public works, codes, buildings, central garage and engineering tasks this period*

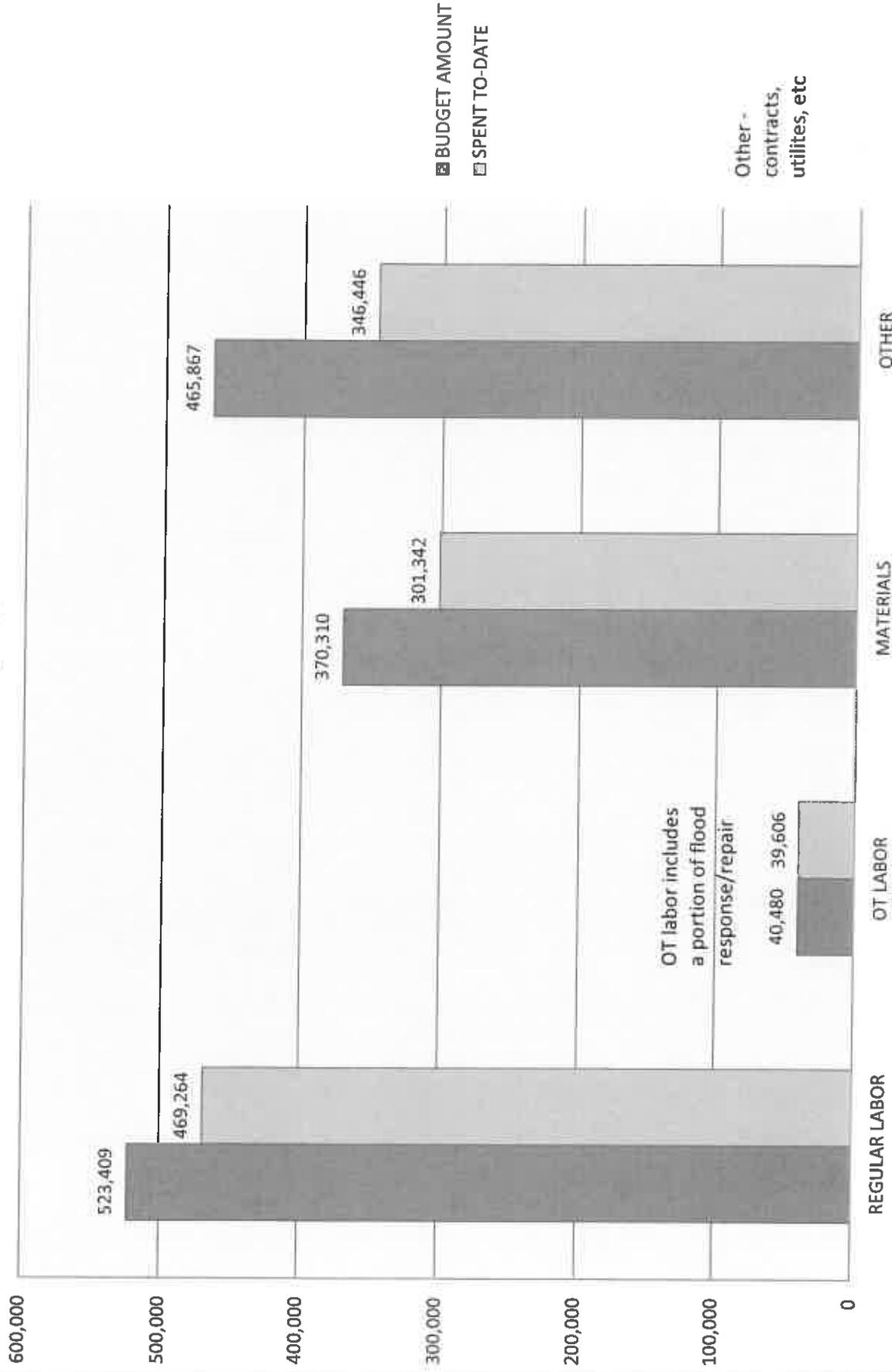
TABLE 1 - REGULAR LABOR AND MATERIALS BREAKDOWN

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	\$345,256	\$299,570	\$45,686	87%
CODE ENFORCEMENT (3620)	160	NA	\$57,399	\$51,810	\$5,589	90%
CENTRAL GARAGE (5132)	480	NA	\$245,567	\$198,206	\$47,361	81%
<b>PUBLIC WORKS</b>						
TRAFFIC CONTROLS (3310)	320		\$133,839	\$116,935	\$16,904	87%
DEMOLITION (3650)			\$60,000	\$16,712	\$43,288	28%
MOSQUITO CONTROL (4068)			\$32,389	\$17,561	\$14,828	54%
ADMINISTRATIVE (5010)	600		\$60,785	\$57,536	\$3,249	95%
STREET MAINTENANCE (5110)			\$550,228	\$472,999	\$77,229	86%
SNOW & ICE REMOVAL (5142)			\$166,684	\$125,802	\$40,882	75%
SANITARY SEWERS (003.8110)	20	1%	\$26,146	\$18,873	\$7,274	72%
STORM SEWERS (8140)			\$34,843	\$22,628	\$12,215	65%
DAM MAINTENANCE (8170)			\$6,624	\$1,407	\$5,218	21%
YARD WASTE (8200)	1,996	99%	\$121,026	\$101,594	\$19,432	84%
<i>DPW Total (excluded Traffic and Admin)</i>	2016	100%	\$1,192,564	\$952,047	\$240,518	

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)		\$463	\$0	\$463	0%	
CODE ENFORCEMENT (3620)		\$1,252	\$1,252	\$0	100%	
CENTRAL GARAGE (5132)		\$6,729	\$2,941	\$3,788	44%	
<b>TRAFFIC CONTROLS (3310)</b>		\$1,684	\$356	\$1,328	21%	
MOSQUITO CONTROL (4068)		\$7,000	\$3,336	\$3,664	48%	
STREET MAINTENANCE (5110)		\$10,711	\$10,711	\$0	100%	
SNOW & ICE REMOVAL (5142)	\$5,754	\$41,652	\$41,652	\$0	100%	
SANITARY SEWERS (003.8110)	\$1,449	\$10,000	\$7,909	\$2,091	79%	W. Elm Sewer repair and call-in
STORM SEWERS (8140)		\$1,972	\$1,602	\$370	81%	
TREES (8200)		\$1,479	\$0	\$1,479	0%	
<i>DPW Total</i>	\$7,203	\$74,498	\$65,567	\$8,931		

# City of Oneida WWTP Budget vs Expenses As of 12/12/14



## DPW/Buildings/Codes/Central Garage/Sewer Task Descriptions

### 1. Buildings

- General cleaning and maintenance of City Hall and Justice Center
- Minor repairs in Fire Department
- HVAC and electrical repairs
- Grounds maintenance
- Snow removal

### 2. Traffic Controls

- Dig safely requests
- Damaged sign replacement
- Holiday decoration installation

### 3. Code Enforcement

New construction, renovations, signage review and zoning;

- Issuance of building and renovation permit issuances
- Issuance of Stop Work orders
- Sign review board meeting
- Issuance sign violations
- Multiple sign inspections and review
- Field site inspections for new construction

### 4. Administration

- Public works management and accounting
- Respond and track resident requests and comments
- WWTP FEMA mitigation project coordination
- DEC coordination for monthly WWTP report
- WWTP gas monitoring project
- 2015 budget preparation and meetings
- Rail-trail/streetscape project coordination
- Potential solar project coordination
- Flats and floodplain area ESF review

### 5. Street Maintenance

- Performed underground facilities mark-outs per Dig Safe NY.
- Respond to resident requests
- Street sweeping
- Preparation of snow dump area
- Tree trimming in ROW

### 6. Central Garage

- vehicle/equipment maintenance and repair for all departments
- Prepare snow and ice control equipment

### 7. Sanitary Sewers:

- Preventative maintenance sanitary cleaning at known problem areas to eliminate potential blockages – performed every Friday.

- West Elm Street sanitary sewer lateral repairs
- Sconondua Street sewer lateral review

**8. Storm Sewers**

- Structure repairs and catch basin cleaning
- Drainage channel maintenance
- Leaf removal at catch basins

**9. Yard Waste**

- 11/3 Start of fall leaf pick-up

**10. Wastewater Treatment Plant**

- Daily plant operations and maintenance
- Daily pump station Inspections
- equipment purchasing
- Consultant and operator scheduling
- Laboratory testing
- DEC required analytical tracking
- Diffuser panel cleaning and replacement preparation
- Blower repair and coordination

***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 NOVEMBER, 2014

CITY AND COUNTY TAXES COLLECTED	
CITY PORTION	25,520.51
COUNTY PORTION	23,151.74
INTEREST AND PENALTIES	4,752.76
MAILING FEES AND ADVERTISING	265.00
DELINQUENT SCHOOL TAX COLLECTED	69,822.43
FEES ON SCHOOL TAXES	3,520.95
5% COLLECTOR'S FEE	3,147.07
WATER AND SEWER RENTS COLLECTED	329,857.20
WATER SERVICE CHARGES	6,217.20
TAX SALE CERTIFICATES	75,887.73
FEES ON TAX SALE CERTIFICATES	15,228.45
FILING FEES	1,555.24
ADVERTISING	336.00
CERTIFIED MAIL FEE	21.90
TAX SEARCHES	660.00
FINES AND PENALTIES (PARKING TICKETS)	2,275.00
SEPTAGE	1,305.00
COURT REPORT	8,224.00
COURT-BAIL FORFEIT	0
CITY CLERK EARNINGS	7,332.51
POLICE REPORT	581.63

RECREATION DEPARTMENT	
YOUTH BASKETBALL	1,140.00
MUNY BASKETBALL	2,594.00
ADULT VOLLEYBALL	1,425.00
ARMORY REVENUE	2,860.50

8,019.50

UTILITY TAXES	616.06
INSURANCE RECOVERY	12,646.93
ESCROW DEPOSIT	7,500.00
FIRE RESCUE FEES	3,278.00
HEALTH INSURANCE	4,708.94
BANKRUPTCY	728.56
FIRE INSPECTION FEES	475.00

29,953.49

RECEIPTS FROM NEW YORK STATE  
DEPARTMENTS AND AGENCIES

SONY RETIREMENT REFUND	0.00
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RECEIPTS FROM MADISON COUNTY

MADISON COUNTY MORTGAGE TAX	73145.02
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SPECIAL ASSESSMENTS	411.55
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TOTAL REVENUES COLLECTED AND  
DEPOSITED BY CITY CHAMBERLAIN

\$691,191.88

REDEPOSITED ITEMS	0.00
CD REHAB PAYMENTS	191.47
REVOLVING LOAN PAYMENTS	4,472.45
TOTAL FUNDS DEPOSITED	695,855.80
CITY/COUNTY TAXES COLLECTED	48,672.25
PERCENT COLLECTED AS OF NOV 30, 2014	96.45%
2013-2014 ONEIDA SCHOOL TAX COLLECTED	51127.77
2014-2015 ONEIDA SCHOOL TAX COLLECTED	18694.66
PERCENT COLLECTED AS OF NOV 30 2014	58.50%

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# November 2014

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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  
November 2014**

**Planning Commission**

Item #1 – Site Plan Review for the construction of a pole barn for agricultural use on Fairview Avenue, zoned A, by John Eisaman. The Planning Commission granted Site Plan Approval for the project.

Item #2 – Conditional Use Permit for the installation of ground mounted solar array located at 1074 Abe's Way, zoned A, by Steven Albro. The Planning Commission granted Site Plan Approval for the project.

Item #3 – Site Plan Review for the establishment of a dialysis center located in Glenwood Plaza, zoned C, by Glenwood Plaza, LLC. The Planning Commission granted Site Plan Approval for the project.

Item #4 – Site Plan Review for the construction of a concrete pad for future placement of 6 additional silos located at 252 Genesee Street, zoned LI, by HP Hood. The Planning Commission granted Site Plan Approval for the project.

**Zoning Board of Appeals**

No meeting was held in November.

**Community Development**

Housing Rehabilitation Grant # 20103204 – This grant is finishing up. The last project is in process now, and the grant will be closed out after its completion.

2014 CDBG application was submitted January 17th - We added a target area for lead water line replacement as an activity in our scattered 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 will begin inspections in November.

**Revolving Loan Fund**

Current balance as of November 30, 2014 - \$381,111.85. We have nine active loan accounts. No new applications were submitted in October. 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 will allow 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 includes \$16,000 to offset salaries in the Planning Department as we will administer the grant. This grant should be closed out by the end of 2014.

**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 2014. 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 City will be once again meeting with potential developers in fall 2014 during the second round of interviews. At this time, we anticipate breaking ground in spring of 2015.

**Oneida Commons Proposal**

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

### **Stoneleigh Workforce Housing Project**

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

### **Seneca Fields Apartments**

Two Plus Four Companies will be resubmitted the Oneida Health Care funding application to NYS this fall 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 next presentation will be held in early December, and will be structured for those residents who have not signed up for the buyout program.

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**

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

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

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

**Oneida Hotel**

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

**Oneida Information Packet and Brochure**

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

**MONTHLY  
REPORT**

**POLICE  
DEPARTMENT**

	Nov			Year to date			Change from last year
	2012	2013	2014	2012	2013	2014	
Calls For Service	550	609	524	7444	7135	6761	minus 374
Criminal Offenses	138	134	124	1811	1755	1552	minus 203
Cleared Cases	88	103	95	1285	1312	1174	minus 138
Arrests	65	77	59	922	862	925	PLUS 43
Parking Tickets	74	61	113	814	622	848	PLUS 226
Traffic Tickets	93	102	89	1488	1411	1577	PLUS 166
DWI's	2	3	1	31	36	24	minus 12
Felony Charges	8	16	13	105	144	164	PLUS 20
Misdemeanor Charges	52	62	48	808	747	708	minus 39
Violation Charges	21	14	23	233	229	196	minus 33

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

	2013 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Calls for Service	649	485	538	584	761	758	804	744	623	600	609	495
Criminal Offenses	142	122	128	148	179	196	216	176	151	163	134	119
Clearances	111	100	100	117	128	143	169	118	114	119	103	95
Arrests	96	63	74	67	97	84	111	82	66	65	77	52
Parking Tickets	65	72	97	76	49	58	35	32	46	31	61	53
Traffic Tickets	158	133	150	139	166	99	167	89	132	76	102	69

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			
Total		1,805.60	3,882.75

Reimbursements
\$0.00
\$5,146.32
\$659.31
\$943.48
\$1,433.56
\$959.68
\$1,596.94
\$2,861.45
\$0.00
\$0.00
\$0.00
\$16,187.51

Costs after reimbursements	
\$3,941.26	* comp reimbursement not included
\$0.43	
\$4,771.14	
\$4,808.10	
\$10,631.98	
\$6,507.30	
\$6,971.16	
\$5,217.87	
\$7,097.04	
\$2,894.73	
\$8,231.65	
<b>\$56,485.89</b>	<b>Year costs after reimbursements</b>

Nov		
REASON	PAY	COMP
Admin./ Misc.		2.30
Complete Investigation	\$1,318.43	24.00
Court	\$146.85	12.37
Cover Back Time	\$2,508.73	76.80
Cover Sick Time	\$175.25	10.40
Cover School		
Cover Vacation	\$223.87	6.30
On Call Investigations	\$302.15	
School		87.00
Special Events		5.20
Special Investigations	\$39.08	1.50
Total	\$4,613.36	226.65

2014	
Year to date	
Contractual	\$39,492.59
other	\$31,831.14
Reimbursed	16,187.51
Total non	
Contractual	
not reimbursed	\$15,643.63

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 2013

Month	Pay	Comp	Used
Jan	\$3,122.60	144.37	148.00
Feb	\$2,289.64	114.73	192.5
Mar	\$4,019.74	100.5	233.5
Apr	\$4,269.43	168.37	174.5
May	\$6,370.47	176.99	297.25
Jun	\$24,433.08	390.75	226
Jul	\$31,342.46	478.49	464
Aug	\$10,072.91	133.87	460.75
Sep	\$9,195.40	244.12	455.75
Oct	\$5,821.22	228.37	386.5
Nov	\$12,652.07	251.25	439
Dec	\$7,695.49	205.87	518.75
Total	\$121,284.47	2,637.68	3,995.50

Reimbursements
\$7,761.78
\$0.00
\$325.27
\$562.68
\$2,340.08
\$778.38
\$951.82
\$1,060.12
\$1,599.28
\$313.26
\$0.00
\$313.26
\$16,005.93

Costs after reimbursements	
(\$4,639.18)	* comp reimbursement not included
\$2,289.64	
\$3,694.47	
\$3,706.75	
\$4,030.39	
\$23,654.70	
\$30,390.64	
\$9,012.79	
\$7,596.12	
\$5,507.96	
\$12,652.07	
\$7,382.23	
<b>\$105,278.54</b>	<b>Year costs after reimbursements</b>

**2014 Reimbursements- Overtime reimbursements, grant reimbursements and other.**

	<b>STEP Grant</b>	<b>Other</b>	<b>Total</b>
	<b>Amount</b>	<b>Amount</b>	
Jan.			0
Feb		\$5146.75*	\$5146.75
Mar	169.76	\$489.55 dwi	\$ 659.31
Apr.	943.48		\$943.48
May	1074.16	359.40 dwi	\$1433.56
Jun.	959.68		\$959.68
Jul.	1330.48	\$266.46 se	\$1596.94
Aug.	2586.77	\$251.58 dwi	\$2861.45
Sep.			0
Oct			0
Nov			0
Dec.			
<b>Total</b> to date.	<b>7064.33</b>	<b>6513.74</b>	<b>16,187.51</b>

\*= PERMA Workers Comp reimbursement for Sgt. Loomis through 11/25/13

se- Special Events Coverage- YMCA Walk 7/12 Traffic Control, ADA Walk 7/25 traffic control

Year to date Overtime	\$72,673.40
Reimbursements	\$16,187.51

Costs after reimbursement: \$56,485.89

**2014 Revenue- Report copy fees, fingerprint fees, record checks, etc.**

Jan.	\$95.50
Feb.	\$49.50
Mar.	\$228.31
Apr.	\$3420.98
May	\$ 1,849.75
Jun.	\$1661.25
Jul.	\$ 119.25
Aug	\$ 180.25
Sept.	\$ 1519.50
Oct.	\$ 395.69
Nov.	\$ 918.25
Dec.	

Year  
to date: \$ 10,438.23

**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***

***November 2014***

TYPE OF CALLS REPORT

Oneida Fire Department  
Monthly Call Totals

NUMBER OF CALLS

FOR THE MONTH OF

November

Fire	4
Rescue	121
Non-Fire	27
Total	152

OVERTIME PERIOD FROM 10/19/2014 THRU 11/15/2014

	November	YTD
Fire	\$159.23	\$9,786.52
Rescue	\$665.65	\$7,520.62
Non-Fire	\$1,499.30	\$20,752.04
Total	\$2,324.18	\$38,059.18

	November	YTD
Personal Leave	\$725.63	\$1,612.12
Illness/Injury	\$3,341.82	\$44,004.12
Bereav/Military	\$2,078.99	\$12,769.91
Short Shift	\$4,466.61	\$58,105.16
Training	\$106.63	\$6,433.32
Equip. Repairs	\$1,337.39	\$4,590.97
Fire Marshal	\$95.45	\$4,020.89
Overtime	\$88.56	\$18,228.31
Total:	\$12,241.08	\$149,764.80

COMPARISON OF CALLS

TOTAL OVERTIME FOR 2013 YTD

\$187,823.98

This is a comparison of calls 2013 vs. 2014 as of the last day for the reported month.

2013	2014
Calls: 1869	1939
Fire: 55	34
Rescue: 1,480	1,492
Non-Fire: 334	413

2013	2014
70	-21
12	79

# 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- November, 2014

Alarm Permits:	\$10560.00	collected as of 11/30/14
Solid Fuel Burning Permits:	\$120	
Tent Inspections:	\$0	
Fire/Housing Inspections:	\$13960.00	billed as of 11/30/2014
Collected:	\$12890.00	as of 11/30/2014

**2014 Inspections- Housing**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Insp *	75	58	32	28	15	56	13			2	2		281
Reinsp *	15	23	40	21	28	11	17						155
Comp	5	5	5	1	2	4	7	6	7	7	3		52
3+ fam	7	15	5	2	1	4	1						35
No Shows	3	1	1	2	4	5	2						18

\* # of units

**2014 Fire Inspections**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Commercial	5	12	6	2	2	3	8	1	5	2	5		51
Pub Assembly	4	2	3	3	2	3	1			3	3		24
Educational											1		1
Total:	9	14	9	5	4	6	9	1	5	5	9		76
No show	1	0	0	0	0					1			2

# CITY OF ONEIDA FIRE DEPARTMENT



DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF FIRE

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

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

## FIRE MARSHAL MONTHLY REPORT NOVEMBER 2014

TITLE / NAME	TOTAL HOURS
FIRE MARSHAL COWAN	12.5
ASST. FIRE MARSHAL FIELDS	12
INSPECTOR BALL	3.5
INSPECTOR WALKER	4.5
INSPECTOR CAVANAGH	4.5
INSPECTOR KAZLAUSKAS	0
INSPECTOR KROL	3.5
FIREFIGHTERS	20.5
<b>TOTAL OFFICE HOURS</b>	<b>61</b>

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OFFICE BREAKDOWN	TOTAL INSPECTIONS
BUSINESS INSPECTION	6
BUSINESS REINSPECTION	3
BUSINESS C OF C	3
PUBLIC ASSEMBLY INSPECTION	3
PUBLIC ASSEMBLY REINSPECTION	4
PUBLIC ASSEMBLY C OF C	5
OPERATING PERMITS	0
SOLID FUEL BURNING DEVICE	3
ORDER TO VACATE	0
VACANT PLACARDS	0
VACANT BUILDING INSPECTIONS	0

<b>OFFICE BREAKDOWN CONT.</b>	<b>TOTAL HOURS</b>
COMPLAINTS	0
NO SHOW	0
FLOOD DAMAGE INSPECTIONS	0 HOURS
MEETINGS / CODES SCHOOL	4.5 HOURS
PLAN REVIEW	3 HOURS
MISCELLEANOUS	3 HOURS
FIRE INVESTIGATION	9.5 HOURS
FIRE PREVENTION	1 HOURS

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#### **FIRE MARSHAL'S ACTIVITIES**

- Inspection of all places of public assemblies continues this month. They have to be completed by December 31, 2014.
- Working with Scott Herrick at Glenwood Plaza for new signage at all of the sprinkler connections. Currently all of the businesses have new address numbers on the front and back doors of the plaza.
- Completed a Lock-Down drill at Willard Prior School. The Commissioner, Madison Co. Sherriff's Office, Oneida City Police, and School Superintendent all participated in the drill. This has been an on-going process for month's leading up to the lock-down. Other's will be planned for the near future.
- Structure Fire a 332 Bennett Street. This was a vacant property that was damaged by the flood. The fire is under investigation.
- Met with HP Hood to go over final site plan. Fencing will be installed around the entire property with security gating at different locations.

***MONTHLY REPORT***

**PARKS &**

**RECREATION**



**CITY OF ONEIDA**  
**DEPARTMENT OF PARKS AND RECREATION**  
ONEIDA RECREATION CENTER, 217 CEDAR STREET  
ONEIDA, NEW YORK 13421  
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November 2014

**REVENUE**

In the month of November the Recreation Department generated a total of \$8,019.50 in revenue.

**USAGE/COMPARISON**

Our November 2014 Gym rental revenue is down 14% from November 2013. In November of 2013 we generated \$2,881 in gym rental revenue as compared to \$2,459 in 2014. Our November room rentals were \$185.00 as compared to \$147.00 in 2013. As of December 1, 2014 our yearly gym rental revenue is \$31,408 compared to \$24,548 in 2013, a 25% increase, our room rentals revenue is \$2,524.00 in 2014 as compared to \$2,414.00 in 2013 a 4% increase.

Below is a chart that shows the number of rentals we have booked over the past year.

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					
<b>TOTAL</b>	<b>163</b>	<b>55</b>	<b>169</b>	<b>21</b>	<b>408</b>

## MAINTENANCE

Part way through the month of November we transitioned from two full time maintenance men to one part time worker. Now all the parks are closed up, the only thing that really needs to be done outside is snow removal. A majority of our maintenance focus will turn to the recreation center now. There is a long list of small jobs that need to be taken care of throughout the winter months.

## Updates

Building use is in full swing now, the recreation center is now open and in use from 8:30 am to 9 or 10 pm seven days a week for the next 5 months. We are currently booking birthday parties a month in advance and soon I think it will be two months in advance. We have been working on developing a new type of birthday party for the past 4 or 5 months. We are calling our new parties, princess and pirate parties. Princess parties are for the little girls and pirate parties are for the little boys. We are going to have a trained staff person facilitate each party from start to finish, leading craft activities, dressing up and scavenger hunts. We are providing everything for the parties, crafts, dress up clothes, games, invitations, and favors. The renter only needs to bring in cakes/cupcakes and drinks. We are going to spend a little money up front to buy all of the supplies and furniture for the parties. We will be covering the expense of the staff and room while making a little profit on each party. Parties will be held in our upstairs meeting room maximizing facility rentals. Parties will be a minimum of 8 kids and max of 12. We are hoping to start booking our first parties after the first of the year.

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. Jon Rouscher and I will be meeting with reps from Madison County Soil and Water in the very near future.

The Rail Trail committee continues to meet at least once a month. We are moving right along on the first grant (TEP), we sent out request for proposals to 15 different consulting firms. We received proposals from 6 of the firms and we have decided to interview 4 of the firms. After the interviews we will select one firm to work with on developing phase I and II of the trail. .

We installed three smoke detectors in the basement of the recreation center per the recommendation of the Fire Dept. We now have smoke detector coverage throughout the whole basement.

We have been working with the Oneida Area Day Care Center on moving their before and after school program to the recreation center. The Day Care is waiting on the state to come in and inspect our building before they can move in. I am hopeful that they can move in around the first of the year.

Respectfully submitted,

Lucas Griff  
Recreation Director

Oneida Recreation Department  
Programming Report  
November 2014

**Youth Programming**

**Tot Fun-n-Run:**

This program runs Monday-Friday, 9:00 am – 12:00 pm, year round. The numbers have been consistent and this program is very popular with Parents/Grandparents and toddlers in our community. We had a total a total of 207 people drop in for the month of October with an average of 9 per day and 257 for the month of November with an average of 15 per day.

**Afterschool Program: (Teen Center)**

The Afterschool Program (Teen Center) started on October 1, 2014. Boys/Girls in 3<sup>rd</sup> thru 12<sup>th</sup> Grades can participate in the Teen Center from 3:00-5:30 Monday thru Friday. We had 34 in 6<sup>th</sup> thru 12<sup>th</sup> Grades and 9 in 3<sup>rd</sup> thru 5<sup>th</sup> Grades sign up for the Afterschool Program for a total of 43. For the month of October 127 sign in with an average of 5 per day. We had 285 sign in for the month of November with an average of 17 per day.

**Hoop Monsters/Skills & Drills:**

Registration for Skills & Drills/Hoop Monsters Basketball ended on October 31<sup>st</sup>.

**Skills & Drills** is for boys/girls in Kindergarten-3<sup>rd</sup> Grade. This program is designed to teach children basic basketball skills and fundamentals. We had 60 kids sign up for Skills & Drills. They started their season on November 1<sup>st</sup> and will end on February 7<sup>th</sup> 2015.

**Hoop Monsters Basketball** is for boys/girls in 3<sup>rd</sup>-6<sup>th</sup> Grades. This league is designed for competitive play. We had 87 kids sign up for the Hoop Monsters Program. There is a 3<sup>rd</sup> and 4<sup>th</sup> Grade team and a 5<sup>th</sup> and 6<sup>th</sup> Grade team. The teams will have practice, games on Tuesdays and Wednesdays and an end of the year tournament

**Adult Programming**

**MUNY Basketball:**

The MUNY Basketball League started on November 3<sup>rd</sup> and will end on March 2<sup>nd</sup>. We have six (6) teams signed up for MUNY. Games are on Monday nights.

**Co-ed Volleyball:**

Co-ed Volleyball League started on November 6<sup>th</sup>. There are eight (8) teams on the competitive side and five (5) teams on the Rec. side. Co-ed Volleyball is played every Thursday night.

**Adult Open Gym**

The Rec. Dept. has Open Gym for Adults on Tuesdays from 8:30-10:00. We had 72 for the month of November sign in for an average of 18 per night.

Respectively Submitted,

Carm Endemann  
Recreation Specialist

Onsida Recreation Department  
 Monthly Revenue - November 2014

Date	Program/Individual	Amount	Receipt	Deposited	Date	Program/Individual	Amount	Receipt	Deposited
10/31/2014	Rec Center - Teen	\$75.00	8224	11/3/2014	Balance Forward		\$4,557.50		
	Rec Center - Gym/Tot	\$60.00	8225		11/10/2014	MUNY Basketball	\$200.00	8257	11/12/2014
	Rec Center - Gym/Tot	\$60.00	8226		11/11/2014	MUNY Basketball	\$100.00	8258	
	VOID	VOID	8227		11/12/2014	Rec Center - Gym	\$5.00	8259	
	VOID	VOID	8228			Youth Basketball	\$15.00	8260	
11/1/2014	Rec Center - Gym/Tot	\$70.00	8229		11/13/2014	Rec Center - Gym/Tot	\$130.00	8261	11/13/2014
11/2/2014	Rec Center - Gym	\$100.00	8230			Rec Center - Gym/Tot	\$65.00	8262	
11/3/2014	Rec Center - Gym	\$537.50	8231			Rec Center - Gym/Tot	\$100.00	8263	11/17/2014
	Rec Center - Gym/Tot	\$130.00	8232			Co-ed Volleyball	\$175.00	8264	
	Rec Center - ARC	\$200.00	8233			Co-ed Volleyball	\$125.00	8265	
	Youth Basketball	\$765.00	8234			Co-ed Volleyball	\$175.00	8266	
	Rec Center - Room	\$10.00	8235	11/5/2014		VOID	VOID	8267	
	MUNY Basketball	\$240.00	8236			Co-ed Volleyball	\$125.00	8268	
	MUNY Basketball	\$500.00	8237		11/14/2014	Rec Center - Gym/Tot	\$130.00	8269	
	MUNY Basketball	\$200.00	8238			Rec Center - Gym/Tot	\$50.00	8270	11/18/2014
	MUNY Basketball	\$94.00	8239		11/15/2014	Youth Basketball	\$30.00	8271	
	MUNY Basketball	\$120.00	8240			Rec Center - Gym/Tot	\$60.00	8272	
11/4/2014	Youth Basketball	\$30.00	8241		11/16/2014	Rec Center - Gym	\$150.00	8273	
	Rec Center - Equip	\$16.00	8242	11/7/2014		Rec Center - Gym/Tot	\$60.00	8274	
11/5/2014	Rec Center - Dining Rm	\$60.00	8243			Rec Center - Gym	\$88.00	8275	
11/6/2014	Rec Center - Gym/Tot	\$95.00	8244		11/17/2014	Rec Center - Gym/Tot	\$50.00	8276	
	Rec Center - Gym/Tot	\$80.00	8245			Youth Basketball	\$15.00	8277	
	Co-ed Volleyball	\$175.00	8246			MUNY Basketball	\$700.00	8278	11/19/2014
	Co-ed Volleyball	\$125.00	8247		11/18/2014	Rec Center - Gym	\$9.00	8279	
	Co-ed Volleyball	\$75.00	8248		11/20/2014	Co-ed Volleyball	\$50.00	8280	11/21/2014
	Co-ed Volleyball	\$125.00	8249			Rec Center - Room	\$15.00	8281	
	Co-ed Volleyball	\$100.00	8250		11/21/2014	Youth Basketball	\$30.00	8282	11/24/2014
	Co-ed Volleyball	\$175.00	8251		11/22/2014	Rec Center - Gym/Tot	\$60.00	8283	
11/7/2014	Youth Basketball	\$150.00	8252			Rec Center - Gym/Tot	\$65.00	8284	
	VOID	VOID	8253		11/23/2014	Rec Center - Gym/Tot	\$55.00	8285	
11/8/2014	Rec Center - Gym/Tot	\$60.00	8254	11/12/2014		Rec Center - Gym	\$70.00	8286	
11/9/2014	Rec Center - Teen	\$25.00	8255		11/24/2014	Rec Center - Gym/Tot	\$60.00	8287	
11/10/2014	Youth Basketball	\$105.00	8256			Rec Center - Gym/Tot	\$60.00	8288	11/26/2014
	TOTAL	\$4,557.50				TOTAL	\$7,579.50		



**RECREATION MAINTENANCE MONTHLY REPORT**  
**MONTH NOVEMBER 2014**

<b><u>WORK PERFORMED</u></b>	<b><u>TOTAL HOURS</u></b>
- Field Preparation	5
- Check Tennis/Basketball Courts	5
- Pool Maintenance	0
- Park Inspection	26.5
- Park Landscaping	25
- General Cleanup/Litter Pickup	19
- Carpentry Work/Painting	20
- Facility Winterizing	28
- Snow Removal	8
- Buildings & Grounds: general maintenance/cleaning	26
- Equipment & Vehicles: general maintenance/cleaning	25
- Miscellaneous:	0
<b>TOTAL</b>	<b>187.5</b>

***MONTHLY REPORT***

**CITY CLERK**



ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
LATE FEES (CLERK)		
16 DEED REC. FEE	\$ 480.00	\$ 480.00
DEED COPIES		
FILING FEE (SUB DIV MAPS)		
3 TAXI DRIVER	\$ 75.00	\$ 75.00
1 TAXI VEHICLES	\$ 20.00	\$ 20.00
SIGN PERMIT		\$ -
1 SITE PLAN	\$ 100.00	\$ 100.00
CONDITIONAL USE PERMIT		\$ -
MINOR PLAT	\$ -	\$ -
MAJOR PLAT		\$ -
SEWER PERMIT		\$ -
TENT PERMIT		\$ -
2 WOOD STOVE PERMIT	\$ 120.00	\$ 120.00
1 SOLICITOR LICENSE	\$ 50.00	\$ 50.00
ADDITIONAL SALESPERSON		\$ -
SPECIAL EVENTS		
ANIMAL CONTROL		\$ -
4 ALARM	\$ 100.00	\$ 100.00
2 GARBAGE	\$ 200.00	\$ 200.00
JUNK		\$ -
SUBDIVISION APPL. (Waiver of Non-appli)	\$ -	\$ -
ZONE CHANGE APPLICATION		\$ -
USE VARIANCE		\$ -
AREA VARIANCE		\$ -
	<u>\$ 5,328.50</u>	<u>\$ 5,328.50</u>

MADISON COUNTY LANDFILL

16 CARDS	\$ 216.00	\$ 5.60
	<u>\$ 216.00</u>	<u>\$ 5.60</u>

GRAND TOTALS \$ 6,602.77 \$ 6,226.37

DISBURSEMENTS

CITY CHAMBERLAIN	\$ 6,226.37
MADISON CO. TREAS.-LANDFILL	\$ 210.40
NYS DEPT. OF HEALTH	\$ 90.00
STATE COMPTROLLER - BELL JAR	
STATE COMPTROLLER-BINGO	
NYS DOG SURCHARGE	\$ 76.00
NYS COMPTROLLER G	
TOTALS	<u>\$ 6,602.77</u>

17 DEATHS RECORDED  
26 BIRTHS RECORDED  
14 HANDICAPPED PARKING PERMITS

RESPECTFULLY SUBMITTED,

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SUE PULVERENTI - CITY CLERK