

***MONTHLY REPORT***

**CITY**

**CHAMBERLAIN**

TO: MAYOR AND MEMBERS OF THE COMMON COUNCIL:

THE FOLLOWING IS AN ACCOUNTING OF THE TRANSACTIONS HANDLED BY THE CITY  
CHAMBERLAIN DURING JANUARY 2014

CITY AND COUNTY TAXES COLLECTED	
CITY PORTION	2,283,693.60
COUNTY PORTION	2,412,986.77
INTEREST AND PENALTIES	0.00
NOTICE MAILING FEES	0.00
DELINQUENT SCHOOL TAX COLLECTED	37,501.89
FEES ON SCHOOL TAXES	1,729.63
5% COLLECTOR'S FEE	1,875.10
WATER AND SEWER RENTS COLLECTED	298,412.45
WATER SERVICE CHARGES	12,526.41
TAX SALE CERTIFICATES	47,759.35
FEES ON TAX SALE CERTIFICATES	10,519.88
FILING FEES	1,364.00
ADVERTISING	348.00
CERTIFIED MAIL FEE	89.98
TAX SEARCHES	825.00
FINES AND PENALTIES (PARKING TICKETS)	2,485.00
TOTAL SEPTAGE	4,062.50
COURT REPORT	4,883.00
COURT-BAIL FORFEIT	0
CITY CLERK EARNINGS	6,600.15
POLICE REPORT	181.50

RECREATION DEPARTMENT		
CROSS COUNTRY SKIIS	30.00	
ARMORY REVENUE	3,839.00	
FIELD/PARK POOL RENTAL	0.00	
ADULT VOLLEY BALL	0.00	
MUNY BASKETBALL	0.00	
		3,869.00
MISC REFUND CITIBANK	211.90	
UTILITY TAXES	3,113.38	
FIRE INSPECTION FEES	1,490.00	
INSURANCE RECOVERY WWTP	334,659.89	
POSTAGE REIMBURSEMENT	0.92	
HEALTH INSURANCE	8,754.76	
BANKRUPTCY	942.44	
SALE OF REAL PROPERTY	725.00	
ONEIDA SAVINGS BK ESCROW OVERPMT	2,494.39	
SHERRILL KENWOOD SEWER	12,628.49	
SALE OF SCRAP WATER DEPT	2,807.08	
SEWER MISC	23.75	367,640.10
RECEIPTS FROM NEW YORK STATE DEPARTMENTS AND AGENCIES		
NYS RETIREMENT REFUND		0.00
RECEIPTS FROM MADISON COUNTY		
MADISON COUNTY REFUND		1016.22
MADISON COUNTY LEGAL FEES	192.5	
SPECIAL ASSESSMENTS		0
TOTAL REVENUES COLLECTED AND DEPOSITED BY CITY CHAMBERLAIN		\$5,500,744.13

REDEPOSITED ITEMS	0.00
CD REHAB PAYMENTS	533.37
REVOLVING LOAN PAYMENTS	4,231.02
TOTAL FUNDS DEPOSITED	5,505,538.32
CITY/COUNTY TAXES COLLECTED	4,696,680.37
PERCENT COLLECTED AS OF JANUARY 31,2014	58.00%
2013-14 ONEIDA CITY SCHOOL TAX	\$37,501.89
PERCENT COLLECTED AS OF JANUARY 31,2014	21.35%

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

January 2014

**REVENUE**

In the month of January the Recreation Department generated a total of \$3,974.00 in revenue.

**USAGE/COMPARISON**

Our January 2014 Gym rental revenue is down 8% from January 2013. In January of 2013 we generated \$3,776.00 in gym rental revenue as compared to \$3,744.00 in 2014. Our January room rentals were \$200.00 as compared to \$145.00 in 2013.

2013 was a record year for the Recreation Dept. in terms of building rentals. Although the total amount of money generated from rentals (\$32,494.25) in 2013 was just slightly of the mark set in 2012 (\$32,516.00). We hosted more rentals in 2013 than any other year. The reason more money was generated in 2012 was because the Salvation Army was renting space at the Rec. Center, the Salvation Army was paying \$800.00 per month. The Recreation Dept. generated a total of \$71,792.00 in 2013. That number includes all program money, pool and rentals. I have will have charts that show comparisons in the 2013 yearly report.

**MAINTENANCE**

The recreation center maint. man split his time indoors and outdoors during the month of January. Keeping the Rec. Center clear of snow can be a big job on days when we are getting constant snow showers. We were also able to knock off a bunch of small jobs that needed attentions. Installing shelving, coat hooks, touching up paint, fixing chairs in the balcony and repairing holes to sheet rock walls were all checked off the list of minor jobs.

We installed 4 security cameras in the Rec. Center in January, two cameras in the gym, one in the teen room in the basement and one in the garage. By installing the cameras our staff will now be able to keep an on eye on the whole building from one location. There are times when we have rentals or activities taking place in 2 or 3 locations in the building and with only one staff member on duty it was difficult to monitor everything.

**Updates**

The recreation center staff continues to do a great job. We are hosting more rentals than ever and the staff has done a great job accommodating all the needs that come with each rental.

We continue to stay in touch with Madison Co. Soil and Water about the stream bank project at Maxwell Field. They applied for a grant for the project and we are awaiting determination.

We heard back from the State DOT regarding the TEP grant that we applied for in August and it was great news. The City of Oneida was awarded the grant for the rail trail project, a total of \$545,000. Before we can begin any work there is a lot of paper work that needs to be filled out. We will be having our first meeting with State DOT representatives in early February to start the process. As we continue to move along with the process I will keep you all up to speed.

We have felt the effects of the extreme cold weather in a few different ways this winter. One day in January two of the circulating pumps to the boiler stopped working, we were able to get them fixed that day. But, we were told by the technician that all four of the pumps should be replaced. This will be included in the bid for the boiler replacement that will be going out in the near future. The second place where we saw the effects of the cold weather was our electric bill for the Rec. Center. Our bill from January 2013 compared to our bill from January 2014 increased by over \$700.00. We called National Grid to see if this was an error and we were informed that because of the extreme cold and high demand prices have gone up. This could cause an issue if we continue to with the extreme cold weather because I did not budget for utility rate increases this size.

Respectfully submitted,

Lucas Griff  
Recreation Director

Oneida Recreation Department  
Programming Report  
January 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 and toddlers in our community. We are seeing more Grandparents at our Tot Fun-n-Run. This is a testament to Grandparents helping out their children by watching their grandchildren. We had a total a total of 284 people drop in for the month of January with an average of 13 per day.

**Afterschool Program: (Teen Center)**

The Afterschool Program (Teen Center) is in full swing. We have 6<sup>th</sup> thru 12<sup>th</sup> grades Monday thru Thursday from 3:00-6:00 pm and 3<sup>rd</sup> thru 5<sup>th</sup> grades on Fridays from 3:00-5:30 pm. The Afterschool Program will run through April 2014. For the month of January we had a total of 234 kids sign in with an average of 11 per day. We had 13 register for grades 6 thru 12 for a total of 68 and 11 registered for grades 3 thru 5 for a total of 33. We had 40 more kids sign in as compared to December 2013.

**Hoop Monsters/Skills & Drills:**

Skills & Drills and Hoop Monster's is winding down. In Skills & Drills they have learned the fundamentals of basketball. Hoop Monsters have played games on Tuesday evenings and Saturday mornings. Both Hoop Monsters and Skills & Drills will end their season on February 1<sup>st</sup> with practice and Round Robin.

**Batting Cage**

The Rec. Dept. has the batting cage up. We are open Monday – Friday from 8:30 am – 6:00 pm. A fee of \$15.00 is charged for weekdays after 6:00 pm and weekends. The batting cage is included in Baseball/Softball rentals. Those under 18 must be accompanied by someone 18 or older. Anyone using the Batting Cage must fill out a waiver, sign-in upon arrival and out when done with the Building Supervisor. We had total of 38 people using the Batting Cage in January.

**Adult Programming**

**MUNY Basketball:**

MUNY Basketball plays on Monday nights from 7:00 – 8:00pm. The MUNY league started on Monday, November 11<sup>th</sup> and will run thru the month of February with playoffs for the championship on February 24, 2014. We have 4 teams in the MUNY league.

**Co-ed Volleyball:**

Co-ed Volleyball is played on Thursday nights. The league started on November 7<sup>th</sup>. We have 13 teams registered. Co-ed Volleyball will run thru the month of February. Playoffs will be March 6<sup>th</sup> with the championship on March 13<sup>th</sup>.

**Adult Open Gym**

Adult Open gym is on Tuesday nights from 8:30 to 10:30. We had 111 adults for the month of January with an average of 28 per week.

Respectively Submitted,

Carm Endemann  
Recreation Specialist

City of Oneida Recreation Department  
January 2014 Revenue

Date	Program/Individual	Amount	Receipt	Deposited	Date	Program/Individual	Amount	Receipt	Deposited
12/30/2013	Rec Center - Gym/Tot	\$130.00	7673	1/3/2014	Balance Forward	\$2,353.00			
12/31/2013	Rec Center - Gym/Tot	\$50.00	7674		1/13/2014	Rec Center - Gym/Tot	\$50.00	7706	1/14/2014
	Rec Center - Gym/Tot	\$60.00	7675		1/15/2014	Rec Center - Gym/Tot	\$70.00	7707	1/20/2014
	Rec Center - Gym/Tot	\$70.00	7676			Rec Center - Gym/Tot	\$50.00	7708	
1/2/2014	Rec Center - Gym/Tot	\$80.00	7677		1/16/2014	Rec Center - Gym/Tot	\$50.00	7709	
	VOID		7678		1/17/2014	Rec Center - Gym/Tot	\$110.00	7710	
1/3/2014	Rec Center - Gym/Tot	\$100.00	7679	1/6/2014		Rec Center - Gym	\$6.50	7711	
	Rec Center - Gym/Tot	\$60.00	7680		1/18/2014	Rec Center - Gym/Tot	\$60.00	7712	1/21/2014
	X-Country Ski Rental	\$20.00	7681		1/19/2014	Rec Center - Gym/Tot	\$50.00	7713	
	Rec Center - Gym	\$225.00	7682			Rec Center - Gym	\$70.00	7714	
	Rec Center - Gym/Tot	\$60.00	7683	1/7/2014	1/20/2014	Rec Center - Teen	\$60.00	7715	1/22/2014
	Rec Center - Gym	\$50.00	7684			Rec Center - Gym/Tot	\$145.00	7716	
	Rec Center - Gym/Tot	\$120.00	7685			Rec Center - Teen	\$60.00	7717	
	VOID		7686			Rec Center - Gym/Tot	\$50.00	7718	
1/4/2014	Rec Center - Gym/Tot	\$57.50	7687			Rec Center - Gym	\$125.00	7719	
1/5/2014	Rec Center - Gym/Tot	\$85.00	7688		1/21/2014	Rec Center - Gym/Tot	\$40.00	7720	
	Rec Center - Gym	\$45.00	7689			Rec Center - Gym/Tot	\$70.00	7721	
	Rec Center - Gym	\$88.00	7690			Rec Center - Gym/Tot	\$60.00	7722	1/23/2014
1/7/2014	Rec Center - Teen	\$60.00	7691	1/9/2014	1/23/2014	Rec Center - Gym/Tot	\$50.00	7723	
	Rec Center - Gym/Tot	\$60.00	7692		1/24/2014	Rec Center - Gym/Tot	\$70.00	7724	
1/8/2014	Rec Center - Room	\$10.00	7693		1/26/2014	Rec Center - Gym/Tot	\$60.00	7725	
1/9/2014	X-Country Ski Rental	\$10.00	7694			Rec Center - Gym/Tot	\$60.00	7726	
	Rec Center - Gym	\$150.00	7695			Rec Center - Gym/Tot	\$60.00	7727	
1/10/2014	Rec Center - Gym/Tot	\$120.00	7696	1/10/2014		Rec Center - Room	\$10.00	7728	
	VOID		7697	1/14/2014		Rec Center - Gym	\$87.50	7729	
	Rec Center - Gym/Tot	\$70.00	7698		1/27/2014	Rec Center - Gym	\$27.00	7730	1/30/2014
1/11/2014	Rec Center - Gym/Tot	\$50.00	7699		1/29/2014	Rec Center - Gym/Tot	\$50.00	7731	
	Rec Center - Gym/Tot	\$60.00	7700			Rec Center - Gym	\$30.00		
1/12/2014	Rec Center - Gym/Tot	\$60.00	7701		TOTAL		\$3,974.00		
	Rec Center - Gym	\$50.00	7702						
1/13/2014	Rec Center - Gym/Tot	\$87.50	7703						
	Rec Center - Gym/Tot	\$100.00	7704						
	Rec Center - Gym	\$150.00	7705						
TOTAL		\$2,353.00							



City of Oneida Recreation Department  
January 2014 Revenue

X-Country Ski			\$30.00		
ARC	\$0.00				
Gym Rental	\$3,744.00				
Room Rental	\$200.00				
Equipment Rental	\$0.00				
001-0017-2031					
Rec Center Total			\$3,944.00		
TOTAL			\$3,974.00		
Gym/Room Rental Monthly Comparison					
		Jan-13	14-Jan % Increase/Decrease		
Gym	\$3,776.00	\$3,744.00	-8%		
Room	\$145.00	\$200.00	37%		
Gym/Room Rental Yearly Comparison					
		2/1/2013	2/1/2014 % Increase/Decrease		
Gym	\$3,776.00	\$3,744.00	-8%		
Room	\$145.00	\$200.00	37%		

City of Oneida  
Public Works/Codes/Buildings/  
Central Garage/Engineering

January 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, central garage and engineering activities for January. The main tasks performed by DPW this period are as follows;*

- *Snow removal and ice control*
- *Roadway pothole repairs*
- *Sewer maintenance and cleaning*
- *Equipment inventory*

*DPW spent 1,106 regular hours (\$23,031) and 674 overtime hours (\$21,326) performing snow removal and ice control this period. Approximately 196 tons ( $\pm$ \$9,500) of salt has been applied in January.*

*Attached for review are the following;*

- *Table 1 – January regular time labor and materials breakdown*
- *Table 2 – January overtime labor breakdown*
- *Chart 1 – January cost percentage breakdown*
- *Chart 2 – Sewer Fund Budget v Expense To-date*
- *Breakdown of public works, codes, buildings, central garage and engineering tasks this period*

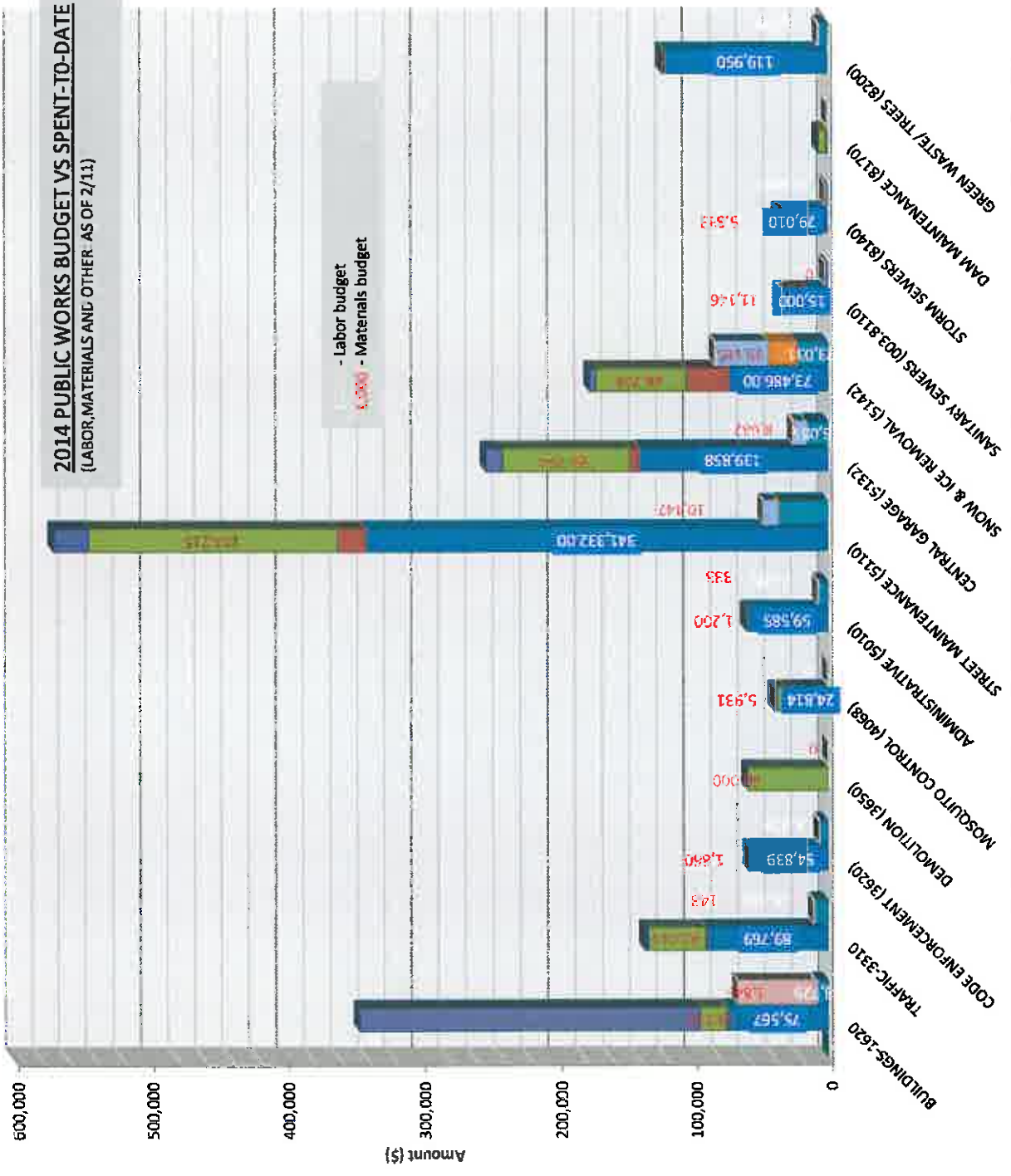
**TABLE 1 - REGULAR LABOR AND MATERIALS BREAKDOWN**

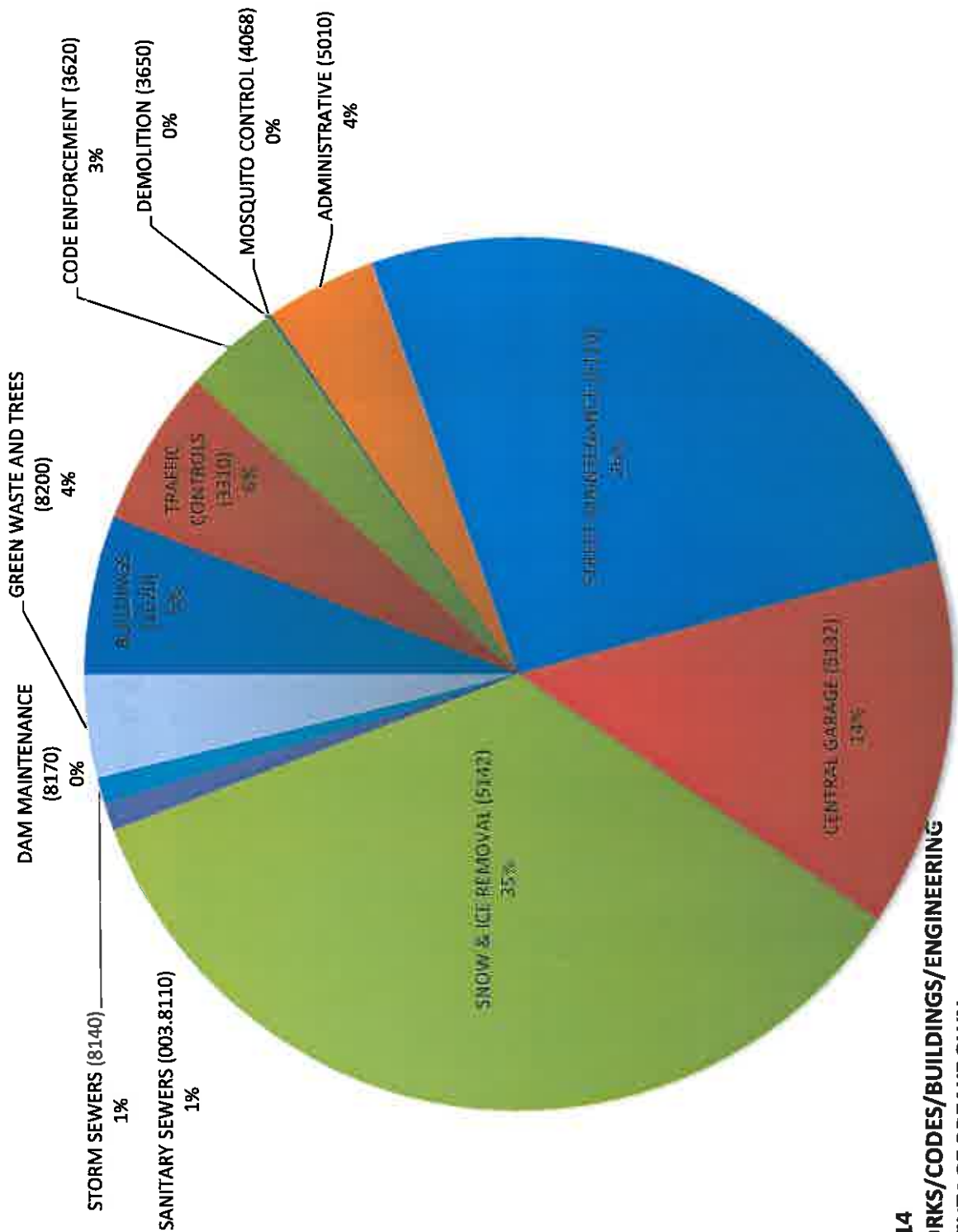
PUBLIC WORKS/CODES/BUILDING/ ENGINEERING TASKS THIS PERIOD	REGULAR TIME THIS PERIOD (12/29-2/8)	LABOR SPENT THIS PERIOD (12/29-2/8)	MATERIALS SPENT THIS PERIOD (1/1-2/11)	TOTAL LABOR AND MATERIALS THIS PERIOD	2014 BUDGET (REG LABOR, MATERIALS, CONTRACTS, ETC.)	TOTAL SPENT TO-DATE	REMAINING	% SPENT TO-DATE
BUILDINGS (1620)	1080	\$8,729	\$1,846	\$10,574	\$345,256	\$67,574	\$277,682	20%
TRAFFIC CONTROLS (3310)	960	\$10,358	\$148	\$10,506	\$133,839	\$9,174	\$124,665	7%
CODE ENFORCEMENT (3620)	240	\$6,379	\$0	\$6,379	\$57,399	\$6,731	\$50,668	12%
DEMOLITION (3650)	NA	NA	\$0	\$0	\$60,000	\$0	\$60,000	0%
MOSQUITO CONTROL (4068)	0	\$0	\$160	\$160	\$32,389	\$347	\$32,042	1%
ADMINISTRATIVE (5010)	900	\$7,185	\$333	\$7,518	\$60,785	\$7,518	\$53,267	12%
STREET MAINTENANCE (5110)	1729	\$36,844	\$10,447	\$47,291	\$550,228	\$47,637	\$502,591	9%
CENTRAL GARAGE (5132)	1440	\$16,085	\$8,682	\$24,767	\$245,567	\$26,018	\$219,549	11%
SNOW & ICE REMOVAL (5142)	1106	\$23,031	\$39,185	\$62,216	\$176,684	\$62,216	\$114,468	35%
SANITARY SEWERS (003.8110)	122	\$1,875	\$0	\$1,875	\$26,146	\$1,875	\$24,272	7%
STORM SEWERS (8140)	81	\$1,688	\$0	\$1,688	\$34,843	\$1,688	\$33,155	5%
DAM MAINTENANCE (8170)	0	\$0	\$0	\$0	\$1,313	\$0	\$1,313	0%
GREEN WASTE AND TREES (8200)	322	\$6,709	\$209	\$6,918	\$121,026	\$6,918	\$114,108	6%
		\$118,832	\$61,060	\$179,892	\$1,845,476	\$237,697	\$1,607,779	

**TABLE 2 - OVERTIME LABOR BREAKDOWN**

PUBLIC WORKS TASKS THIS PERIOD	OVERTIME TIME (HOURS)	LABOR SPENT (THIS PERIOD)	2013 BUDGET	SPENT TO-DATE	REMAINING	% SPENT TO-DATE
BUILDINGS (1620)			\$463	\$0	\$463	0%
TRAFFIC CONTROLS (3310)			\$1,684	\$0	\$1,684	0%
CODE ENFORCEMENT (3620)			\$1,252	\$0	\$1,252	0%
MOSQUITO CONTROL (4068)			\$7,000	\$0	\$7,000	0%
STREET MAINTENANCE (5110)	14	\$299	\$20,711	\$299	\$20,412	1%
CENTRAL GARAGE (5132)			\$6,729	\$0	\$6,729	0%
SNOW & ICE REMOVAL (5142)	674	\$21,326	\$31,652	\$21,326	\$10,326	67%
SANITARY SEWERS (003.8110)	6	\$206	\$10,000	\$206	\$9,794	2%
STORM SEWERS (8140)			\$1,972	\$0	\$1,972	0%
TREES (8200)	694	\$21,831	\$1,479	\$0	\$1,479	0%
		\$21,831	\$81,463	\$21,831	\$59,632	

**2014 PUBLIC WORKS BUDGET VS SPENT-TO-DATE**  
 (LABOR, MATERIALS AND OTHER AS OF 2/11)





January 2014  
 PUBLIC WORKS/CODES/BUILDINGS/ENGINEERING  
 COST PERCENTAGE BREAKDOWN  
 MATERIALS/LABOR/OTHER

## DPW/Buildings/Codes Task Descriptions

### 1. Buildings

#### Regular Hours:

- General cleaning and maintenance of City Hall and Justice Center
- Snow removal
- HVAC and electrical repairs

### 2. Traffic Controls

- Dig safely requests
- Messenger street signage review and post placement
- Justice Center parking signage
- Fire Department personnel tags
- Shop maintenance and organization
- Damaged sign replacement
- Holiday decoration removal

### 3. Code Enforcement

New construction, renovations, signage review and zoning;

- 11 building and renovation permit issuances (Revenue: \$38,870)
- Issuance (3) building permit extensions
- Issuance (4) stop work orders
- Sign review board meeting
- Issuance (4) sign violations
- Issuance of (25) certificate of zoning approval and compliance notifications
- Issuance of (13) removal orders for masonry mailboxes, boats/utility trailers/RV/tents (front yard) and dumpster (ROW),

### 4. Administration

- Public works management and accounting
- Respond to resident requests and comments
- WWTP FEMA reimbursement preparation and coordination
- DEC SPDES coordination
- Verona and HP Hood sewer billing
- Rail-trail support
- WWTP chemical bid preparation
- Pesticide annual application submission to DEC
- Fuel and maintenance chargeback preparation
- National Grid environmental monitoring agreement extension
- Fish Creek pre-bid meeting
- EPA annual biosolids report preparation
- West Elm Street development project review
- WWTP DMR submission

**5. Street Maintenance**

Regular Hours:

- Performed underground facilities mark-outs per Dig Safe NY.
- Respond to resident requests
- Temporary cold patch placement
- Inventory equipment
- Clean and maintain vehicles

**6. Central Garage**

- vehicle/equipment maintenance and repair for all departments

**7. Sanitary Sewers**

Regular Hours:

- Preventative maintenance sanitary cleaning at known problem areas to eliminate potential blockages – performed every Friday.
- Inspection and cleaning of sewer piping and structures in flats area. Review condition and layout for overall mapping and maintenance program.

Overtime:

1/11 sewer call – 244 W Walnut and 106-108 Williams

**8. Storm Sewers**

- Structure repairs and catch basin cleaning

**9. Snow and Ice Control**

- Plowing and sanding operations
- Sidewalk plowing
- City parking lot plowing
- Snow hauling (parking lots, medians and intersections)

Overtime

Plowing and sanding call-ins:

Week of 12/29-1/4: 1/2, 1/3, 1/4 (sidewalks) 1/5

Week of 1/5-1/11: 1/8, 1/10

Week of 1/12-1/18: 1/15, 1/18, 1/19

Week of 1/19-1/25: 1/19, 1/24, 1/25

Week of 1/26-2/1: 1/26, 1/28, 1/29

**10. Green Waste and Trees**

- Christmas tree pick-up
- Downed limb removal and chipping



---

**January  
2014**

---

**Monthly Report**

---

**Department of Planning and  
Development**

---

### **Economic Development**

We have assisted Laberge Group in writing a CDBG Economic Development Program grant application on behalf of 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. An award letter was received in late August, and the contract documents and initial paperwork have been signed and submitted. We are waiting for the State's review to be completed and a Release of Funds issued.

My office is currently working with two of our local businesses on building expansions that will also involve the creation of additional jobs. One of them, HP Hood LLC, received Site Plan Approval in November for an expansion that will create approximately 25 new jobs. We continue to meet with them to improve vehicle access to the site.

### **USEPA Smart Growth Project**

In April 2013, the committee submitted to EPA and their consultants, our comments on the draft audit tool. At this point, we anticipate the final product to be released by EPA in early 2014. Give the cuts from sequestration and the government shutdown, both of which affected staff at EPA, this project has been seriously delayed. 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. 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 early 2014 during the second round of interviews.

### **Oneida Commons Proposal**

This project is currently on hold, pending further movement from the Field of Dreams people. We will continue to follow-up with Elise on a regular basis to help her move forward.

### **Stoneleigh Workforce Housing Project**

Monitoring Phase II Environmental Audit – No final decision yet from DEC as to the environmental audit results, although they have determined that if funding is awarded for the project, they will want some additional soil testing done, and treatment of any excavated soil if contaminated. DEC feels that some of the fill material may have been contaminated. Stoneleigh Housing is pursuing the additional testing while they wait for the funding awards announcements in an effort to be ready to move forward immediately if awarded.

Funding application – Stoneleigh Housing has submitted a funding application in December 2013. We worked with them to strengthen the application, and look forward to award announcements in the spring.

### **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 developing more detailed mapping of the area, and have contacted SUNY College of Environmental Science and Forestry's School of Landscape Architecture for sample planting plans to be used as the City receives individual lots.

### **Legislative Funding Projects**

I 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.

I am 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 forwarded to the Dormitory Authority for review and approval.

### **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 DEPT.**

	January			Year to date			Change from last year
	2012	2013	2014	2012	2013	2014	
Calls For Service	620	649	555	620	649	555	minus 94
Criminal Offenses	144	142	142	144	142	142	same
Cleared Cases	106	111	95	106	111	95	minus 16
Arrests	55	96	78	55	96	78	minus 18
Parking Tickets	47	65	89	47	65	89	PLUS 24
Traffic Tickets	184	158	152	184	158	152	minus 6
DWI's	4	2	1	4	2	1	minus 1
Felony Charges	5	13	15	5	13	15	PLUS 2
Misdemeanor Charges	42	83	58	42	83	58	minus 25
Violation Charges	8	17	13	8	17	13	minus 4

	2014 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Calls for Service	555											
Criminal Offenses	142											
Clearances	95											
Arrests	78											
Parking Tickets	89											
Traffic Tickets	152											

	2013 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Calls for Service	649	465	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			
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
<b>Total</b>	<b>\$3,941.26</b>	<b>107.86</b>	<b>234.00</b>

Reimbursements  
\$0.00

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

**\$3,941.26** Year costs after reimbursements

REASON	PAY	COMP
Admin./ Misc.		4.50
Complets Investigation	\$885.44	8.25
Court	\$559.75	18.00
Cover Back Time	\$1,029.13	18.00
Cover Sick Time	\$1,325.42	18.37
Cover School		
Cover Vacation	\$229.60	7.10
On Call Investigations		4.50
School		
Special Events		15.99
Special Investigations	\$287.31	10.87
<b>Total</b>		

2014  
Year to date  
Contractual \$2,584.15  
other \$1,732.50  
Reimbursed 0.00  
Total non  
Contractual  
not reimbursed \$1,732.50

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
<b>Total</b>	<b>\$121,284.47</b>	<b>2,637.68</b>	<b>3,995.50</b>

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)  
\$2,289.64  
\$3,694.47  
\$3,706.75  
\$4,030.39  
\$23,654.70  
\$30,390.64  
\$9,012.79  
\$7,595.12  
\$5,507.96  
\$12,652.07  
\$7,322.23  
**\$105,278.54** \* comp reimbursement not included  
Year costs after reimbursements

**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			
Mar			
Apr.			
May			
Jun.			
Jul.			
Aug.			
Sep.			
Oct			
Nov			
Dec.			
Total to date.			

Year to date Overtime  
Reimbursements

Costs after reimbursement:

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

Jan. \$95.50  
Feb.  
Mar.  
Apr.  
May  
Jun.  
Jul.  
Aug  
Sept.  
Oct.  
Nov.  
Dec.

Year  
to date:

The following is a list of funds taken in during the month of January, 2014. Please deposit all into the Police Department revenue account.

Accident Report Copy Fees

Cash and Checks	\$10.75
Kemper Ins. Co.	0.00
Allstate	0.00
State Farm Ins. Co.	0.00
Utica National Ins. Co.	0.00
Metropolitan Reporting Bureau	18.00
New York Central Mutual Ins. Co.	1.50
Progressive Ins. Co.	4.00
The Joyce Law Firm	0.00
Travelers Ins. Co.	0.00
LexisNexis	8.00
All Other Insurance Companies	3.25
Fingerprint Processing Fees (Cash & Check)	0.00
Records Check – all others	0.00
Records Checks – NYS Police Department Deposited directly into City Revenue Account	0.00
Restitution from probation	0.00
Money from St. John’s Episcopal Church for educational items to be used for children in the schools	50.00
Total Money	\$ 95.50



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

REPORT FOR THE MONTH OF JANUARY 2014

COUNTER SERVICE:

Total Income from Counter Service: \$ 6,521.33  
 City's Share of Total Income: \$ 6,062.68

ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
<b>DOGS</b>		
LATE FEE	\$ -	\$ -
TAG		
1 IMPOUNDMENT	\$ 50.00	\$ 50.00
S/N NYS SURCHARGE \$ 1.00	\$ 73.00	\$ -
73 LICENSES S/N	\$ 803.00	\$ 803.00
9 LICENSES UN S/N	\$ 225.00	\$ 225.00
LICENSES NO FEE	\$ -	\$ -
US/UN NYS SURCHARGE \$ 3.00	\$ 27.00	\$ -
	\$ -	\$ -
DOG ADJUSTMENT	<u>\$ 1,178.00</u>	<u>\$ 1,078.00</u>
<b>BINGO</b>		
GAMES		
3 RECEIPTS	<u>\$ 5.58</u>	<u>\$ 5.58</u>
	\$ 5.58	\$ 5.58
<b>GAMES OF CHANCE/BELL JAR</b>		
RECEIPTS		
1 GAMES	<u>\$ 25.00</u>	<u>\$ 10.00</u>
	\$ 25.00	\$ 10.00
<b>MARRIAGES</b>		
3 LICENSES	<u>\$ 120.00</u>	<u>\$ 52.50</u>
	\$ 120.00	\$ 52.50
<b>OTHER ITEMS</b>		
MISC ITEMS(Notary fee,photo copies,etc.)	\$ 101.25	\$ 101.25
174 MISC CERTIFICATES	\$ 1,740.00	\$ 1,740.00
8 CERT OF OCCUPANCY	\$ 60.00	\$ 60.00
17 BUILDING PERMITS	\$ 548.00	\$ 548.00
BUILDING PERMIT FEES (LATE)		\$ -
3 SECOND HAND DEALERS PERMIT	\$ 150.00	\$ 150.00
TRUSS ID		\$ -
Z.B.A. APPLICATIONS		\$ -
TRAILER PARK PERMITS		\$ -
1 AMUSEMENT DEVICE LICENSES	\$ 300.00	\$ 300.00
EXCAVATION PERMITS		\$ -
2 TAXI BUSINESS	\$ 100.00	\$ 100.00

ITEMS	TOTAL	
	FUNDS COLLECTED	CITY'S SHARE
LATE FEES (CLERK)		
10 DEED REC. FEE	\$ 300.00	\$ 300.00
DEED COPIES		
FILING FEE (SUB DIV MAPS)		
8 TAXI DRIVER	\$ 200.00	\$ 200.00
8 TAXI VEHICLES	\$ 160.00	\$ 160.00
5 SIGN PERMIT	\$ 295.00	\$ 295.00
SITE PLAN		\$ -
CONDITIONAL USE PERMIT		\$ -
MINOR PLAT	\$ -	\$ -
MAJOR PLAT		\$ -
SEWER PERMIT		\$ -
TENT PERMIT		\$ -
1 WOOD STOVE PERMIT	\$ 60.00	\$ 60.00
2 SOLICITOR LICENSE	\$ 650.00	\$ 650.00
3 ADDITIONAL SALESPERSON	\$ 45.00	\$ 45.00
SPECIAL EVENTS		\$ -
ANIMAL CONTROL		\$ -
ALARM		\$ -
1 GARBAGE	\$ 100.00	\$ 100.00
JUNK		\$ -
SUBDIVISION APPL. (Waiver of Non-appli)	\$ -	\$ -
ZONE CHANGE APPLICATION		\$ -
USE VARIANCE		\$ -
2 AREA VARIANCE	\$ 100.00	\$ 100.00
	<u>\$ 4,909.25</u>	<u>\$ 4,909.25</u>

MADISON COUNTY LANDFILL

21 CARDS	\$ 283.50	\$ 7.35
	<u>\$ 283.50</u>	<u>\$ 7.35</u>

GRAND TOTALS \$ 6,521.33 \$ 6,062.68

DISBURSEMENTS

CITY CHAMBERLAIN	\$ 6,062.68
MADISON CO. TREAS.-LANDFILL	\$ 276.15
NYS DEPT. OF HEALTH	\$ 67.50
STATE COMPTROLLER - BELL JAR	
STATE COMPTROLLER-BINGO	
NYS DOG SURCHARGE	\$ 100.00
NYS COMPTROLLER G	\$ 15.00
TOTALS	<u>\$ 6,521.33</u>

17 DEATHS RECORDED  
30 BIRTHS RECORDED  
14 HANDICAPPED PARKING PERMITS

RESPECTFULLY SUBMITTED,

\_\_\_\_\_  
SUE PULVERENTI - CITY CLERK

# 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

# Oneida Fire Department Monthly Report

## January 2014

TYPE OF CALLS REPORT

Oneida Fire Department  
Monthly Call Totals

CALLS NUMBER OF CALLS

FOR THE MONTH OF

January-14

Fire	4
Rescue	144
Non-Fire	44
Total	192

OVERTIME PERIOD FROM 12/15/2013 THRU 01/11/2014

	January	YTD
Fire		
Rescue	\$331.05	\$331.05
Non-Fire	\$1,074.75	\$1,074.75
Total	\$1,405.80	\$1,405.80

	January	YTD
Short Shifts	\$5,790.29	\$5,790.29
Illness/Injury	\$2,602.12	\$2,602.12
Military/P. L.		
Bereavement	\$1,187.31	\$1,187.31
Training	\$285.92	\$285.92
Equip. Repairs	\$79.98	\$79.98
Alarm Repair		
Fire Marshal	\$349.64	\$349.64
Total:	\$10,295.26	\$10,295.26

COMPARISON OF CALLS TOTAL OVERTIME FOR 2013 YTD \$11,701.06

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

	2013	2014	
Calls:	169	192	23
Fire:	4	4	
Rescue:	120	144	24
Non-Fire:	45	44	-1
Multiple Alarms:	26	5	-21

# CITY OF ONEIDA

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

## FIRE MARSHAL MONTHLY REPORT JANUARY 2014

TITLE / NAME	TOTAL HOURS
FIRE MARSHAL COWAN	18.5
ASST. FIRE MARSHAL FIELDS	4
INSPECTOR BALL	11
INSPECTOR WALKER	6.5
INSPECTOR CAVANAGH	0
INSPECTOR KAZLAUSKAS	6
INSPECTOR KROL	3
FIREFIGHTERS	16.5
<b>TOTAL OFFICE HOURS</b>	<b>65.5</b>

---

OFFICE BREAKDOWN	TOTAL INSPECTIONS
BUSINESS INSPECTION	11
BUSINESS REINSPECTION	4
BUSINESS C OF C	0
PUBLIC ASSEMBLY INSPECTION	5
PUBLIC ASSEMBLY REINSPECTION	3
PUBLIC ASSEMBLY C OF C	2
OPERATING PERMITS	0
SOLID FUEL BURNING DEVICE	1
ORDER TO VACATE	1
VACANT PLACARDS	0
COMPLAINTS	0
NO SHOW	0

<b>OFFICE BREAKDOWN CONT.</b>	<b>TOTAL HOURS</b>
MEETINGS / CODES SCHOOL	6 HOURS
PLAN REVIEW	2 HOURS
MISCELLEANOUS	8.5 HOURS
FIRE INVESTIGATION	0 HOURS
FIRE PREVENTION	1 HOURS

---

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

- **Had a meeting with City Engineer, Code Enforcement Officer, Fire Chief and Asst. Fire Marshal concerning delineation of duties between the Codes Office and the Fire Marshal's Office. The Fire Marshal's Office will be responsible for certain systems within buildings ensuring that the proper paperwork is filled out and completed before building permits and C of O's are issued. I will come up with standard forms to be attached to building permits.**
- **Met with the City Attorney regarding the proper paperwork to be filled out when taking someone to court. This will ensure that the proper documentation is done prior going to court.**
- **Attached is the NYS 1203 Reporting Form that is sent to the State annually. This form is only some of what happens in the Fire Marshal's Office throughout the year.**
- **Started a new column in the Dispatch newspaper titled "From the Desk of the Fire Marshal". The column will be monthly and will give readers an idea of what happens within the fire department and general fire safety tips. It is more work load for me, but I believe in being transparent and giving out safety information for everyone.**

# CITY OF ONEIDA

DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF FIRE

Kevin Salerno, *Chief*



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

## Fire Department Revenue- January, 2014

Alarm Permits:	\$0
Solid Fuel Burning Permits:	\$0
Tent Inspections:	\$0
Fire/Housing Inspections :	\$3475.00 billed as of 01/31/2014
Collected:	\$670.00 as of 1/31/2014

