

City of Oneida
Engineering | Public Works

July 2020 Monthly Report

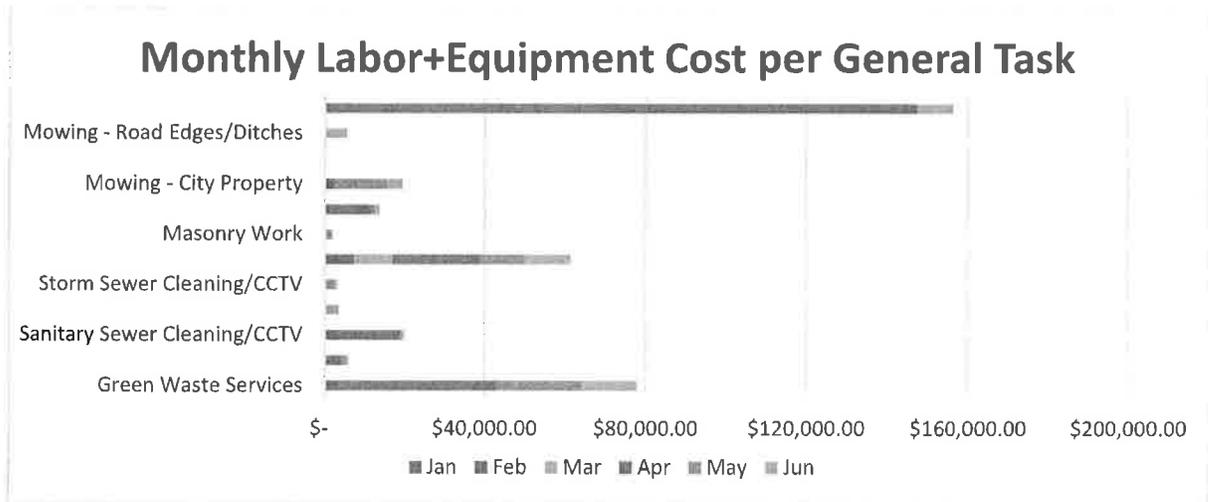
Prepared By: Eric G. Schuler, P.E.
City Engineer

Benjamin G. Smith
Assistant City Engineer



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

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS
Monthly Report – July 2020



B. Codes Enforcement Monthly Recap

Due to COVID-19 Restrictions, all interior inspections have been suspended

- 12 Building Permits issued
 - Total estimated construction cost of \$136,275
 - Mainly decks and small additions
- 4 Stop Work Order issued
- 11 Certificates of Zoning Approval & Compliance
- 1 Roadside Planting Visibility (Line-of-sight) Violation
- 6 Letters for Swimming Pool Final Inspection
- 1 Entrapment Compliance Reminder
- 3 Building Permit Extensions Issued
- 2 Building Permit Expiration Letters
- 7 Swimming Pool Code Violations
- Sign Review Board Meeting 7/23/20
 - 1 Signage Applications Unapproved

C. Wastewater Treatment Plant

- General maintenance and upkeep ongoing.
- Interviewed for open WWTP Operator Trainee position

D. Water Distribution/Treatment

- Main replacement on Main Street is ongoing. Replacement of 4" 1920's pipe with 6" ductile. New services also being installed.
- Treatment Plant general maintenance ongoing.
- Reservoir level rebounded nicely in early July from weekend storms and even allowed overtopping of flashboards.
- Green Empire Farms using significantly more water than anticipated, resulting in us needing to run Lake Street Booster pumps more often.

E. Buildings

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

Monthly Report – July 2020

- General Maintenance ongoing. Additional cleaning protocols in place due to COVID-19 situation.
- Air Conditioning system starting to have problems.

F. Capital Projects

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

2020 Current Master Capital Project Summary		
Description	Status as of 7/31/20	Estimated Completion of Phase
2020 Annual Street Resurfacing	Awaiting NYSDOT \$\$	Fall 2020
LED Streetlight Replacement	Construction	End of 2020
2010 Glenmore Dam	DEC Review	1/1/2021
WWTP Flood Repairs and Mitigation	Awaiting \$\$ For Close	Early 2021?
West Elm Infrastructure - Sewer and Water	Close-out process	Early 2021
Higginbotham Dam Repairs	TBD	TBD
Mt Hope Lower Dam Engineering Assessment	NYSDEC Review	Unknown
WWTP EPC Project	Design/Construction	December 2022
New DPW Facility Design (DASNY)	Prelim Design	Summer 2020
2020 Sidewalk Replacement (internal)	On Hold	TBD
Sidewalk Replacement (DASNY)	DASNY Review	TBD

- **LED Streetlight Replacement**
Status: Public Service Commission is currently reviewing the National Grid documents before they commence with their procedures and public referendums.
Awaiting City Attorney review before securing materials and progressing construction phase.
- **WWTP Flood Repairs and Mitigation**
Status: Close-out process. All docs in with FEMA and awaiting final reimbursements.
- **WWTP Aeration Improvements**
Status: Closed-out. Will be removed from Monthly Report
- **West Elm Infrastructure – Sewer and Water**
Status: Construction Completed. Entering Close-out.
- **WWTP EPC Project**
Budget: ~53,000,000
NYSDEC Regulatory Review Completed and Comments being addressed. Final Design being revised with Value Engineering. Value Engineering exercise to occur through July. Energy Performance Contract DRAFT sent to City in April for Engineering and Legal Review. Legal Review sent back to ESG for comment review/incorporation.
Final EPC to City for Review in August
- **New DPW Facility**

CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS

Monthly Report – July 2020

Budget: 1,900,000 (NY RISING GRANT)

Status: DASNY Coordination. Awaiting timeframe for Grant Funds so design can progress.

Preliminary 30% Design drawings have been received. Working to Value engineer the current design to better fit our City and employees. Awaiting confirmation of SEQR review assistance for DASNY grant.

- **Sidewalk Replacement (Internal)**

Budget: 25,000

Status: Program ongoing, but on-hold for Winter. Tasks continually generated in Cartegraph work order.

- **Sidewalk Replacement (DASNY)**

Budget: 50,000 (SAM GRANT)

Status: DASNY Coordination. Awaiting timeframe for Grant Funds so project can be put out to bid. Design at 95% Complete. On hold.

- **Higinbotham Brook Assessment (Mini-brook)**

- Preliminary Engineering Phase. Final Tech Memo received. Construction Costs for preferred alternatives being evaluated for inclusion in Capital Programming.

- **Annual Road Program**

- Milling completed, structure adjustments ongoing. Paving scheduled for first half of August, Weather permitting.

CITY OF ONEIDA
POLICE
DEPARTMENT
MONTHLY
REPORT

POLICE CHIEF PAUL THOMPSON



Paul Thompson
Chief of Police

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CITY OF ONEIDA
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF POLICE

MONTHLY REPORT FOR JULY 2020

Overtime: As you will note, overtime was up significantly in July. Of the total overtime expenditure, over one third was to cover illness and an on the job injury. The officer illness relates to an officer who has been off all year with an injury. The officer who was injured on duty missed about 3 weeks of work due to injuries sustained during a struggle with a subject who was being placed under arrest. That officer is back to work at this point.

Additionally, during early July we received notification from an officer that he was retiring. That officer utilized remaining vacation time that he had available to him and was absent for much of the month before retiring at the end of the month. So, between two officers out for illness/injury, a retirement, another officer in the police academy, and the height of the vacation season, the impact on the overtime budget is evident. While we can sometimes move people around temporarily to fill scheduling "holes", the problem in July was that there were more "holes" than there were people to fill them without creating additional issues elsewhere within the schedule. I expect that the same will be true for August but once vacation season winds down, we should see some degree of relief.

Activity: As indicated by the attached reports, calls for service were up slightly for July 2020 when compared to last July. On a year for year comparison, calls were up by 287 or about 6 percent. Arrests, warrant executions and traffic tickets issued were all down significantly. The lower arrest and warrant numbers are attributable, in large measure, to covid related shutdowns. The lower traffic enforcement numbers are due to lower traffic counts during the shutdowns as well as less aggressive enforcement during that time period. These numbers have all returned to more normal numbers.

Miscellaneous: As you may recall, our agency hosted a "phase 2" police academy this past spring. This academy had three recruits, one from our agency and two from other agencies. We hosted a graduation ceremony at the Kallet Civic Center in July to commemorate the fact that all of the recruits have successfully completed their phase 2 training requirements and are now fully certified police officers.

Officer Troy Tiller retired from the department during the month of July. Troy obtained his police training through the Sherrill Police Department and also worked early in his career for the Madison County Sheriff's Department. He then worked for several years for the Oneida Indian Nation Police. He then came to work for us and has been here for 20 years having started in the patrol division and also working as the juvenile aid officer for several years before returning to the patrol function a few years ago. We wish Troy well in his retirement!!

As always, if you have any questions or concerns, please feel free to call or e-mail.

2020 Monthly Overtime Report

Month	OT Pay	OT Comp	Comp used	Reimbursements	Cost after reimbursements
JAN	\$3,436.93	186.22	57.75	\$822.78	\$2,614.15
FEB	\$2,426.51	250.375	38.5	\$829.71	\$1,596.80
MAR	\$3,540.89	296.625	58.5	\$0.00	\$3,540.89
APR	\$3,398.18	67.5	60	\$0.00	\$3,398.18
MAY	\$4,061.30	133.125	40.5	\$0.00	\$4,061.30
JUN	\$8,331.68	175.875	58.75	\$0.00	\$8,331.68
JUL	\$13,720.06	181.5	93	\$0.00	\$13,720.06
AUG					\$0.00
SEP					\$0.00
OCT					\$0.00
NOV					\$0.00
DEC					\$0.00
					\$37,263.06

June	Pay	Comp
Admin	\$0.00	0
CPI	\$429.22	15.75
Court	\$0.00	2.25
CBT	\$2,648.76	37.5
CSK	\$2,710.23	49.125
CSCH	\$222.98	0
CVAC	\$3,794.06	53.25
OCINV	\$348.68	0
SCH	\$0.00	0
SE	\$1,393.07	23.625
SI	\$108.44	0
DA	\$2,064.63	0

Note: Overtime by month (above chart) for pay periods in month. This chart is by calendar month. For the month of June there was a change halfway through the month in pay rates. Therefore the dollar amounts are a little higher than actual.

** to cover On the job injury

Reason Abbreviations are as follows: Admin(Clerks only), Complete Investigation, Court, Cover Back Time(Comp), Cover Sick Time, Cover School, Cover Vacation, On Call Investigation, School, Special Events, Special Investigations.

2020 Stats by Month

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD total
Calls for service	628	554	649	618	743	819	836						4847
Criminal Offenses	171	182	172	164	232	249	250						1420
Clearances	145	153	143	151	192	203	224						1211
Arrests	71	93	48	41	73	85	88						499
Parking Tickets	60	69	81	6	4	3	5						228
Traffic Tickets	96	108	92	36	59	58	124						573

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD Total
Calls for Service	567	515	597	630	688	749	814	855	717	685	630	546	7993
Criminal Offenses	222	187	190	197	179	214	250	252	191	218	167	175	2442
Clearances	181	157	150	166	161	177	198	214	159	172	151	148	2034
Arrests	79	73	71	80	74	82	93	100	72	78	67	82	951
Parking Tickets	69	69	119	51	28	22	17	20	26	20	52	89	582
Traffic Tickets	155	148	127	126	115	97	135	136	158	131	149	106	1583

2020 Monthly Report July

	19-Jul	20-Jul	YTD 7/19	YTD 7/20	Change from previous year
Calls for Service	814	836	4560	4847	287
Criminal Offenses	250	250	1439	1420	-19
Cleared Cases	198	224	1190	1211	21
Arrests	93	88	552	499	-53
Parking Tickets	17	5	375	228	-147
Traffic Tickets	135	124	903	573	-330
Felony Charges	17	7	62	53	-9
Misdemeanor Charges	45	59	291	306	15
Violation Charges	19	23	133	112	-21
CPL Warrants/Bench	12	1	70	28	-42

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

Domestic Incident Reports	
January	40
February	40
March	59
April	58
May	63
June	57
July	64
August	
September	
October	
November	
December	

Mental Health Calls 2020

Month	No transport	Voluntary transport	9.41 transport	Attempted suicide	Total calls by month
Jan	3	2	11	0	16
Feb	9	6	7	0	22
Mar	4	1	20	0	25
Apr	1	1	20	0	22
May	3	4	8	0	15
Jun	1	1	7	0	9
Jul	5	1	8	0	14
Aug					0
Sep					0
Oct					0
Nov					0
Dec					0
Totals	26	16	81	0	123

2020 CSO Activity

Type of Complaint	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20	9/20	10/20	11/20	12/20
Garbage Complaints	11	5	6	8	13	10	15					
Vehicle Lockouts	2	4	5	4	1	5	7					
Junk Vehicles	1	3	0	0	1	2	5					
Lawn Mowing Complaints	0	0	0	0	0	1	0					
Dangerous Dog	0	0	0	0	0	0	0					
Abandoned Dog	0	0	0	0	0	3	0					
Unlicensed Dog	5	3	4	0	0	2	6					
Dogs at large	13	7	8	12	10	9	15					
Dog Bites	0	1	0	0	0	0	2					
Barking Dogs	2	2	0	1	2	3	1					
Animal Abuse	3	1	2	0	0	0	2					
Wild Animals	2	3	0	1	5	1	6					
Feline Calls	4	2	1	0	0	2	0					
Junk Yard	0	1	0	0	1	0	0					
Parking Complaint	0	2	0	3	0	0	0					
Parking tickets issued	15	16	9	0	1	2	3					
Misc.	0	0	0	1	3	2	7					
Arrests	5	6	3	0	3	2	6					

Monthly Report

City of Oneida
Department of Parks
and Recreation

Helen Acker
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

July 2020

A financial report is attached.

The Recreation Center remains closed to the public.

A part time employee is still changing the marquee at the Kallet, we are continuing to recognizing the OHS senior class by putting their names on the Marquee. Recognizing the senior class will end shortly and we will again be renting the marquee.

We are currently mowing 21 locations weekly, totaling about 70 acres.

Other task that were completed in June:

- Finished planting flowers, continuing to maintain the flower beds, watering and weeding
- Empty doggie pots twice weekly
- Dragged softball and baseball fields once or twice a week to keep grass and weeds from taking over the dirt infields
- Removed picnic tables from park pavilions, people may use the pavilions but they need to bring their own tables and chairs.
- Started staining fence at Harmon Field
- Helped set up stage for an event in the Kallet Parking lot.
- Removed 4 large cedar trees at the entryway sign on RT46 North
- Trimmed trees at parks

Respectively submitted,

Lucas Griff

Parks and Recreation Director

Revenue By Period - GL Account Detail

Start Date: 7/1/2020 12:00 AM

End Date: 7/31/2020 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

Regular Revenue

	DEBITS										CREDITS		
	**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
001-0017-2031 - Rec Center Revenue	516.00	516.00	0.00	0.00	516.00	516.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0019-2414 - Kallet - Public Rental	300.00	300.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	816.00	816.00	0.00	300.00	516.00	516.00	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Sales Tax

	DEBITS										CREDITS		
	**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Credit Card Convenience Fees

Convenience Fees Assessed \$15.96

Details

**CITY OF ONEIDA
FIRE DEPARTMENT**

DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE

Dennis Fields
Fire Chief



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

***Oneida Fire Dept
Monthly Reports***

July, 2020

TYPE OF CALLS REPORT
AND NUMBER OF CALLS

FIRE	2
RESCUE	180
NON FIRE	51
TOTAL	233



	YTD
July, 2020	
FIRE	\$5,883.28
RESCUE	5052.87
NON-FIRE	12088.62
EMERGENCY RESPONSE TOTALS	\$23,024.77

Overtime Expenditures

Acct	Start Bal	This period	YTD Bal
Regular 102	\$120,000.00	\$8,281.95	\$72,397.12
Train/EMS 107	\$6,500.00		\$6,230.89
Fire Mar 108	\$3,000.00		\$2,888.80
Train/Fire 109	\$5,000.00		\$4,201.60
Alarm Maint 110	\$0.00		\$0.00
Personal Leave 112	\$1,600.00		\$1,600.00
Short Shift 114	\$50,000.00	\$12,485.57	\$17,605.30

YTD Call Comparison

	2019	2020	DIFF
FIRE	23	15	-8
RESCUE	897	974	77
NON FIRE	248	305	57
Totals:	1168	1294	126

CITY OF ONEIDA

DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE

Dennis Fields, *Chief*



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

Fire Department Revenue- July, 2020

Alarm Permits:	\$0
Solid Fuel Burning Permits:	\$0
Tent Inspections:	\$180
Fire/Housing Inspections:	\$0 (scheduled inspections resume August 1, 2020)



Housing Totals

Inspections	3
Re-inspections	0
3+ Family	1
Complaints	4
Vacates	9 (102-104 N. Main Street: Infestation/overcrowding)
	1 (Apt 10, 116-118 Madison: Unsanitary)
No shows	0

CITY OF ONEIDA FIRE DEPARTMENT



DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE

Fire Marshal's Office
Brian B. Burkle Jr., Assistant Fire Marshal

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

FIRE MARSHAL MONTHLY REPORT JULY 2020

TITLE / NAME	TOTAL HOURS
TOTAL OFFICE HOURS	4
<hr/>	
OFFICE BREAKDOWN	TOTAL INSPECTIONS
BUSINESS INSPECTION	0
BUSINESS REINSPECTION	0
BUSINESS C OF C	0
PUBLIC ASSEMBLY INSPECTION	0
PUBLIC ASSEMBLY REINSPECTION	0
PUBLIC ASSEMBLY C OF C	0
OPERATING PERMITS	0
SOLID FUEL BURNING DEVICE	0
ORDER TO VACATE	0
VACANT PLACARDS	0
OCCUPANCY LOAD RATING	1
VACANT BUILDING INSPECTIONS	0
KNOX BOX WORK	0
COMPLAINTS	0
NO SHOW	0
MEETINGS / CODES SCHOOL	2 HOURS
PLAN REVIEW	0 HOURS
MISCELLEANOUS	0 HOURS

OFFICE BREAKDOWN CONT.	TOTAL HOURS	
FIRE INVESTIGATION	0	HOURS
FIRE PREVENTION	0	HOURS
SMOKE DETECTOR INSTALLATION	0.5	HOURS
SMOKE DETECTORS INSTALLED	4	
CO DETECTORS INSTALLED	1	

FIRE MARSHAL'S ACTIVITIES

- All fire inspections, fire prevention, and site inspections have been cancelled due to COVID-19 Pandemic.

Monthly Report

Comptroller

Lee Ann Wells

2020 SALES TAX

3.5% increase to
2019 Budget

MONTH	RECEIVED	Budget	Actual 2019	Difference	Budget 2020	Actual 2020	VARIANCE	VARIANCE
JANUARY	2/6/2020	\$ 307,213	\$ 304,921.16	(2,292.21)	\$ 317,966	\$ 331,541.87	\$ 13,576	\$ 13,576
	2/12/2020	\$ 71,268	\$ 71,210.92	(56.71)	\$ 73,762	\$ 73,346.78	\$ (415)	\$ 13,161
FEBRUARY	3/6/2020	\$ 267,087	\$ 271,768.26	4,681.17	\$ 276,435	\$ 281,623.12	\$ 5,188	\$ 18,349
	3/13/2020	\$ 51,865	\$ 56,690.65	4,825.72	\$ 53,680	\$ 52,160.60	\$ (1,520)	\$ 16,829
MARCH	4/6/2020	\$ 181,101	\$ 339,689.92	158,589.01	\$ 187,439	\$ 387,582.23	\$ 200,143	\$ 216,972
	4/12/2020	\$ 282,197	\$ 62,302.92	(219,894.01)	\$ 292,074	\$ 61,862.08	\$ (230,212)	\$ (13,240)
1ST QTR		\$ 1,160,731	\$ 1,106,584	\$ (54,147)	\$ 1,201,356	\$ 1,188,117	\$ (13,240)	\$ (13,240)
APRIL	5/7/2020	\$ 310,976	\$ 323,366	12,390.28	\$ 321,860	\$ 222,153	\$ (99,707)	\$ (112,946)
	5/13/2020	\$ 64,526	\$ 65,623	1,096.61	\$ 66,784	\$ 43,353	\$ (23,431)	\$ (136,377)
MAY	6/5/2020	\$ 311,728	\$ 354,126	42,398.05	\$ 322,638	\$ 211,529	\$ (111,109)	\$ (247,486)
	6/12/2020	\$ 57,347	\$ 63,318	5,971.10	\$ 59,354	\$ 39,744	\$ (19,610)	\$ (267,096)
June	6/30/2020	\$ 101,780	\$ 147,332	45,551.53	\$ 105,343	\$ 589,586	\$ 484,243	\$ 217,148
	7/1/2020	\$ 190,840	\$ 179,438	(11,402.75)	\$ 197,520	\$ 144,197	\$ (53,323)	\$ 163,825
	7/13/2020	\$ 184,061	\$ 94,766	(89,295.03)	\$ 190,503	\$ 110,036	\$ (80,467)	\$ 83,358
2ND QTR		\$ 1,221,258	\$ 1,227,967	\$ 6,709.80	\$ 1,264,002	\$ 1,360,599	\$ 96,597	\$ 83,358
JULY	8/6/2020	\$ 316,446	\$ 348,994	32,548.72	\$ 327,521	\$ 296,015	\$ (31,506)	\$ 51,851
		\$ 63,678	\$ 67,562	3,883.74	\$ 65,906	\$ (65,906)	\$ (14,055)	
AUGUST		\$ 310,408	\$ 326,717	16,308.88	\$ 321,272	\$ (321,272)	\$ (335,328)	
		\$ 63,737	\$ 67,361	3,624.17	\$ 65,968	\$ (65,968)	\$ (401,295)	
SEPTEMBER		\$ 265,478	\$ 395,125	129,646.73	\$ 274,770	\$ (274,770)	\$ (676,065)	
		\$ 185,602	\$ 73,218	(112,383.67)	\$ 192,098	\$ (192,098)	\$ (868,163)	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3RD QTR		\$ 1,205,348	\$ 1,278,977	\$ 73,629	\$ 1,247,535	\$ 296,015	\$ (951,521)	\$ (868,163)
OCTOBER		\$ 320,393	\$ 337,804	17,410.62	\$ 331,607	\$ (331,607)	\$ (1,199,770)	
		\$ 51,054	\$ 54,334	3,279.77	\$ 52,841	\$ (52,841)	\$ (1,252,612)	
NOVEMBER		\$ 306,554	\$ 307,304	750.82	\$ 317,283	\$ (317,283)	\$ (1,569,894)	
		\$ 60,611	\$ 63,864	3,253.12	\$ 62,732	\$ (62,732)	\$ (1,632,626)	
DECEMBER		\$ 73,508	\$ 192,102	118,594.20	\$ 76,081	\$ (76,081)	\$ (1,708,707)	
		\$ 190,386	\$ 184,483	(5,902.88)	\$ 197,049	\$ (197,049)	\$ (1,905,756)	
		\$ 272,760	\$ 82,630	(190,129.09)	\$ 282,306	\$ (282,306)	\$ (2,188,062)	
4TH QTR		\$ 1,275,265	\$ 1,222,522	\$ (52,743)	\$ 1,319,899	\$ -	\$ (1,319,899)	\$ (2,188,062)
TOTALS		\$ 4,862,602	\$ 4,836,050	\$ (26,552)	\$ 5,032,793	\$ 2,844,731	\$ (2,188,062)	\$ (2,188,062)
				-0.546%				3.5%

CITY OF ONEIDA
OFFICE OF THE COMPTROLLER

Lee Ann Wells
City Comptroller

Jessica Kaiser
Deputy City Comptroller



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Comptroller's Report – July 2020

Along with our normal responsibilities of purchasing, warrant processing, payroll, benefit maintenance, Human Resources, workers compensation, insurance, retiree and personnel meetings, month end reconciliations, and general account maintenance we are currently working on the following projects:

➤ 2021 Budget Process

- Now that we have closed out the 2019 financials, it is time to begin the 2021 Budget!
- The Mayor will provide you with her budget no later than October 30th to be received and placed on file at the following Council meeting. The Council will begin budget deliberations right after and must be complete no later than November 20th to provide sufficient time to finalize all schedules, reporting and approve for the December 1st Council meeting. The County needs the tax rate right immediately after the budget is adopted so they can create and print all of the tax bills.

➤ Financial Discussion

- *I know this is from last month, but I think it's worth leaving on*

I think it is important to be sure everyone is clear on a few topics that can be misleading if not understood.

1. The difference between cash flow and fund balance.

Fund balance is the money left after you take our expenses from our revenues. I am bound by Common Council resolution to maintain General fund balance at a minimum of 20% of the years budget. With this in mind, remember, revenue is recognized when billed, this is where your cash flow comes into consideration. For example, just because I show a strong fund balance on January 1st due to the revenue recognition from the tax bills that have been sent out, this does not mean all of those bills have been paid and we have the cash on hand.

CITY OF ONEIDA
OFFICE OF THE COMPTROLLER

Lee Ann Wells
City Comptroller

Jessica Kaiser
Deputy City Comptroller



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jkaiser@oneidacity.com

2. Budgeted Expenses

I have recently heard a lot of question about the city's 2020 budget as it relates to budgeted expenses. Questions such as : "*Why didn't the City budget for the pool in 2020?*" Or "*If it is approved in the budget why are we not spending the money on anything except emergency purchases*" First, I will say, the pool and recreation center is not open due to COVID, not financial reasons. That said, yes, there is a financial aspect to this. Although we did budget to open the pool and to have recreation programs, we are also NOT bringing in the anticipated revenues that were also tied to the 2020 budget. Not only are we down in revenue with the recreational activities and facilities, but consider building permits, marriage licenses, record checks and inspection fees, just to name a few. The way to offset these shortfalls in revenue is to not expend all the funds in the approved budget. We are closely monitoring all the accounts and performing the needed "balancing act" to be sure we remain on track with the lawfully required fund balance and still have the cash on hand for our required expenses.

➤ **COVID Effects on budget & Sales Tax Revenue**

- Sales Tax revenue for 2020 is currently falling within budget, this is assumingly due to internet sales tax disbursements. I am cautiously hopeful this trend will continue, but we cannot expect or rely on that
So please - **Buy local whenever possible!**
- The Mayor and I have been meeting with the Department Heads and reviewing their budgets. Department Heads have been instructed that spending needs to be carefully monitored to only purchase based on immediate needs and contractual obligations.
- We are continuing to watch the CARES Act for Federal Assistance with unemployment costs.
- I have applied for and have been in contact with a FEMA representative regarding assistance for COVID related expenses. Unfortunately, at this time, a decrease in revenue does not qualify for FEMA funding.
- We need to continue to be mindful to the State and aware of discussions regarding state aid as a cut to our budgeted aid could be detrimental.

CITY OF ONEIDA
OFFICE OF THE COMPTROLLER

Lee Ann Wells
City Comptroller

Jessica Kaiser
Deputy City Comptroller



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

➤ **Citywide Software Conversion**

- Financial Conversion is complete.
- Utility conversion is complete
- Accounts Receivable is complete
- The time clocks are installed and scheduled to go live sometime after City Hall reopens with full staff. They had some timeclock software issues, we have been testing the system since April 1st. The Comptrollers Office and the Recreation department are now online for timeclock testing.
- Anticipated go live with Tax module is October 2020
- The Chamberlain and Chamberlain Assistant have been through a week of training to learn how to setup the residents in the tax module.

➤ **Capital Projects**

- We are maintaining monthly reconciliations of all projects and having virtual and conference call meetings as needed.
- The EFC 0% financing application was submitted on June 20th for the Wastewater Treatment Plant Expansion. We have received approval and are working with bond counsel to move forward with anticipated closing in November 2020.
- We have received our Wastewater Treatment Plant Aeration project grant reimbursement of the \$380,000 EFC WIA grant funds and closed out the project returning \$25k back to the sewer fund balance in unexpended funds. We are still working on the remaining \$700,000 FEMA reimbursement from the mitigation project.

➤ **Library**

- We closed on the Bond Anticipation Note (BAN) Renewal at a low 1.467%. This BAN will be turned to a long term bond at the completion of the library construction project so that an accurate total final cost can be determined.
- I am working with the 5 other municipalities in our joint obligation to form a flow of funds within our group.
- Due to the request to the Library for grant/donation accounting from the joint obligors, we were able to decrease the needed funding by approx. \$10,000.

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➤ **Personnel**

- We are back at full staff in the Finance office
- Beverly Aldridge has been appointed as the Executive Secretary to the Civil Service Commission and will continue to work out of the Finance office.
- Along with the civil service functions, Beverly's responsibilities will still include Workers Compensation, Fixed Assets, Accounts Receivable training and support and Administrative Support for the Finance office.
- A review and implementation of policies and procedures has been an ongoing project
- The Recreation Department Account Clerk has been trained on the Incode software and is currently invoicing to mirror the Rec Desk reservations.

Stay Safe & Be Well.

July 2020

Monthly Report

Department of Planning and
Development

Department of Planning and Development
Monthly Report
July 2020

Planning Commission Zoning Board of Appeals

Item #1 – Area Variance for a 6.3’ side yard variance to construct an addition to an existing house located at 1027 Chapel Street, zoned R-2, by Michele Riggs. Approved.

Item #2 – Area Variance for a 9’ side yard and a 9’ rear yard variance to construct a storage shed located at 116 West Sands Street, zoned R-2, by Nicholas Dyer. Approved.

Item #3 – Area Variance for a 25’ front yard variance to replace a front porch on an existing house located at 228 Belmont Avenue, zoned R-2, by Michael D’Alfonso. Approved.

Item #4 – Area Variance for an 8.5’ side yard variance to construct a lean-to addition to a garage located at 5906 Peterboro Road, zoned A, by Timothy Guy. Approved.

Item #5 – Area Variance for a 5’ side yard variance to construct a garage located at 540 Broadway, zoned R-2, by Audra Baker. Approved.

Item #6 – Area Variance for a 4’ rear yard variance to construct a shed located at 260 Maple Drive, zoned R-2, by Matthew Teabo. Approved.

Item #7 –Site Plan Review for construction of a 6,800 sq ft retail building located at 2007-2033 Genesee Street, zoned Commercial, by AZ Oneida, LLC. Approved.

In-House Grants

The New York Main Street Program is moving forward after a years-long delay with SHPO and NPS.

The RESTORE New York program on behalf of Center Street Residential, LLC., the owner of 151-155 Madison Street is in review with SHPO and NPS for market-rate upper floor residential units.

Continuing to gather information and potential projects for the next round of DRI funding.

Accepting applications for the next round of housing rehabilitation grants.

LED Street Light Project

Working with the City Engineer on the downtown portion of the streetlighting project.

WWTP Upgrade Project

Working with the City Engineer as it relates to economic development of both existing businesses and the ability to market to new businesses.

Oneida City Center Projects

50 flower pots are on the downtown streets. Other projects currently on hold due to Covid-19.

NYSHSES/FEMA Hazard Mitigation Program

The \$21 million buyout program for the Flats neighborhood impacted by the 2013 flooding has been closed out. Currently working to get all files and documents in order for audit purposes.

Comprehensive Plan

Working on the update of the Comprehensive Plan.

Downtown Mural Project

Working with Mayor Acker to put together the mural project for downtown buildings.

Ongoing work

Daily tasks including regular administration of programs, preparation for Planning Commission Zoning Board of Appeals meetings (agendas, minutes, legal notices, review of applications, preparation of meeting packets, etc.), monthly reports, follow-up on various projects, voucher submissions, assistance to residents and business owners for various applications, Land Committee issues, flood zone questions, consultations on potential projects, questions from public and other agencies, dissemination of information as requested.

Monthly Report
City Chamberlain

Nancy Andrews
Chamberlain

TO: MAYOR AND MEMBERS OF THE COMMON COUNCIL:

THE FOLLOWING IS AN ACCOUNTING OF THE TRANSACTIONS HANDLED BY THE CITY CHAMBERLAIN DURING JULY 2020

CITY AND COUNTY TAXES COLLECTED	
CITY PORTION	208,146.93
COUNTY PORTION	172,800.24
INTEREST AND PENALTIES	36,165.01
MAIL	
DELINQUENT SCHOOL TAX COLLECTED	57,659.77
FEES ON SCHOOL TAXES	2,882.99
5% COLLECTOR'S FEE	2,882.99
WATER AND SEWER RENTS COLLECTED	392,003.26
TAX SALE CERTIFICATES	33,786.07
FEES ON TAX SALE CERTIFICATES	5,059.18
FILING FEES	300.00
CERTIFIED MAIL	42.00
ADVERTISING	60.00
TAX SEARCHES	1,595.00
FINES AND PENALTIES (PARKING TICKETS)	575.00
COURT REPORT	948.00
COURT-BAIL FORFEIT	
CITY CLERK EARNINGS	8,730.25
POLICE REPORT	1,403.64

STONELEIGH PILOT	32000
ONEIDA TOWERS 1 & 2 PILOT	52995.02
INSURANCE RECOVERY PERMA	4436.32
UTILITY TAXES	1,306.53
CS TEST FEES	80

ACCOUNTS RECEIVABLE, WATER SVC CHGS MISC AND 2020 HEALTH INSURANCE	30480.04
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RECEIPTS FROM NEW YORK STATE
DEPARTMENTS AND AGENCIES

RECEIPTS FROM MADISON COUNTY MAD CO TO CITY TRAFFIC DIVERSION	1,567.50
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REDEPOSITED ITEMS
SPECIAL ASSESSMENTS
CD REHAB PAYMENTS

REVOLVING LOAN PAYMENTS 2,070.40
FAÇADE PAYMENTS 143.71

TOTAL FUNDS DEPOSITED 1,050,119.85

CITY/COUNTY TAXES COLLECTED 380,947.17

PERCENT COLLECTED AS OF JULY 31 2020 96.03%

2019-20 SCHOOL TAXES COLLECTED \$ 57,659.77

PERCENT COLLECTED AS OF JULY 31 2020 54.15%

A handwritten signature in black ink, appearing to be 'J. P.' or similar, located in the lower-left quadrant of the page.

Monthly Report
Office of the
City Clerk

Susan Pulverenti
City Clerk

Account#	Account Description	Fee Description	Qty	Local Share
		Exempt Dogs	1	0.00
		Female, Spayed	47	517.00
		Female, Unspayed	6	150.00
		Male, Neutered	48	528.00
		Male, Unneutered	6	150.00
		Sub-Total:		\$1,345.00
00100171255	Clerk Fees	Copies	3	27.00
		DEED RECORDING FEE	10	300.00
		Engineering Permits	4	100.00
		Notary	14	28.00
	Landfill Coupons	Landfill Coupons	4	1.60
	Miscellaneous	Miscellaneous	2	10.00
	Vital Records	Births	60	600.00
		Deaths	146	1,460.00
		Government Use Copies - Free	1	0.00
		Marriage	5	50.00
		Sub-Total:		\$2,576.60
00100171258	Marriage License	Marriage License	16	280.00
		Sub-Total:		\$280.00
00100171261	ZBA	Area Variance	1	50.00
		Sub-Total:		\$50.00
00100182263	Fire Permits	Alarms	27	760.00
		Sub-Total:		\$760.00
00100202544	Dogs	Impoundment2	1	50.00
		Sub-Total:		\$50.00
00100202545	Annual License Fees	Solicitor - Daily	2	50.00
		Special Events License	1	25.00
		Taxi Driver License - 1 Year	2	50.00
		Sub-Total:		\$125.00
00100202555	Building	Building Permits	15	1,513.00
		Certificate of Occupancy	13	165.00
		Late Fee	2	200.00
		Signs	2	50.00
	Truss ID Permit	Truss ID Permit	1	50.00
		Sub-Total:		\$1,978.00

Account#	Account Description	Fee Description	Qty	Local Share
			Total Local Shares Remitted:	\$7,164.60
Amount paid to:	Madison County Treasurer			58.40
Amount paid to:	NYS Ag. & Markets for spay/neuter program			131.00
Amount paid to:	State Health Dept.			360.00
Total State, County & Local Revenues:		\$7,714.00	Total Non-Local Revenues:	\$549.40

To the Supervisor:

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

Supervisor

Date

City Clerk

Date