

***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 JUNE 2013

CITY AND COUNTY TAXES COLLECTED	
CITY PORTION	10,385.34
COUNTY PORTION	10,391.45
INTEREST AND PENALTIES	1,810.66
NOTICE MAILING FEES	24.00
DELINQUENT SCHOOL TAX COLLECTED	8,098.21
FEES ON SCHOOL TAXES	404.91
5% COLLECTOR'S FEE	404.91
WATER AND SEWER RENTS COLLECTED	619,018.15
WATER SERVICE CHARGES	5,184.29
TAX SALE CERTIFICATES	22,404.51
FEES ON TAX SALE CERTIFICATES	4,248.99
FILING FEES	226.00
ADVERTISING	68.00
CERTIFIED MAIL FEE	33.35
TAX SEARCHES	1,045.00
FINES AND PENALTIES (PARKING TICKETS)	1,150.00
TOTAL SEPTAGE	2,292.50
COURT REPORT	5,397.70
COURT-BAIL FORFEIT	0
CITY CLERK EARNINGS	10,594.04
POLICE REPORT	60.25

RECREATION DEPARTMENT	
ARMORY REVENUE	1,384.50
CHAPMAN POOL	405.00
SWIM/REC.INST/SUITS	4,644.00
FIELD/PARK POOL RENTAL	80.00

6,513.50

UTILITY TAXES	31,914.81
FIRE INSPECTION FEES	1,630.00
POSTAGE REIMBURSEMENT	3.75
BANKRUPTCY	0.00
HEALTH INSURANCE	6,182.53
SHERRILL KENWOOD SEWER	11,712.35
WATER MISCELLANEOUS	100.00

51,543.44

RECEIPTS FROM NEW YORK STATE  
DEPARTMENTS AND AGENCIES

RECEIPTS FROM MADISON COUNTY

MADISON COUNTY MORTGAGE TAX	73734.83
MADISON CO STOP DWI	0
SPECIAL ASSESSMENTS	0

TOTAL REVENUES COLLECTED AND DEPOSITED BY CITY CHAMBERLAIN	\$835,034.03
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REDEPOSITED ITEMS	0.00
CD REHAB PAYMENTS	191.47
REVOLVING LOAN PAYMENTS	3,139.84
TOTAL FUNDS DEPOSITED	838,365.34
CITY/COUNTY TAXES COLLECTED	20,800.79
PERCENT COLLECTED AS OF JUNE 30, 2013	94.10%
2012-2013 ONEIDA CITY SCHOOL TAX	\$ 8,098.21
PERCENT COLLECTED AS OF JUNE 30, 2013	44.91%

  
CITY CHAMBERLAIN

***MONTHLY REPORT***  
**POLICE DEPT.**

	2012 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Calls for Service	620	567	663	667	750	801	908	689	652	577	550	594
Criminal Offenses	144	147	177	167	169	193	200	168	184	124	138	129
Clearances	106	120	146	116	120	132	136	108	132	81	88	95
Arrests	55	84	96	83	88	101	107	92	82	69	65	62
Parking Tickets	47	135	112	81	26	61	70	76	62	70	74	71
Traffic Tickets	184	162	177	167	162	142	158	128	124	91	93	93

	2013 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Calls for Service	649	465	538	584	761	758						
Criminal Offenses	142	122	128	148	179	196						
Clearances	111	100	100	117	128	143						
Arrests	96	63	74	67	97	84						
Parking Tickets	65	72	97	76	49	58						
Traffic Tickets	158	133	150	139	166	99						

	June			Year to date			Change from last year
	2011	2012	2013	2011	2012	2013	
Calls For Service	690	801	758	3493	4068	3755	minus 313
Criminal Offenses	220	193	196	953	997	915	minus 82
Cleared Cases	169	132	143	722	740	689	minus 51
Arrests	111	101	84	474	507	481	minus 26
Parking Tickets	66	61	58	448	462	417	minus 45
Traffic Tickets	162	140	99	1098	992	845	minus 147
DWI's	9	1	2	30	18	19	PLUS 1
Felony Charges	23	8	15	75	55	91	PLUS 36
Misdemeanor Charges	110	82	67	483	432	427	minus 5
Violation Charges	29	41	31	113	124	108	minus 16

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	\$18,910.79	390.75	226
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Total	\$38,992.67	1,095.71	1,272.75

Reimbursements	\$7,761.78
	\$0.00
	\$325.27
	\$562.68
	\$2,340.08
	\$778.38
Total	\$11,768.19

Costs after reimbursements	(\$4,639.18)	* comp reimbursement not included
	\$2,289.64	
	\$3,694.47	
	\$3,706.75	
	\$4,030.39	
	\$18,132.41	

**\$27,214.48** Year costs after reimbursements

REASON	PAY	COMP
Admin./ Misc.		6.50
Complete Investigation	\$1,178.41	36.37
Court	\$587.94	60.37
Cover Back Time	\$3,570.47	48.37
Cover Sick Time	\$727.48	6.75
Cover School		
Cover Vacation	\$583.41	18.00
On Call Investigations	\$318.94	6.00
School		5.25
Special Events	\$10,395.67	195.75
Special Investigations	\$1,548.42	4.50
Total	\$18,910.79	390.75

2013 Overtime	
Year to date	
Contractual	\$18,662.07
other	\$28,003.99
Reimbursed	11,768.19
Total non	
Contractual	
not reimbursed	\$16,265.80

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 2012

Month	Pay	Comp	Used
Jan	\$5,132.46	129.37	154.50
Feb	\$4,058.00	118.12	114
Mar	\$5,541.20	135.75	171.75
Apr	\$6,281.57	171	305.25
May	\$9,407.87	184.5	326.25
Jun	\$16,542.60	111.75	354.75
Jul	\$9,736.50	111	265.5
Aug	\$10,082.43	117	471.25
Sep	\$11,498.77	137.62	285
Oct	\$11,213.16	187.62	349
Nov	\$3,088.87	98.75	509
Dec	\$6,186.44	155.92	543
Total	\$87,839.82	1,596.98	2,549.25

Reimbursements	\$0.00
	\$0.00
	\$0.00
	\$886.82
	\$15,224.68
	\$860.72
	\$1,093.27
	\$972.43
	\$3,764.70
	\$178.40
	\$0.00
	\$0.00
Total	\$22,981.02

Costs after reimbursements	\$5,132.46	* comp reimbursement not included
	\$4,058.00	
	\$5,541.20	
	\$5,394.75	
	(\$5,816.81)	
	\$15,681.88	
	\$8,643.23	
	\$9,110.00	
	\$7,734.07	
	\$11,034.76	
	\$3,088.77	
	\$6,186.44	
Total	\$75,788.75	Year costs after reimbursements

**2013 Reimbursements- Overtime reimbursements, grant reimbursements and other.**

	<b>STEP Grant</b>	<b>Other</b>	<b>Total</b>
	<b>Amount</b>	<b>Amount</b>	
Jan.		\$7,761.78 wc	\$7761.78
Feb.			0
Mar.		\$325.27dwi	\$325.27
Apr.	\$562.68		\$562.68
May	1740.08	\$600.00 BUNY	\$2340.08
Jun.	\$ 778.38		\$ 778.38
Jul.			
Aug.			
Sep.			
Oct			
Nov			
Dec.			
<b>Total</b>	<b>3081.14</b>	<b>\$8687.05</b>	<b>\$11,768.19</b>
to date.			

wc= final workmen comp check from Sgt. Loomis out on injury in 2012.

dwi= STOP DWI Funds

Year to date Overtime	\$ 38,982.63
Reimbursements	\$ 11,768.19

Costs after reimbursement: \$ 27,214.44

**2013 Revenue- Report copy fees, fingerprint fees, record checks, etc.**

Jan.	\$1359.75
Feb.	\$ 173.00
Mar.	\$ 34.75
Apr.	\$ 1,188.75
May	\$ 2,190.25
Jun.	\$ 1271.25
Jul.	
Aug.	
Sept.	
Oct.	
Nov.	
Dec.	

Year to date: \$6226.75



Account Table: POLICE

# CITY OF ONEIDA

## Expense Control Report

Prepared By: LLOWINS

All: Sort Table:

Fiscal Year: 2013 Period From: 1 To: 12

Account No.	Description	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Type E</b>									
001.3120.0101	SALARIES..	63,513.71	1,653,414.00	1,653,414.00	819,226.61	834,187.39	0.00	834,187.39	49.55
001.3120.0102	OVERTIME..	11,446.40	95,000.00	95,000.00	44,505.05	50,494.95	0.00	50,494.95	46.85
001.3120.0104	HOLIDAY	0.00	4,500.00	4,500.00	0.00	4,500.00	0.00	4,500.00	0.00
001.3120.0105	VACATION BUYBACK	0.00	3,360.00	3,360.00	0.00	3,360.00	0.00	3,360.00	0.00
001.3120.0108	STEP OVERTIME..	0.00	7,500.00	7,500.00	0.00	7,500.00	0.00	7,500.00	0.00
001.3120.0112	BUNY..	0.00	1,900.00	1,900.00	0.00	1,900.00	0.00	1,900.00	0.00
001.3120.0300	MAT SUPPLIES..	478.11	16,000.00	16,000.00	8,264.61	7,735.39	1,599.76	6,135.63	51.65
001.3120.0306	OTHER-GAS OIL	0.00	60,000.00	60,000.00	0.00	60,000.00	0.00	60,000.00	0.00
001.3120.0317	CLOTHING..	43.98	18,000.00	18,071.25	10,158.33	7,912.92	819.55	7,093.37	56.21
001.3120.0403	CONTRACTS..	0.00	6,400.00	6,400.00	856.32	5,541.68	0.00	5,541.68	13.41
001.3120.0410	RADIO MAINTENANCE & REPAIR..	293.33	3,500.00	3,500.00	2,614.48	885.52	0.00	885.52	74.70
001.3120.0413	TRAINING..	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00
001.3120.0414	POLICE EQUITABLE SHARE EXPENSE..	1,608.80	0.00	1,938.34	1,903.80	34.54	0.00	34.54	98.22
001.3120.0416	TRAVEL-MEALS..	351.00	1,300.00	1,300.00	701.85	598.15	0.00	598.15	53.99
001.3120.0444	OFFICE TECHNOLOGY EXPENSE..	0.00	1,800.00	1,800.00	1,587.88	212.12	0.00	212.12	88.22
<b>Total Type E</b>	<b>Expense</b>	<b>77,735.33</b>	<b>1,874,674.00</b>	<b>1,876,683.59</b>	<b>889,820.93</b>	<b>986,862.66</b>	<b>4,419.31</b>	<b>982,443.35</b>	<b>47.41</b>
<b>Grand Total</b>		<b>77,735.33</b>	<b>1,874,674.00</b>	<b>1,876,683.59</b>	<b>889,820.93</b>	<b>986,862.66</b>	<b>4,419.31</b>	<b>982,443.35</b>	<b>47.41</b>

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

# **COMPTROLLER MONTHLY REPORTS**

**JUNE/JULY 2013**

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1. NEW YORK STATE SALES TAX THROUGH July 12, 2013, 2013
2. ACTIVITIES REPORT FOR June/July;
3. CONTINGENCY REPORT; AND
4. FUND BALANCE REPORT.

## 2013 SALES TAX

MONTH	BUDGET 2012	ACTUAL 2012		BUDGET 2013	ACTUAL 2013	PERIOD VARIANCE	Y-T-D VARIANCE
<b>FEBRUARY</b>	\$ 296,787	\$ 290,317	32.64%	\$ 309,412	\$ 298,111	\$ (11,300)	\$ (11,300)
	58,762	54,604	6.14%	58,195	59,132	936	(10,364)
<b>MARCH</b>	251,545	249,891	28.09%	266,327	260,399	(5,927)	(16,291)
	34,688	48,694	5.47%	51,897	50,342	(1,555)	(17,846)
<b>APRIL</b>	192,985	163,139	18.34%	173,869	167,104	(6,765)	(24,611)
	142,461	82,879	9.32%	88,330	233,613	145,283	120,671
<b>1ST QTR</b>	\$ 977,227	\$ 889,524	100.00%	\$ 948,029	\$ 1,068,701		
						120,671	40,258
<b>MAY</b>	\$ 284,054	\$ 278,088	26.60%	\$ 296,378	\$ 279,429	(16,949)	103,722
	52,759	53,385	5.11%	56,896	50,904	(5,992)	97,730
<b>JUNE</b>	276,910	279,048	26.69%	297,401	278,034	(19,367)	78,363
	47,761	49,487	4.73%	52,742	58,572	5,831	84,194
	85,676	88,000	8.42%	93,788	89,000	(4,788)	79,406
<b>JULY</b>	163,803	158,845	15.19%	169,292	170,974	1,681	81,087
	133,214	138,662	13.26%	147,782		(147,782)	(66,695)
<b>2ND QTR</b>	\$ 1,044,177	\$ 1,045,515	100.00%	\$ 1,114,280	\$ 926,914		
<b>AUGUST</b>	\$ 284,219	\$ 276,658	26.97%	\$ 294,854		(294,854)	(361,549)
	47,139	51,541	5.02%	54,931		(54,931)	(416,480)
<b>SEPTEMBER</b>	278,528	278,981	27.20%	297,330		(297,330)	(713,810)
	45,069	46,855	4.57%	49,937		(49,937)	(763,747)
<b>OCTOBER</b>	229,961	231,948	22.61%	247,204		(247,204)	(1,010,950)
	307,229	139,792	13.63%	148,987		(148,987)	(1,159,937)
<b>3RD QTR</b>	\$ 1,192,144	\$ 1,025,775	100.00%	\$ 1,093,242	\$ -		
<b>NOVEMBER</b>	\$ 267,568	\$ 267,691	26.07%	\$ 285,297		(285,297)	(1,445,234)
	42,482	43,668	4.25%	46,541		(46,541)	(1,491,775)
<b>DECEMBER</b>	265,419	260,613	25.38%	277,753		(277,753)	(1,769,528)
	42,847	48,969	4.77%	52,190		(52,190)	(1,821,718)
	61,057	63,000	6.13%	67,144		(67,144)	(1,888,862)
<b>JANUARY</b>	167,766	173,896	16.93%	185,333		(185,333)	(2,074,195)
	172,313	169,070	16.46%	180,190		(180,190)	(2,254,386)
<b>4TH QTR</b>	\$ 1,019,452	\$ 1,026,907	100.00%	\$ 1,094,449	\$ -		\$ -
<b>TOTALS</b>	\$ 4,233,000	\$ 3,987,722		\$ 4,250,000	\$ 1,995,614		

## **Comptroller's Activities Report JUNE/JULY**

1. Continue work with finalization of audit.
2. Six-Month comprehensive review of budget accounts, policies and procedures.
3. Work on closing June.
4. Flood work- General Fund
  - a. \$35,000 fire overtime, \$25,000 police overtime and \$15,000 DPW overtime;
  - b. \$5,400 expended to date, \$5,400 encumbered to be spent to date.
5. Conversations with Chase Bank regarding credit card program update.
6. Work with Bailey Haskell and Jon Rauscher regarding flood and state of claim.
7. Review of Capital Projects – Transfer work to close out and update per 2012 audit.
8. Begin reviewing purchasing policies to update with charter changes.
9. Review worker's compensation budgets

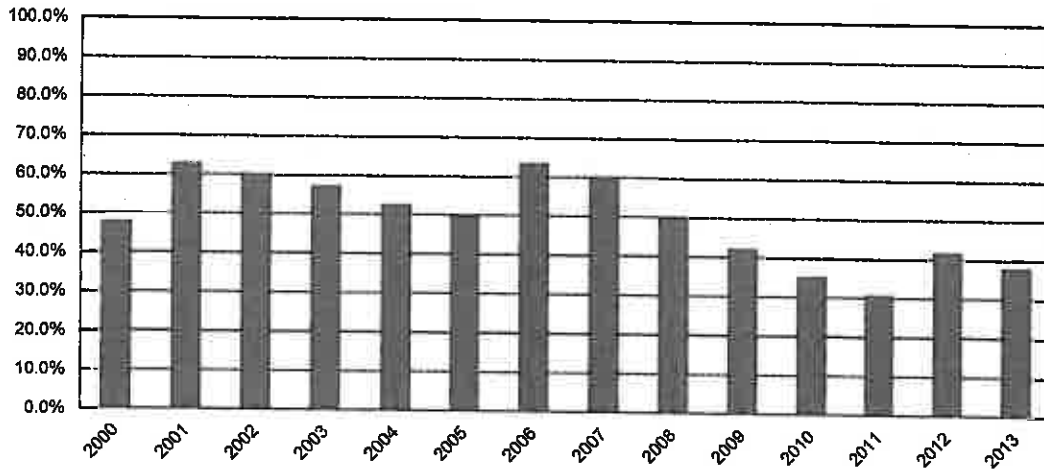
## 2013 CONTINGENCY

DATE	DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
<b>GENERAL FUND:</b>				
4/16/2013	Fire Truck Ladder Repair	001.3410.0409	\$19,740	<b>\$75,000</b>
5/7/2013	Assessor Contracts	001.1355.0403	\$2,000	<b>\$55,260</b>
5/21/2013	Expenses on Property Acquired for Taxes	001.1364.0400	\$5,215	<b>\$48,045</b>
7/2/2013	Flood Event	001.1722.0400	\$15,000	<b>\$33,045</b>
7/16/2013	Prior Year Capital Projects	001.9550.0901	\$14,745	<b>\$18,300</b>
7/16/2013	Unemployment	001.9050.0803	\$8,000	<b>\$10,300</b>
7/16/2013	Police	001.3120.0300	\$2,000	<b>\$8,300</b>
<b>SEWER FUND:</b>				<b>\$23,440</b>
5/21/2013	MOTT STREET SANITARY SEWER REPLAC	005.8110.0414	\$16,500	<b>\$6,940</b>
7/16/2013	FLOOD EVENT		\$6,940	<b>\$0</b>
<b>WATER FUND:</b>				<b>\$50,000</b>
7/16/2013	WORKER'S COMPENSATION	002.8300.0436	\$7,405	<b>\$42,595</b>

# Financial Condition

## General Fund Balance

As of end of year	Undesignated Fund Balance	Fund Balance as a % of Total Budget	Budgeted Appropriated Fund Balance	Actual Revenues - Expenditures/ Adjustments
2000	3,876,348	47.6%	765,175	471,423
2001	5,066,114	62.7%	784,125	1,189,766
2002	5,312,511	60.0%	880,000	246,397
2003	5,158,164	57.0%	1,173,176	(154,347)
2004	5,218,712	52.3%	1,434,407	60,548
2005	5,029,792	49.5%	1,466,415	(188,920)
2006	6,810,288	63.1%	1,026,792	1,780,496
2007	6,770,222	60.0%	1,099,368	(40,066)
2008	5,887,099	49.8%	1,410,565	(883,123)
2009	5,042,390	42.0%	1,398,400	(844,709)
2010	3,855,853	35.0%	1,253,150	(1,261,028)
2011	3,480,234	30.5%	789,500	(780,804)
2012	4,732,481	41.4%	773,558	(781,231)
2013	4,224,931	37.7%	507,550	n/a



Fund Balance should be maintained at 5-10% of budget in order to smooth cash flow and respond to emergencies.

**Note:** Prior years are audited actual figures.  
 2012 ON EST.

**A. Max Smith**  
Acting 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

June 2013

**REVENUE**

In the month of June the Recreation Department generated a total of \$7,723.50 in revenue.

**USAGE/COMPARISON**

Our June 2013 Gym rental revenue was down 55% from June 2012. In June of 2012 we generated \$2,027.50 in gym rental revenue as compared to \$902.50 in 2013. Our June room rentals were \$40.00 as compared to \$10.00 in 2012. As of July 1, 2013 our yearly gym rental revenue is \$15,562.00 compared to \$12,809.00 in 2012, a 21% increase.

**MAINTENANCE**

The maintenance crew has been doing a great job keeping up with all of the mowing. With all the rain we have been getting the grass has not slowed its growth this summer. Usually by this point in the summer the grass tends to slow its growth a bit and it gives us a chance to get a few other projects completed. Adding to the job of keeping up with the mowing is that the gang mower has been out of service for over 3 weeks. It was out of service a week before the flooding waiting on parts, then when the part did come in, central garage had now power and were busy cleaning up after the flooding.

The crew has repairing picnic tables and bleachers. There were a number of picnic tables that were in need of having some of or all the boards replaced on them. The picnic tables that do not need board replacement will have the boards flipped over to extend their life. Along with replacing the boards the picnic tables they are also receiving a fresh coat of paint.

Battling a leaking roof at the rec. center is a constant battle, although the leaks are far less than in the past we still have a few and with all the rain they have been leaking a little more than usual. The crew spent a hot morning patching some of the weaker spots on the roof and managed to stop a couple of the leaks. When they get another chance I will send them back up on the roof for another round. We have been doing this practice the past few years and this seems to keep the leaks under control.

During one of the wind and rain storms the flag and pulley on top of the flag pole at the rec. center was ripped off. The fire dept. came over one morning and replaced the pulley.

Along with trying to keep up with all the mowing we had to open up the pool. Opening the pool is a 3 – 4 day process. The guys did a great job managing their time between the pool and mowing. We got the pool open without a problem and on schedule.

Early in June the park sign at Carinci Park was vandalized. The ¾ inch plywood sign was broken in half, completely ruining the sign. I have meet with the City sign dept. about making a new sign. We have decided to make all replacement signs out of metal. The sign dept. is getting me material information for us to purchase to have on hand.

**FLOODING**

Along with other City buildings and property the Recreation Center and 2 City parks were majorly affected by the flood waters. Maxwell Field and Carinci Park both took on major flood waters and sustained severe damage. Maxwell field lost a lot of infield mix from the ball fields. Carinci park lost infield mix, the bathrooms were filled with water up the ceiling, playground fiber will need to be replaced, and repairs will need to be made to the basketball court. We are still assessing the damage at both parks. The things listed were just initial items that could be easily seen. I'm sure other items will be added to the list.

The basement at the Recreation Center took on just over 2 feet of water. Because of the high waters the power was shut off at the Rec. Center and was basically closed for a week while the basement was cleaned out. There were numerous items lost to the flood in the basement, most things were small items and not highly valued, but things like a pressure washer, air compressor, lawnmower, walk behind brush hog, washer and dryer and hot water tank were some of the more expensive items that were lost. The elevator control box is located in the basement and sustained some damage, I am waiting on a quote to repair the elevator. Before the flood waters got to high we moved the elevator to the top floor and I was told because we did that we spared the elevator any major damage.

It took us about 4 days to remove and clean out the Rec. Center basement. There is still plenty to be done. The floor of the rec. Center will need to be completely stripped and repainted and disinfected.

## **POOL**

The Howard T. Chapman swimming pool opened for the season in mid-June. The first week the pool was only opened limited hours for open swim and swim lesson registration. The 24<sup>th</sup> was the first day of swim lessons and a full day at the pool. So far everything has been running well at the pool and the open swim numbers have been great.

## **PARKS**

The park attendants/maint. workers started work on July 1st and spent much of the first week on their own and without supplies. A majority of the supplies that were going to go out to the parks were affected by the flood water. We also had rain in the afternoon 2 of the 3 days causing the parks to close for the afternoons.

## **UPDATES**

The annual fishing derby at Mt. Hope in mid-June. The weather was great and we had a nice turnout.

The summer concert series has been set. There will be 6 concerts held on Thursday nights at Higginbotham Park; concerts are 2 hours in length, starting at 6pm and ending at 8pm. The series will start on July 11<sup>th</sup> and run through August 16<sup>th</sup>. We set up with the Kallet to move the event indoors in case of inclement weather. For the second year we are inviting artisan vendors to come to the park and sell their home made goods and products. Vendors must register with the parks dept. and can pay \$10.00 per show or \$50.00 for all six. We started with the vendors last year on a limited basis and it really seemed to work out. A local Boy Scout troop will be running a concession stand during the concerts.

### **Rail Trail Project**

The Recreation Dept., rail trail committee and OIC continue to work together on the rail trail project. A special meeting was held with the 3 groups and the Common Council. The council was updated on the project and the 3 groups answered questions from the council and are now working on getting information for the council members. The 3 main groups working on the rail trail are also working on an application for a TEP grant that would greatly help fund the rail trail project.

Jon Rouscher and I met with Madison Co. Soil and Water to discuss the capitol project stream bank improvements at Maxwell Field. It doesn't look like anything will be completed this year; this is a much more detailed process than I had thought it would be. But a timetable of completion for next summer is a realistic goal.

Respectfully submitted,

Lucas Griff  
Director



City of Oneida Recreation Department  
June 2013 - Monthly Revenue

Date	Program/Individual	Amount	Receipt	Deposited	Date	Balance Forward	Program/Individual	Amount	Receipt	Deposited
6/2/2013	Rec Center - Gym/Tot	\$95.00	7303	6/5/2013						
6/3/2013	Rec Center - ARC	\$200.00	7304		6/22/2013	Rec Center - Gym/Tot	\$5,250.00	7336	6/24/2013	
	Rec Center - Gym/Tot	\$50.00	7305			Rec Center - Gym/Tot	\$50.00	7337		
6/4/2013	Rec Center - Gym	\$70.00	7306		6/23/2013	Rec Center - Gym/Tot	\$60.00	7338		
	Chapman Pool	\$595.00	7307		6/24/2013	Field/Park Rental	\$30.00	7339		
6/6/2013	Rec Center - Gym/Tot	\$60.00	7308	6/6/2013		Chapman Pool	\$502.00	7340		
	Rec Center - Gym	\$37.50	7309			Chapman Pool	\$459.00	7341		
6/7/2013	Chapman Pool	\$455.00	7310			Chapman Pool	\$322.00	7342		
	Chapman Pool	\$130.00	7311	6/10/2013	6/25/2013	Chapman Pool	\$82.50	7343		
	Field/Park Rental	\$25.00	7312			Chapman Pool	\$663.00	7344		
	VOID	VOID	7313			Rec Center - Gym	\$60.00	7345	6/26/2013	
6/8/2013	Rec Center - Gym/Tot	\$50.00	7314		6/26/2013	Chapman Pool	\$195.00	7346		
	Rec Center - Room	\$10.00	7315			TOTAL	\$7,723.50			
	Rec Center - Gym/Tot	\$80.00	7316							
6/9/2013	Rec Center - Gym/Tot	\$85.00	7317			Program/Individual	Amount	Deposited		
6/10/2013	Chapman Pool	\$130.00	7318							
6/11/2013	Rec Center - Gym/Tot	\$60.00	7319	6/13/2013		Chapman Pool		\$6,259.00		
6/12/2013	Chapman Pool	\$230.00	7320			Field/Park Rental		\$80.00		
	Rec Center - Gym/Tot	\$175.00	7321							
	Rec Center - Gym/Tot	\$65.00	7322	6/18/2013						
6/17/2013	Rec Center - Room	\$22.50	7323							
	Chapman Pool	\$35.00	7324							
	Chapman Pool	\$275.00	7325			ARC	\$200.00			
6/18/2013	Chapman Pool	\$378.00	7326			Gym Rental	\$902.50			
	Chapman Pool	\$181.50	7327	6/20/2013		Room Rental	\$40.00			
	VOID	VOID	7328			Equipment Rental	\$242.00			
	Rec Center - Room	\$7.50	7329			001-0017-2031	Rec Center Total	\$1,384.50		
6/19/2013	Chapman Pool	\$241.00	7330			TOTAL	\$7,723.50			
6/21/2013	Chapman Pool	\$501.00	7331	6/24/2013						
	Field/Park Rental	\$709.00	7332							
	Rec Center - Equipment	\$242.00	7334			Gym/Room Rental Monthly Comparison	Jun-12	13-Jun	% Increase/Decrease	
	Rec Center - Gym/Tot	\$50.00	7335				\$2,027.50	\$902.50	-55%	
	TOTAL	\$5,250.00				Room	\$10.00	\$40.00	300%	
						Gym/Room Rental Yearly Comparison				
							7/1/2012	7/1/2013	% Increase/Decrease	
						Gym	\$12,809.50	\$15,562.00	21%	
						Room	\$577.50	\$1,490.00	158%	

# CITY OF ONEIDA

DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF FIRE

*Gregg D. Myers, Chief*



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

## ***ONEIDA FIRE DEPARTMENT MONTHLY REPORT JUNE 2013***

Oneida Fire Department  
Monthly Call Totals

June-13

TYPE OF CALLS REPORT

TYPE OF CALLS	NUMBER OF CALLS
Fire	2
Rescue	171
Non-Fire	30
Total	203

FOR THE MONTH OF

OVERTIME

	JUNE	YTD
Short Shifts	\$9,295.85	\$30,629.29
Illness	\$1,951.54	\$11,353.18
Military	\$4,061.62	\$5,835.53
Bereavement		\$1,290.37
Training	\$556.85	\$6,423.10
Repairs	\$165.62	\$1,167.06
Fire Prevention	\$240.02	\$1,667.41
Total:	\$16,271.50	\$58,365.94

COMPARISON OF CALLS

This is a comparison of calls 2012 vs. 2013 as of the last day for the reported month.

	2011	2012	2013
Calls:	898	951	1056
Fire:	23	32	26
Rescue:	699	742	836
Non-Fire:	176	177	209
Multiple Alarms:	131	177	182
			105
			-6
			94
			32
			5

# 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 JUNE 2013

TITLE / NAME	TOTAL HOURS
FIRE MARSHAL COWAN	11.5
ASST. FIRE MARSHAL FIELDS	8.5
INSPECTOR BALL	4.5
INSPECTOR CAVANAGH	13
INSPECTOR HOFFMAN	3.5
INSPECTOR RELYEA	2
INSPECTOR WALKER	0
FIREFIGHTERS	16.5
<b>TOTAL OFFICE HOURS</b>	<b>59.5</b>

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

<b>OFFICE BREAKDOWN CONT.</b>	<b>TOTAL HOURS</b>
MEETINGS / CODES SCHOOL	0 HOURS
PLAN REVIEW	3 ½ HOURS
MISCELLEANOUS	16 HOURS
FIRE INVESTIGATION	5 HOURS
FIRE PREVENTION	1 HOURS

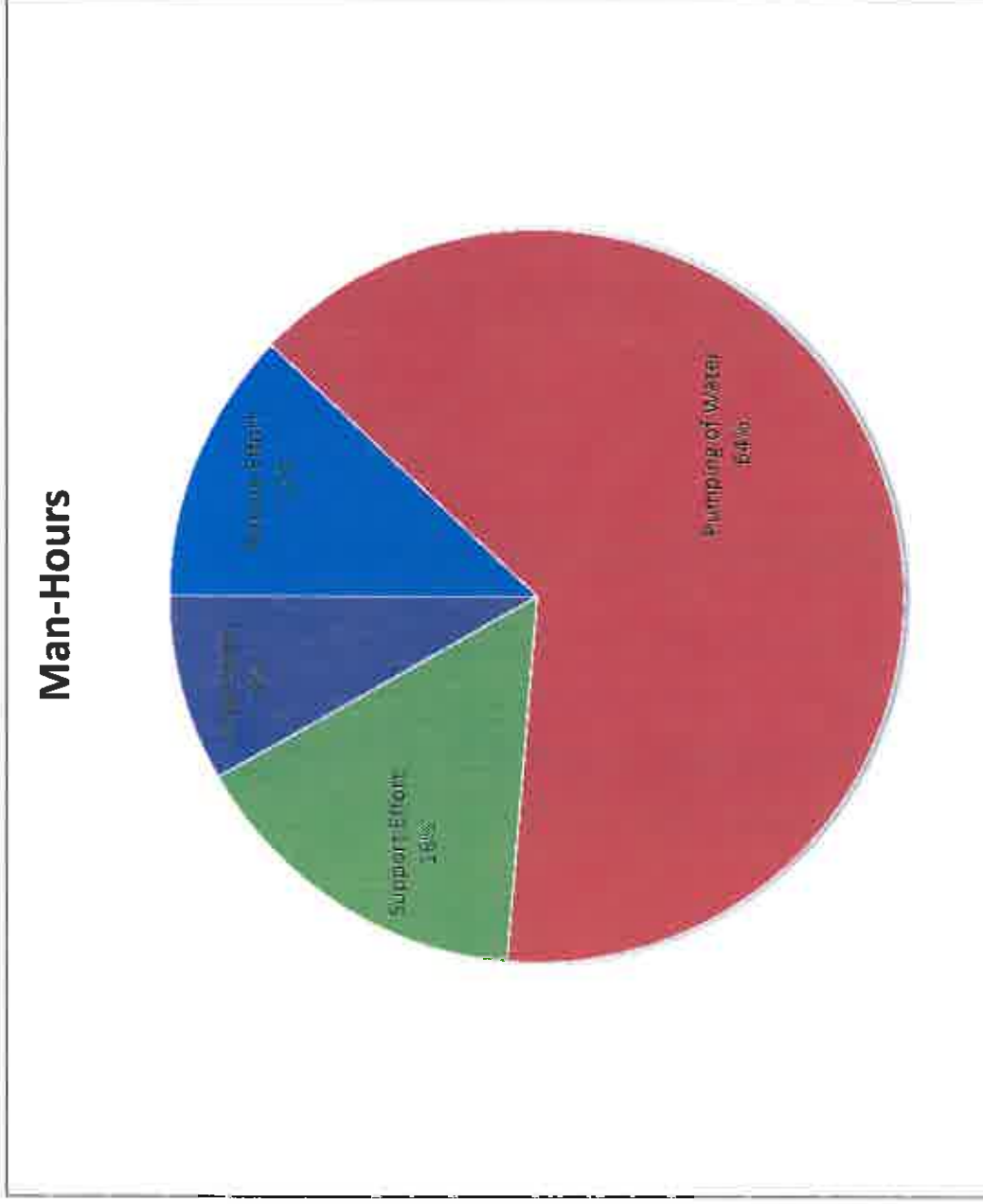
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#### **FIRE MARSHAL'S ACTIVITIES**

- **For the summer month's, the fire marshal's office will be completing any missed inspections from the first 6 month's of the year.**
- **It is time to revisit all of the vacant properties we have listed and identify any new vacant properties. There are new standardized forms for all of the shifts to complete.**
- **Summit Chrysler has completed all of their requirements and a Certificate of Completion has been given.**
- **Tim Horton's has completed all of their requirements and a Certificate of Completion has been given.**
- ☞ **Responded to a structure fire at Gary's Auto Parts. Fire damage was contained to the shop area and the business will rebuild and reopen.**
- ☞ **Site visit to the new Gorman Community Center at the North Side Shopping center. Facility will be fully sprinkled and alarmed.**
- ☞ **Vacant Placards were applied to 223 E. Walnut St., 142 Sherman St., and across from Glenwood Plaza.**

# Chart of OFD Overtime Man-Hours for Flood of 2013

	Man-Hours
Rescue Effort	131
Pumping of Water	700.5
Support Effort	168.5
inspections	89.5
Total	1089.5



**2013 Inspections- Housing**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Insp *	18	54	44	76	75	41							308
Reinsp *	30	17	23	35	36	24							165
Comp	4	2	2	9	8	3							28
3+ fam	2	7	2	11	7	2							31
No Shows	3	4	2	4	3	1							17

\* # of units

**2013 Fire Inspections**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Commercial	7	6	6	9	4								32
Pub Assembly	2	3	4	5	1	1							16
Educational			1	0	1								2
Total:	9	9	11	14	5	1							49

# CITY OF ONEIDA

DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF FIRE

Gregg Myers, *Chief*



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

## Fire Department Revenue- June, 2013

Alarm Permits:	\$0.00	Collected to 6/30/2013
Solid Fuel Burning Permits:	\$180.00	
Tent Inspections:	\$120.00	
Fire/Housing Inspections:	\$12535.00	billed as of 6/30/2013
Collected:	\$8435.00	as of 6/30/2013



***MONTHLY REPORT***

**CITY CLERK**



ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
LATE FEES (CLERK)		
DEED REC. FEE		
DEED COPIES		
FILING FEE (SUB DIV MAPS)		
1 TAXI DRIVER	\$ 25.00	\$ 25.00
TAXI VEHICLES		\$ -
SIGN PERMIT		\$ -
2 SITE PLAN	\$ 100.00	\$ 100.00
CONDITIONAL USE PERMIT		\$ -
2 MINOR PLAT	\$ 150.00	\$ 150.00
MAJOR PLAT		\$ -
SEWER PERMIT		\$ -
2 TENT PERMIT	\$ 120.00	\$ 120.00
3 WOOD STOVE PERMIT	\$ 180.00	\$ 180.00
1 SOLICITOR LICENSE	\$ 300.00	\$ 300.00
3 ADDITIONAL SALESPERSON	\$ 45.00	\$ 45.00
1 SPECIAL EVENTS	\$ 25.00	\$ 25.00
ANIMAL CONTROL		\$ -
ALARM		\$ -
GARBAGE		\$ -
JUNK	\$ -	\$ -
SUBDIVISION APPL. (Waiver of Non-appli)	\$ -	\$ -
ZONE CHANGE APPLICATION	\$ -	\$ -
USE VARIANCE		\$ -
1 AREA VARIANCE	\$ 50.00	\$ 50.00
	<u>\$ 4,210.75</u>	<u>\$ 4,210.75</u>

MADISON COUNTY LANDFILL

15 CARDS	\$ 202.50	\$ 5.25
	<u>\$ 202.50</u>	<u>\$ 5.25</u>

GRAND TOTALS \$ 6,702.52 \$ 6,011.27

DISBURSEMENTS

CITY CHAMBERLAIN	\$ 6,011.27
MADISON CO. TREAS.-LANDFILL	\$ 197.25
NYS DEPT. OF HEALTH	\$ 360.00
STATE COMPTROLLER - BELL JAR	
STATE COMPTROLLER-BINGO	
NYS DOG SURCHARGE	\$ 134.00
NYS COMPTROLLER G	
TOTALS	<u>\$ 6,702.52</u>

8 DEATHS RECORDED  
40 BIRTHS RECORDED  
19 HANDICAPPED PARKING PERMITS

RESPECTFULLY SUBMITTED,

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SUE PULVERENTI - CITY CLERK

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# June 2013

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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**  
**June 2013**

**Planning Commission**

June Agenda

Item #1 – Area Variance Request for 6' height variance to construct a garage/pole barn located at 1858 Canal Road, zoned Agricultural, by Christopher C. Hubbell. The Planning Commission felt that this would not have an adverse impact on the character of the neighborhood, and sent a Positive Referral to the Zoning Board of Appeals

Item #2 – Area Variance Request to park an RV in the front yard at 540 Sayles Street, zoned R-1, by Jason and Denise Swancott. The Planning Commission had a lengthy discussion with the applicant, and ultimately voted to send a Negative Referral to the Zoning Board of Appeals due to the potential for adverse effects to the neighborhood.

Item #3 – Area Variance Request for a 7' rear yard variance to place an accessory structure in the back yard at 111 Cedarcrest Lane, zoned R-1, by Todd Hicks. The Planning Commission felt that adding a pergola to the back yard of a residential lot would not adversely impact the character of the neighborhood, and sent a Positive Referral to the Zoning Board of Appeals.

Item #4 – Conditional Use Permit Request for installation of a solar collector system located at 1973 Lake Road, zoned Agricultural, by Ellen Beebe. The applicant was issued a Conditional Use Permit for a roof-mounted solar collector system.

Item #5 – Conditional Use Permit Request for installation of a solar collector system located at 1905 West Road, zoned R-1, by Deborah Cohen. The application was tabled to the July meeting pending more detailed information on location of poles relative to property boundary lines.

Item #6 – Site Plan Review to establish Dan's Ink and Art, located at 136 Madison Street, zoned Commercial, by Danny Mills. Site Plan Approval was granted for the tattoo and art business.

Item #7 – Sketch Plat Approval, Preliminary Plat Waiver and Final Plat Approval for a 2-lot Minor Subdivision located on Genesee Street, zoned Commercial, by Nye Holdings, LLC. Minor Subdivision Approval was granted for a two-lot subdivision on Genesee Street next to Ralph's Collision.

Item #8 – Site Plan Review to establish Beauty World by Shannon, located at 2217 Genesee Street, zoned Commercial, by Michael Dyer. Site Plan Approval was granted for a hair salon to be located in an existing building.

Item #9 – Preliminary Site Plan Approval for an addition to an existing light industrial facility located at 1043 Freedom Drive, zoned Light Industrial, by All Seasonings Ingredients, Inc. The Planning Commission granted Preliminary Site Plan Approval for an addition to the All Seasonings Ingredients, Inc facility located in the Oneida Business Park. This approval will be used to strengthen the City's economic development grant application. Once funding is awarded, All Seasonings will come back before the Planning Commission with a full Site Plan Review application, and complete the process.

## **Zoning Board of Appeals**

### **June Agenda**

Item #1 – Area Variance Request for a height variance to construct a garage/pole barn located at 1858 Canal Road, zoned Agricultural, by Christopher C. Hubbell. The Zoning Board of Appeals found no adverse impacts to the character of the neighborhood and granted the requested variance.

Item #2 – Area Variance Request to park an RV in the front yard at 540 Sayles Street, zoned R-1, by Jason and Denise Swancott. The ZBA members had a number of questions and concerns relating to the requested variance. They decided that granting the variance had the potential to cause adverse impacts in the neighborhood, and voted to deny the request. They also discussed sending a recommendation to the Common Council to review the definition of a corner lot as it relates to lot standards.

Item #3 – Area Variance Request for a rear yard variance to place an accessory structure in the back yard at 111 Cedarcrest Lane, zoned R-1, by Todd Hicks. The Zoning Board of Appeals found no adverse impacts to the character of the neighborhood and granted the requested variance.

## **Community Development**

Housing Rehabilitation Grant # 20103204 –Six housing rehabilitation projects are completed, and two are under construction. Two units are in the inspection phase, and one lead water line replacement has been scheduled. Three bids are due on July 16.

New application for 2013 - We are looking at incorporating a target area for lead water line replacement as an added activity in our 2013 scatted sites housing rehabilitation program grant application. We currently have approximately 30 units approved and on our waiting list. No information yet on timing for the next round of state funding.

## **Revolving Loan Fund**

Current balance as of June 30, 2013 - \$312,572.12. We have nine active loan accounts. No new applications were submitted in June.

## **Economic Development**

We have assisted Laberge Group in writing an Economic Development Pre-Submission Form for 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. The City was issued an invitation to submit a full application, which was submitted June 25<sup>th</sup>.

### **USEPA Smart Growth Project**

In April, 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 summer. 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, albeit slowly. 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. Information on a potential project is discussed above under Site Selection Consultant Meetings.

### **Oneida Commons Proposal**

Elise has brought an engineering firm on board to begin designs for the Cedar Street property, and I have contacted NYSDEC to discuss the intended use. I have submitted a written request to NYSDEC and to NYSDOH allowing the placement of artificial turf as a suitable barrier, and leasing the property for recreational use. I have discussed the project with the DEC staff person involved in the cleanup, and he is following up on a few issues. We will be cleaning up the property boundaries by preparing Boundary Line Adjustments for several "tails" of property that cross Stoddard Street, in anticipation of a long-term license (or lease) agreement. I expect that the Boundary Line Adjustment request will go to the Planning Commission in July. We will continue to follow-up with Elise on a regular basis to help her move forward.

### **Kallet Parking Lot/Zeller Building**

The sale of the property has been finalized. Final payment on the Oneida Plaza Partnership loan has been received and deposited in the Revolving Loan Fund. As the new use will not require Planning Commission approval, the only other input we may have is on the need for additional parking spaces in the downtown area. We will work with the City Engineer when/if that needs to be addressed.

### **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.

Funding application – Funding was not awarded to any Madison County projects this round. We anticipate that Stoneleigh Housing will resubmit next round.

#### **Seneca Fields Apartments**

Same as above – funding was not awarded this round. Our understanding is that the applicants will resubmit in a future round.

#### **Visioning Project**

We continue to work with the Chamber of Commerce Visioning Project. The committee that I am on is looking at a local gift/debit card that can be used to encourage people to “buy locally” and we are hoping to market it with the County’s program that will roll out later this year. More information will be available as we determine the details.

#### **2011 Single Audit/2012 Audit**

We worked with Gustafson on the portion of the 2011 FY Single Audit that pertained to the federal/state funding for our housing rehabilitation and economic development programs. We have also worked closely with D’Arcangelo on all of our 2012 grant programs.

#### **Madison County Transportation Committee**

The Planning Department has been a member of the Coordinated Plan Steering Committee for the last few years representing the City. We developed the Coordinated Public Transit-Human Services Transportation Plan, which was then adopted by the County Board of Supervisors. The Committee then worked to develop more comprehensive routes to better serve the residents’ needs. Unfortunately, the additional ridership was not enough to continue the system, and the County will end the public transit program May 31, 2013.

#### **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 completion of the project by the end of 2013.

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 will now be forwarded to the Dormitory Authority for review and approval.



**Oneida Information Packet and Brochure**

We are developing a tri-fold brochure and brief informational packet containing data that would be pertinent to potential developers and business owners interested in Oneida. When finished, it can be distributed as requested, or be used as an introduction to our City as a marketing tool.