

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 SEPTEMBER 2013

CITY AND COUNTY TAXES COLLECTED	
CITY PORTION	6,607.75
COUNTY PORTION	4,940.98
INTEREST AND PENALTIES	1,209.64
NOTICE MAILING FEES	16.00
DELINQUENT SCHOOL TAX COLLECTED	4,648.61
FEES ON SCHOOL TAXES	232.42
5% COLLECTOR'S FEE	232.42
WATER AND SEWER RENTS COLLECTED	685,362.03
WATER SERVICE CHARGES	7,344.98
TAX SALE CERTIFICATES	13,184.13
FEES ON TAX SALE CERTIFICATES	2,157.13
FILING FEES	330.00
ADVERTISING	100.00
CERTIFIED MAIL FEE	44.80
TAX SEARCHES	715.00
FINES AND PENALTIES (PARKING TICKETS)	1,270.00
TOTAL SEPTAGE	1,102.50
COURT REPORT	7,205.50
COURT-BAIL FORFEIT	0
CITY CLERK EARNINGS	18,527.90
POLICE REPORT	207.53

RECREATION DEPARTMENT		
ARMORY REVENUE	3,095.00	
YOUTH BASKETBALL	15.00	
FOOTBALL CAMP	2,135.00	
FIELD/PARK POOL RENTAL	587.50	
ADULT VOLLEYBALL	100.00	
MISCELLANEOUS	70.00	
		6,002.50

UTILITY TAXES	73,079.38	
FIRE INSPECTION FEES	1,695.00	
FLOOD INSURANCE RECOVERY	63,793.95	
SALE OF REAL PROPERTY	1,000.00	
HEALTH INSURANCE	5,483.29	
SHERRILL KENWOOD SEWER	12,015.24	
BANKRUPTCY	606.91	
CIVIL SERVICE TEST FEES	330.00	
		158,003.77

RECEIPTS FROM NEW YORK STATE DEPARTMENTS AND AGENCIES		
NYS RETIREMENT REFUND		45.38

RECEIPTS FROM MADISON COUNTY		
MADISON COUNTY MORTGAGE TAX		0.00
MADISON CO STOP DWI		0
SPECIAL ASSESSMENTS		84.58

TOTAL REVENUES COLLECTED AND DEPOSITED BY CITY CHAMBERLAIN		\$919,575.55
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REDEPOSITED ITEMS	0.00
CD REHAB PAYMENTS	704.32
REVOLVING LOAN PAYMENTS	6,760.89
TOTAL FUNDS DEPOSITED	927,040.76
CITY/COUNTY TAXES COLLECTED	11,548.73
PERCENT COLLECTED AS OF SEPT 30, 2013	95.36%
2012-2013 ONEIDA CITY SCHOOL TAX	\$ 4,648.61
PERCENT COLLECTED AS OF SEPT 30, 2013	47.01%

A handwritten signature in black ink, consisting of a stylized, cursive name followed by a long horizontal line extending to the right.

MONTHLY REPORT

CITY CLERK

CITY OF ONEIDA
OFFICE OF THE CITY CLERK

REPORT FOR THE MONTH OF SEPTEMBER 2013

COUNTER SERVICE:

Total Income from Counter Service: \$ 9,790.53
 City's Share of Total Income: \$ 8,797.08

ITEMS	TOTAL FUNDS COLLECTED	CITY'S SHARE
DOGS		
LATE FEE	\$ -	\$ -
3 TAG	\$ 15.00	\$ 15.00
IMPOUNDMENT		\$ -
S/N NYS SURCHARGE \$ 1.00	\$ 62.00	
62 LICENSES S/N	\$ 682.00	\$ 682.00
17 LICENSES UN S/N	\$ 425.00	\$ 425.00
LICENSES NO FEE	\$ -	\$ -
US/UN NYS SURCHARGE \$ 3.00	\$ 51.00	
DOG ADJUSTMENT		\$ -
	<u>\$ 1,235.00</u>	<u>\$ 1,122.00</u>
BINGO		
GAMES		
2 RECEIPTS	\$ 6.73	\$ 6.73
	<u>\$ 6.73</u>	<u>\$ 6.73</u>
GAMES OF CHANCE/BELL JAR		
RECEIPTS		
GAMES	<u>\$ -</u>	<u>\$ -</u>
MARRIAGES		
14 LICENSES	\$ 560.00	\$ 245.00
	<u>\$ 560.00</u>	<u>\$ 245.00</u>
OTHER ITEMS		
MISC ITEMS(Notary fee,photo copies,etc.)	\$ 91.30	\$ 91.30
150 MISC CERTIFICATES	\$ 1,500.00	\$ 1,500.00
10 CERT OF OCCUPANCY	\$ 115.00	\$ 115.00
10 BUILDING PERMITS	\$ 1,252.00	\$ 1,252.00
BUILDING PERMIT FEES (LATE)	\$ 210.00	\$ 210.00
SECOND HAND DEALERS PERMIT		\$ -
TRUSS ID		\$ -
Z.B.A. APPLICATIONS		\$ -
TRAILER PARK PERMITS		\$ -
AMUSEMENT DEVICE LICENSES		\$ -
EXCAVATION PERMITS	\$ -	\$ -
TAXI BUSINESS		\$ -

ITEMS	TOTAL	
	FUNDS COLLECTED	CITY'S SHARE
LATE FEES (CLERK)		
9 DEED REC. FEE	\$ 270.00	\$ 270.00
DEED COPIES		
FILING FEE (SUB DIV MAPS)		
1 TAXI DRIVER	\$ 25.00	\$ 25.00
TAXI VEHICLES		\$ -
2 SIGN PERMIT	\$ 50.00	\$ 50.00
2 SITE PLAN	\$ 1,050.00	\$ 1,050.00
CONDITIONAL USE PERMIT		\$ -
MINOR PLAT	\$ -	\$ -
MAJOR PLAT		\$ -
SEWER PERMIT		\$ -
TENT PERMIT	\$ -	\$ -
3 WOOD STOVE PERMIT	\$ 180.00	\$ 180.00
1 SOLICITOR LICENSE	\$ 75.00	\$ 75.00
2 ADDITIONAL SALESPERSON	\$ 30.00	\$ 30.00
SPECIAL EVENTS		
ANIMAL CONTROL		\$ -
38 ALARM	\$ 2,260.00	\$ 2,260.00
GARBAGE		\$ -
JUNK	\$ -	\$ -
SUBDIVISION APPL. (Waiver of Non-appli)	\$ -	\$ -
ZONE CHANGE APPLICATION	\$ -	\$ -
1 USE VARIANCE	\$ 200.00	\$ 200.00
2 AREA VARIANCE	\$ 100.00	\$ 100.00
	<u>\$ 7,408.30</u>	<u>\$ 7,408.30</u>

MADISON COUNTY LANDFILL

43 CARDS	\$ 580.50	\$ 15.05
	<u>\$ 580.50</u>	<u>\$ 15.05</u>

GRAND TOTALS \$ 9,790.53 \$ 8,797.08

DISBURSEMENTS

CITY CHAMBERLAIN	\$ 8,797.08
MADISON CO. TREAS.-LANDFILL	\$ 565.45
NYS DEPT. OF HEALTH	\$ 315.00
STATE COMPTROLLER - BELL JAR	
STATE COMPTROLLER-BINGO	
NYS DOG SURCHARGE	\$ 113.00
NYS COMPTROLLER G	
TOTALS	<u>\$ 9,790.53</u>

11 DEATHS RECORDED
45 BIRTHS RECORDED
14 HANDICAPPED PARKING PERMITS

RESPECTFULLY SUBMITTED,

SUE PULVERENTI - CITY CLERK

COMPTROLLER MONTHLY REPORTS

SEPTEMBER/OCTOBER 2013

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1. NEW YORK STATE SALES TAX THROUGH OCTOBER 9, 2013
 2. FUND BALANCE STATUS THROUGH OCTOBER 9, 2013
 3. CONTINGENCY UPDATE
 4. BUDGET UPDATE THROUGH 10/07/2013
 5. ACTIVITIES REPORT FOR September/October

2013 SALES TAX

MONTH	BUDGET 2012	ACTUAL 2012		BUDGET 2013	ACTUAL 2013	PERIOD VARIANCE	Y-T-D VARIANCE
<i>FEBRUARY</i>	\$ 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)
<i>MARCH</i>	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)
<i>APRIL</i>	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
1ST QTR	\$ 977,227	\$ 889,524	100.00%	\$ 948,029	\$ 1,068,701	\$ 482,685	\$ 161,034
<i>MAY</i>	\$ 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
<i>JUNE</i>	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
<i>JULY</i>	163,803	158,845	15.19%	169,292	170,974	1,681	81,087
	133,214	138,662	13.26%	147,782	191,872	44,090	125,177
2ND QTR	\$ 1,044,177	\$ 1,045,515	100.00%	\$ 1,114,280	\$ 1,118,785	\$ 4,505	\$ 649,678
<i>AUGUST</i>	\$ 284,219	\$ 276,658	26.97%	\$ 294,854	\$ 283,572	(11,282)	113,894
	47,139	51,541	5.02%	54,931	61,488	6,557	120,451
<i>SEPTEMBER</i>	278,528	278,981	27.20%	297,330	274,617	(22,713)	97,738
	45,069	46,855	4.57%	49,937	56,388	6,452	104,190
<i>OCTOBER</i>	229,961	231,948	22.61%	247,204	234,867	(12,336)	91,853
	307,229	139,792	13.63%	148,987		(148,987)	(57,133)
3RD QTR	\$ 1,192,144	\$ 1,025,775	100.00%	\$ 1,093,242	\$ 910,932		
<i>NOVEMBER</i>	\$ 267,588	\$ 267,691	26.07%	\$ 285,297		(285,297)	(342,431)
	42,482	43,668	4.25%	46,541		(46,541)	(388,971)
<i>DECEMBER</i>	265,419	260,613	25.38%	277,753		(277,753)	(666,725)
	42,847	48,969	4.77%	52,190		(52,190)	(716,914)
	61,057	63,000	6.13%	67,144		(67,144)	(786,058)
<i>JANUARY</i>	167,766	173,896	16.93%	185,333		(185,333)	(971,392)
	172,313	169,070	16.46%	180,190		(180,190)	(1,151,582)
4TH QTR	\$ 1,019,452	\$ 1,026,907	100.00%	\$ 1,094,449	\$ -		\$ -
TOTALS	\$ 4,233,000	\$ 3,987,722		\$ 4,250,000	\$ 3,098,418		

FUND BALANCE ACCOUNTING CURRENT YEAR

2013 EXPENSES	
BEGINNING BALANCE:	\$ 11,219,723.00
F/B USED TO BALANCE BUDGET & Assigned	\$ 4,749,886.00
F/B ALLOCATED TO PREPAIDS 20: Non-Spendable	\$ (544,810.00)
F/B APPROPRIATED FOR FLOOD	\$ (371,136.00)
F/B APPROPRIATED FOR RETIREMENT	\$ (285,525.73)
F/B APPROPRIATED FOR PURCHASE OF PARKING LOT	\$ (252,000.00)
FUND BALANCE AS OF 9/30/2013	\$ (30,000.00)
FUND BALANCE	\$ 3,266,814.27
	29%

***** FUND BALANCE USED TO BE REPORTED TO COUNCIL AS THE TOTAL FUND BALANCE NON-SPENDABLE, ASSIGNED AND UNASSIGNED
 NEW REPORTING LAWS IN 2012 IMPLEMENTED BREAKING OUT THE FUND BALANCE INTO THE DIFFERENT CATEGORIES SO THAT YOU COULD
 SEE WHAT WAS ACTUALLY "AVAILABLE".

2013 CONTINGENCY

DATE	DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
GENERAL FUND:				\$75,000
4/16/2013	Fire Truck Ladder Repair	001.3410.0409	-\$19,740	\$55,260
5/7/2013	Assessor Contracts	001.1355.0403	-\$2,000	\$53,260
5/21/2013	Expenses on Property Acquired for Taxes	001.1364.0400	-\$5,215	\$48,045
7/2/2013	Flood Event	001.1722.0400	(\$15,000)	\$33,045
7/13/2013	Prior Year Capital Projects	001.9550.0901	(\$14,745)	\$18,300
7/16/2013	Unemployment	001.9050.0803	(\$8,000)	\$10,300
7/16/2013	Police	001.3120.0300	(\$2,000)	\$8,300
8/20/2013	Add from F/B for Purchase of Parking Lot	001.0001.0599	\$30,000	\$38,300
8/20/2013	Purchase of Property - Parking Lot	001.1940.0400	(\$20,000)	\$18,300
9/3/2013	Attorney Labor Negotiations	001.1420.0411	(\$122.55)	\$18,177.45
9/3/2013	Flood Event	001.1722.0400	(\$17,525.73)	\$651.72
SEWER FUND:				\$23,440.00
5/21/2013	MOTT STREET SANITARY SEWER REPLAC	005.8110.0414	\$16,500	\$6,940
7/16/2013	FLOOD EVENT		\$6,940	\$0
WATER FUND:				\$50,000
7/16/2013	WORKER'S COMPENSATION	002.8300.0436	\$7,405	\$42,595
9/17/2013	SCHOOL TAXES UNDER BUDGETED	002.8300.436	\$625	\$41,970

CITY OF ONEIDA

Budget Update

Fiscal Year: 2013 Period From: 1 To: 12

Type R	Revenue	Curr. Month Total Rev / Exp	Original Budget	YTD Adjusted Budget	YTD Actual Rev / Exp	YTD Budget Balance	YTD Encumbered	YTD Available Balance	Percent Rev/Exp Balance
Fund 001	GENERAL FUND	(6,546.10)	(10,712,173.00)	(10,697,358.48)	(7,722,294.09)	(2,975,084.40)	0.00	(2,975,084.40)	72.19
Fund 002	WATER	0.00	(2,898,504.00)	(2,898,504.00)	(1,605,311.89)	(1,293,192.11)	0.00	(1,293,192.11)	55.38
Fund 003	SEWER	(12,015.24)	(2,235,569.00)	(2,248,538.33)	(1,179,866.97)	(1,068,671.36)	0.00	(1,068,671.36)	52.47
Fund 004	REVOLVING LOAN FUND	0.00	(10,890.00)	(10,890.00)	(94,850.28)	83,960.28	0.00	83,960.28	870.99
Fund 005	CAPITAL	0.00	0.00	(227,891.71)	(227,891.71)	0.00	0.00	0.00	100.00
Fund 007	HYDRANT	0.00	(53,105.00)	(53,105.00)	(41,955.71)	(11,149.29)	0.00	(11,149.29)	79.01
Fund 009	COMM DEV GRANT	0.00	(4,349.00)	(47,515.00)	(2,557.46)	(44,957.54)	0.00	(44,957.54)	5.38
Fund 012	CD 08 NYS HOME PROGRAM	0.00	0.00	6,435.00	0.00	6,435.00	0.00	6,435.00	0.00
Fund 016	ECONOMIC DEVELOPMENT BLOCK GRANT 2010	0.00	0.00	(717.65)	0.00	(717.65)	0.00	(717.65)	0.00
Fund 017	HOME PROGRAM GRANT 2010	0.00	0.00	(305,351.76)	(67,619.00)	(237,732.76)	0.00	(237,732.76)	22.14
Total Type R	Revenue	(18,563.34)	(15,914,590.00)	(16,483,436.94)	(10,942,347.11)	(5,541,089.83)	0.00	(5,541,089.83)	66.38
Type E	Expense								
Fund 001	GENERAL FUND	77,615.53	11,219,723.00	11,849,568.16	7,703,319.79	4,146,246.37	246,295.20	3,899,953.17	66.01
Fund 002	WATER	19,232.89	2,898,504.00	2,902,201.00	2,101,448.94	800,752.06	78,278.71	722,473.35	72.41
Fund 003	SEWER	52,762.92	2,235,569.00	2,920,724.45	1,747,354.76	1,173,369.69	417,858.49	755,511.20	59.83
Fund 004	REVOLVING LOAN FUND	570.00	10,890.00	10,890.00	2,555.20	8,334.80	(915.00)	9,249.80	23.46
Fund 005	CAPITAL	10,356.40	2,751.32	1,121,280.73	443,347.72	677,933.01	231,162.87	446,770.14	39.54
Fund 007	HYDRANT	0.00	57,830.00	57,830.00	21,470.00	36,360.00	0.00	36,360.00	37.13
Fund 009	COMM DEV GRANT	0.00	9,098.00	9,098.00	0.00	9,098.00	0.00	9,098.00	0.00
Fund 015	2010 GRANT	0.00	0.00	10,234.00	3,978.00	6,256.00	0.00	6,256.00	38.87
Fund 016	ECONOMIC DEVELOPMENT BLOCK GRANT 2010	0.00	0.00	717.65	0.00	717.65	0.00	717.65	0.00
Fund 017	HOME PROGRAM GRANT 2010	15,810.00	0.00	324,565.66	112,603.89	211,961.77	0.00	211,961.77	34.69
Total Type E	Expense	176,349.54	16,434,363.32	19,207,107.65	12,136,078.30	7,071,029.35	972,680.27	6,088,349.08	63.19
Grand Total		157,786.20	519,773.32	2,723,670.71	1,193,731.19	1,529,939.52	972,680.27	557,259.25	43.83

**CITY OF ONEIDA
OFFICE OF THE COMPTROLLER**

LINDA M. LOVINS, CMFO
City Comptroller

NATALIE L. MOORE
Deputy City Comptroller



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SEPT/OCT MONTHLY REPORT

MANY CONFERENCES WITH BAILEY HASKELL REGARDING INSURANCE CLAIMS;
MEETINGS REGARDING SAME; CONFERENCES REGARDING FLOOD INSURANCE

MEETINGS WITH FIRE CHIEF REGARDING SALARIES, STRUCTURE, RETIREMENT
AND BUDGET

WORK ON BUDGET AND SCHEDULES; MEETINGS REGARDING SAME

PRESENT AUDIT FOR 2012.

UPDATE COLLATERALIZATION OF ACCOUNTS

REVIEW DEBT SERVICE FOR UPCOMING BAN PAYMENTS

REVIEW BAN BIDS; SEND INFORMATION TO FISCAL AND BOND ATTORNEYS

EXTENSIVE WORK ON FEMA PRESENTATION FOR PUBLIC SAFETY;

USUAL MONTHEND PROCEDURES AND COLLATERALIZATION CHECKS

START TAX LIMIT CALCULATIONS AND DEBT SERVICE LIMIT CALCULATIONS

UPDATE FUND BALANCE

IMPLEMENT THE CHASE FLEX PROGRAM – EARNED \$400 IN REVENUE IN TWO
MONTHS;

BUDGET CHANGES AND MEETINGS

September 2013

Monthly Report

Department of Planning and
Development

**Department of Planning and Development
Monthly Report
September 2013**

Planning Commission

Item #1 – Area variance Request for a 25’ front setback to construct a front porch at 436 S. Willow Street, zoned R-2, by John Graham. Applicant does not currently meet the required 25’ front setback, so in order to construct a front porch, he will require the full setback. The addition of a front porch should not adversely affect the character of a residential neighborhood. The Planning Commission sent a Positive Referral to the Zoning Board of Appeals.

Item #2 – Site Plan Review to establish a massage therapy business at 121 Oneida Street, zoned Downtown Commercial, by Patricia McGee. Applicant is proposing to relocate her business into an existing building; no changes to the exterior or the parcel are anticipated. The Planning Commission granted Site Plan Approval for Time for Reflection Massage Therapy to be located at 121 Oneida Street

Item #3 – Area Variance Request to allow a new sign with LED moving letters at a car wash located at 1029 Oneida Plaza Drive, zoned Commercial, by Kenneth Brewer. This item was removed from the agenda. Per the City Attorney, this request would require a Use Variance, and the applicant has decided to pursue a Zoning Ordinance Amendment with the Common Council.

Item #4 – Use Variance Request to allow an indoor storage facility at 233 Mott Street, zoned Commercial, by ESA Properties. The applicant is requesting a Use Variance for a limited-access cold storage use in an existing pole barn, and has submitted a Summary Report for Use Variance Request as required. The Planning Commission sent a Positive Referral to the Zoning Board of Appeals.

Item #5 - Other Business - Cassie reminded the Planning Commission of the Madison County Planning and Zoning Institute dinner and training session being held October 29th at the Colgate Inn, and asked for signups by September 26th. The Planning Commission has been named in an Article 78 proceeding by Scott Henderson regarding the Boundary Line Adjustment request by his mother, Carolyn Henderson at the July 18, 2013 meeting. City Attorney Nadine Bell will be representing the Planning Commission and is preparing documents to be submitted.

Zoning Board of Appeals

item #1 – Area variance Request for a 25’ front setback to construct a front porch at 436 S. Willow Street, zoned R-2, by John Graham. Applicant does not currently meet the required 25’ front setback, so in order to construct a front porch, he will require the full setback. The addition of a front porch should not adversely affect the character of a residential neighborhood. The Zoning Board of Appeals approved the requested Are Variance.

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. An appraisal of the Curtin property is underway, and will be submitted to Empire State Development Agency. We are hopeful that the City will be once again meeting with potential developers in late fall 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 will be 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 will be resubmitting a funding application in December. We are currently working with them to strengthen the application.

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.

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. Oneida Savings Bank has agreed to work with the Committee on a local debit card, and we continue to look at options for a gift card. More information will be available as we determine the details.

2011 Single Audit/2012 Audit

We have continued to work with D'Arcangelo on the 2012 audit of our 2012 grant programs.

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 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

PARKS &

RECREATION

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

September 2013

REVENUE

In the month of September the Recreation Department generated a total of \$6,002.50 in revenue.

USAGE/COMPARISON

Our September 2013 Gym rental revenue is up 26% from September 2012. In September of 2012 we generated \$1,817.00 in gym rental revenue as compared to \$2,300.00 in 2013. Our September room rentals were \$415.00 as compared to \$70.00 in 2012. As of October 1, 2013 our yearly gym rental revenue is \$19,712.00 compared to 16,177.00 in 2012, a 21% increase, our room rentals revenue is \$2,145.00 compared to \$912.50 in 2012 a 135% increase.

MAINTENANCE

The great fall weather we have had this past month has been very beneficial to the maintenance crew allowing them to keep up with the mowing and all the other outside jobs that need to be done this time of year. I ordered 115 yards of engineered wood fiber to replace the wood fiber that were removed from the Carinci playground due to the flooding this past summer. The crew spread out the wood fiber at Carinci and the remaining wood fiber was taken to our other playgrounds and a community service worker spread those chips out on the playgrounds. This was a job that I was planning to do next summer, but with the flooding at Carinci we couldn't wait until then. All of the picnic tables and benches that needed to be repaired are all fixed and we have now moved our focus onto repairing the bleachers at Veis field. There were 10 – 12 boards on the bleachers that needed to be removed and replaced before they broke when someone sat or stepped on them.

UPDATES

The Rail Trail Project continues to move along. The rail trail committee continues to meet monthly and has been working on spreading information about the project to City residents. We are looking forward to hearing back from the State DOT around the first of the year about on the status of the grant we submitted in August.

Respectfully submitted,

Lucas Griff
Director

Oneida Recreation Department
Programming Report
September 2013

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 had a total of 181 people drop in for the month of September with an average of 6 per day.

Afterschool Program: (Teen Center)

The Afterschool Program (Teen Center) started on September 30th. This year we will be trying something new. We will have 6th thru 12th grades Monday thru Thursday from 3:00-6:00 pm and 3rd thru 5th grades on Fridays from 3:00-5:30 pm. The Afterschool Program will run through April 2014.

Hoop Monsters/Skills & Drills:

Registration for Hoop Monsters/Skills & Drills will start on October 1st and run through October 24th. Hoop Monsters is for kids in 3rd thru 5th grades and they will play games on Tuesday evening and Saturday afternoon. Skills & Drills is for kids in K thru 3rd grades where they will learn the fundamentals of basketball which will be on Saturday mornings. These programs will run through February 2014.

Flag Football

We started a youth flag football league this year for the first time. In past years we have always left all football leagues up to Pop Warner. But, we saw that there was an opportunity to offer a program to kids who didn't want to play Pop Warner. Pop Warner offers flag football for children up to second grade. After second grade kids must play tackle football if they want to play football. The program we are offering is for boys and girls in grades third thru sixth. We have 48 kids registered for the program, 2 girls teams and 3 boys teams. Mike Curro volunteered to run the program and coach and we were able to get some other parents to help out and coach as well. We have very positive feedback from parents and kids on this program and will most defiantly offer it again next fall with the hopes of growing and improving the program.

Adult Programming

Flag Football

The adult flag football program started at the end of August with 5 teams in the league. Games are held on Thursday nights at Vets field from 7 – 10pm. The league will run to the 17th of October. Unlike past years the weather has been amazing this fall and we have not had to cancel any games this season

MUNY Basketball:

Letters have been mailed out to former captains. This year the Rec. Dept. is also asking teams to pay a \$50.00 deposit to hold their position in the league. The deadline for this is October 16th. MUNY will start on Monday, November 4th.

Co-ed Volleyball:

Letters have been mailed out to former captains. This year the Rec. Dept. is also asking teams to pay a \$50.00 deposit to hold their place in the league. The deadline for this is October 16th. Co-ed Volleyball will start on Thursday, November 7th

Respectively Submitted,

Carm Endemann
Recreation Specialist

City of Onalda Recreation Department
 Monthly Revenue - September 2013

Date	Program/Individual	Amount	Receipt	Deposited	Date	Program/Individual	Amount	Receipt	Deposited
8/27/2013	Adult Flag Football	\$300.00	7406	9/5/2013					
8/28/2013	Field/Park Rental	\$50.00	7407		Balance Forward		\$3,662.50		
8/30/2013	Adult Flag Football	\$300.00	7408		9/17/2013	Rec Center - Gym/Tot	\$60.00	7438	9/18/2013
9/3/2013	Misc Revenue	\$70.00	7409			Rec Center - Teen	\$30.00	7438	
						Youth Flag Football	\$200.00	7439	
						Youth Flag Football	\$150.00	7440	
9/4/2013	Rec Center - Gym/Tot	\$65.00	7411		9/18/2013	Rec Center - Gym/Tot	\$25.00	7441	9/20/2013
	Rec Center - Gym/Tot	\$60.00	7412	9/9/2013		Adult Flag Football	\$80.00	7442	
	Rec Center - Gym/Tot	\$145.00	7413		9/19/2013	Youth Flag Football	\$225.00	7443	
	Rec Center - Gym	\$105.00	7414			Youth Basketball	\$15.00	7444	
	Rec Center - Gym/Tot	\$50.00	7415			Co-ed Volleyball	\$50.00	7445	9/23/2013
9/5/2013	Rec Center - Gym/Tot	\$165.00	7416		9/20/2013	Rec Center - Gym	\$35.00	7446	
	Rec Center - Gym/Tot	\$50.00	7417			Rec Center - Teen	\$20.00	7446	
	Rec Center - ARC	\$200.00	7418			Rec Center - Gym/Tot	\$95.00	7447	
	Field/Park Rental	\$37.50	7419			Co-ed Volleyball	\$50.00	7448	
	Rec Center - Gym/Tot	\$50.00	7420			Youth Flag Football	\$50.00	7449	
	Field/Park Rental	\$25.00	7421			Rec Center - Gym	\$75.00	7450	9/25/2013
9/6/2013	Rec Center - Room	\$30.00	7422			Rec Center - Gym/Tot	\$60.00	7451	
	Rec Center - Gym/Tot	\$60.00	7423		9/23/2013	Rec Center - Gym	\$80.00	7452	
	Rec Center - Equip	\$180.00	7424	9/12/2013		Rec Center - Teen	\$60.00	7452	
9/11/2013	Rec Center - Gym	\$250.00	7425			Rec Center - Gym/Tot	\$50.00	7453	
	Field/Park Rental	\$475.00	7426		9/24/2013	Youth Flag Football	\$125.00	7454	
9/12/2013	Rec Center - Gym/Tot	\$110.00	7427			Youth Flag Football	\$125.00	7455	
	Rec Center - Gym	\$40.00	7428	9/16/2013		Adult Flag Football	\$380.00	7456	9/26/2013
9/13/2013	Rec Center - Room	\$15.00	7429		9/25/2013	Youth Flag Football	\$50.00	7457	
	Rec Center - Room	\$250.00	7430			Rec Center - Gym	\$70.00	7458	9/30/2013
	Rec Center - Gym	\$75.00	7430			Rec Center - Gym/Tot	\$70.00	7459	
	Rec Center - Gym/Tot	\$90.00	7431		9/26/2013	Rec Center - Gym/Tot	\$110.00	7460	
9/15/2013	Rec Center - Gym/Tot	\$50.00	7432			TOTAL	\$6,002.50		
	Youth Flag Football	\$25.00	7433						
9/16/2013	Rec Center - Gym/Tot	\$55.00	7434						
	Youth Flag Football	\$125.00	7435						
	Rec Center - Room	\$10.00	7436						
	Rec Center - Gym/Tot	\$50.00	7437	9/18/2013					
	TOTAL	\$3,662.50							

City of Oneida Recreation Department
Monthly Revenue - September 2013

001-0017-2003	Youth Basketball		\$15.00							
001-0017-2013	Flag Football		\$2,135.00							
001-0017-2021	Adult Volleyball		\$100.00							
001-0017-2030	Field/Park Rental		\$587.50							
001-0017-2238	Misc Revenue		\$70.00							
	ARC	\$200.00								
	Gym Rental	\$2,300.00								
	Room Rental	\$415.00								
	Equipment Rental	\$180.00								
001-0017-2031	Rec Center Total		\$3,095.00							
	TOTAL		\$6,002.50							
	Gym/Room Rental Monthly Comparison									
		Sep-12	13-Sep	% Increase/Decrease						
Gym		\$1,817.00	\$2,300.00	26%						
Room		\$70.00	\$415.00	492%						
	Gym/Room Rental Yearly Comparison									
		10/1/2012	10/1/2013	% Increase/Decrease						
Gym		\$16,177.00	\$19,712.00	21%						
Room		\$912.50	\$2,145.00	135%						

RECREATION MAINTENANCE MONTHLY REPORT
MONTH SEPTEMBER 2013

<u>WORK PERFORMED</u>	<u>TOTAL HOURS</u>
- Field Preparation	51
- Check Tennis/Basketball Courts	2
- Pool Maintenance	14
- Park Inspection	16
- Park Landscaping	85.25
- General Cleanup/Litter Pickup	13
- Carpentry Work/Painting	5
- Facility Winterizing	5
- Snow Removal	0
- Buildings & Grounds: general maintenance/cleaning	169
- Equipment & Vehicles: general maintenance/cleaning	25
- Miscellaneous:	39
TOTAL	424.25

City of Oneida - Department of Public Works September 2013 Monthly Reports

Prepared By: Jon Rauscher, PE, LEED BD+C
City Engineer



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

Executive Summary

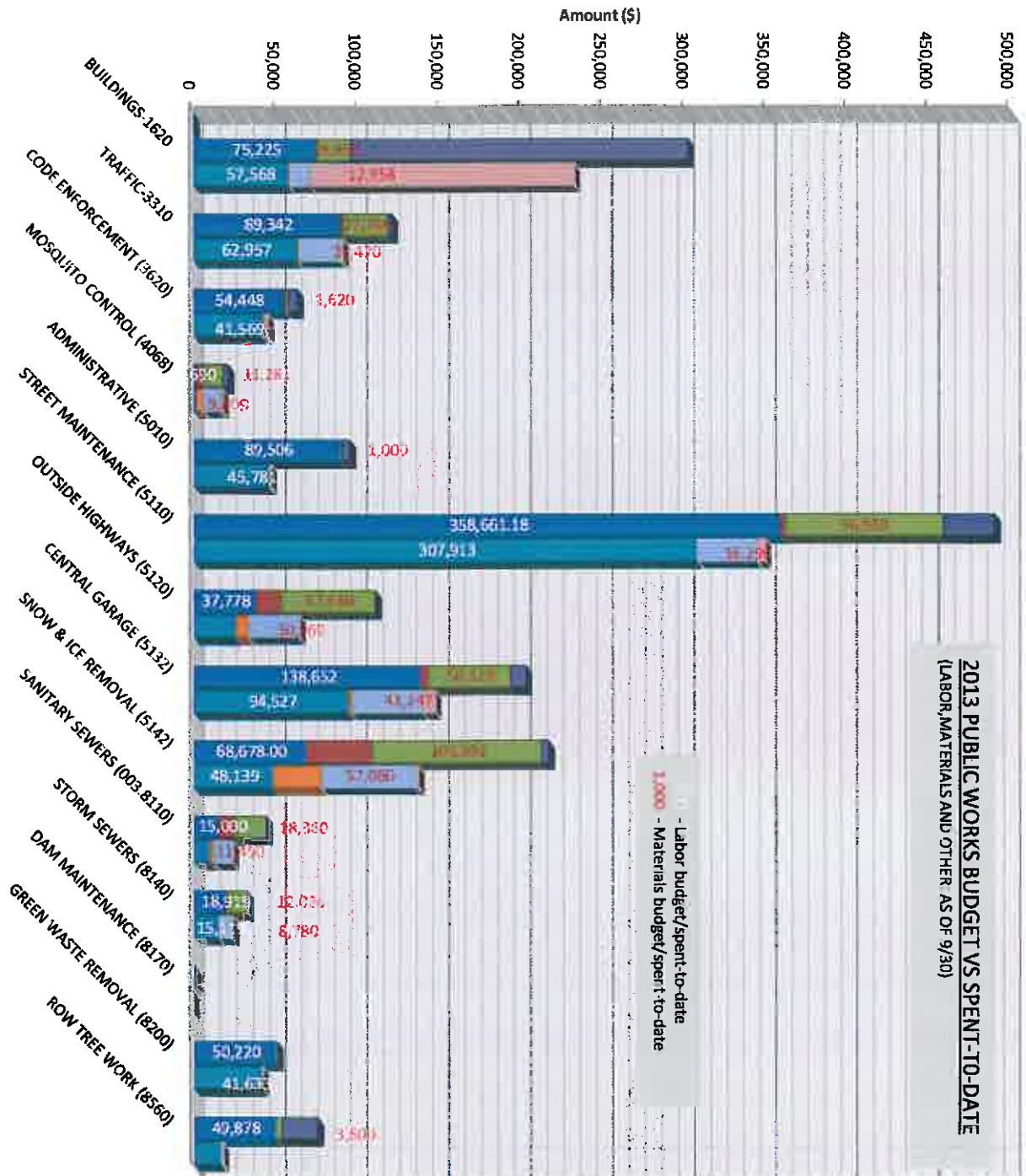
This report covers Public Works activities for September. The main tasks performed for this period are as follows;

- *Completion of 2013 street paving program*
- *City wide green waste removal*
- *Repair of Forest avenue seasonal road*
- *Roadway pothole repairs*
- *Sewer maintenance and cleaning*

Attached for review are the following;

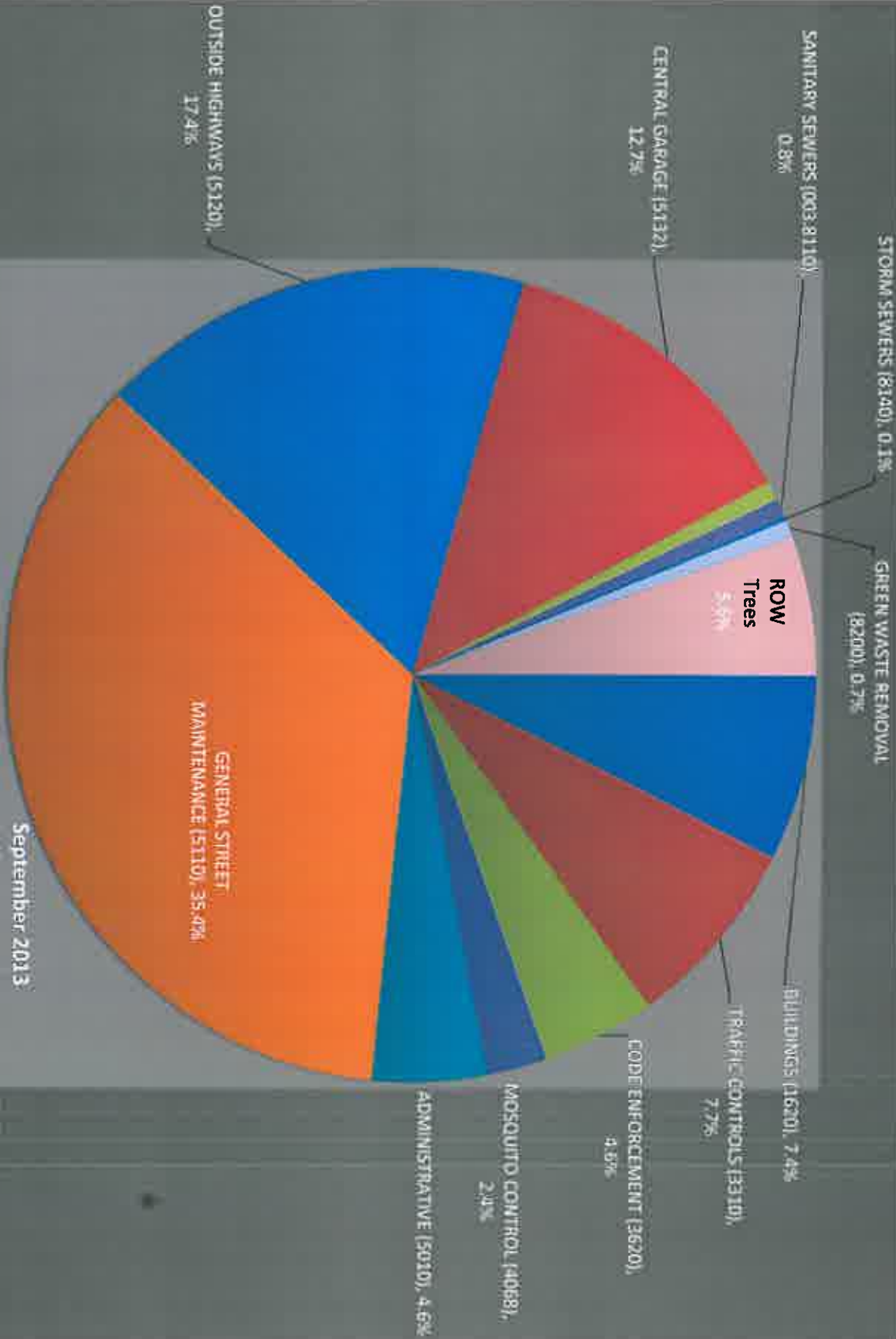
- *Table 1 – September regular time labor and materials breakdown*
- *Table 2 – September overtime labor breakdown*
- *Chart 1 – September cost percentage breakdown*
- *Chart 2 – DPW expense vs budget to-date*
- *Chart 3 – Sewer Fund Budget v Expense To-date*
- *Description of Buildings/DPW/Traffic/Central Garage September Tasks*

2013 PUBLIC WORKS BUDGET VS SPENT-TO-DATE
(LABOR, MATERIALS AND OTHER AS OF 9/30)



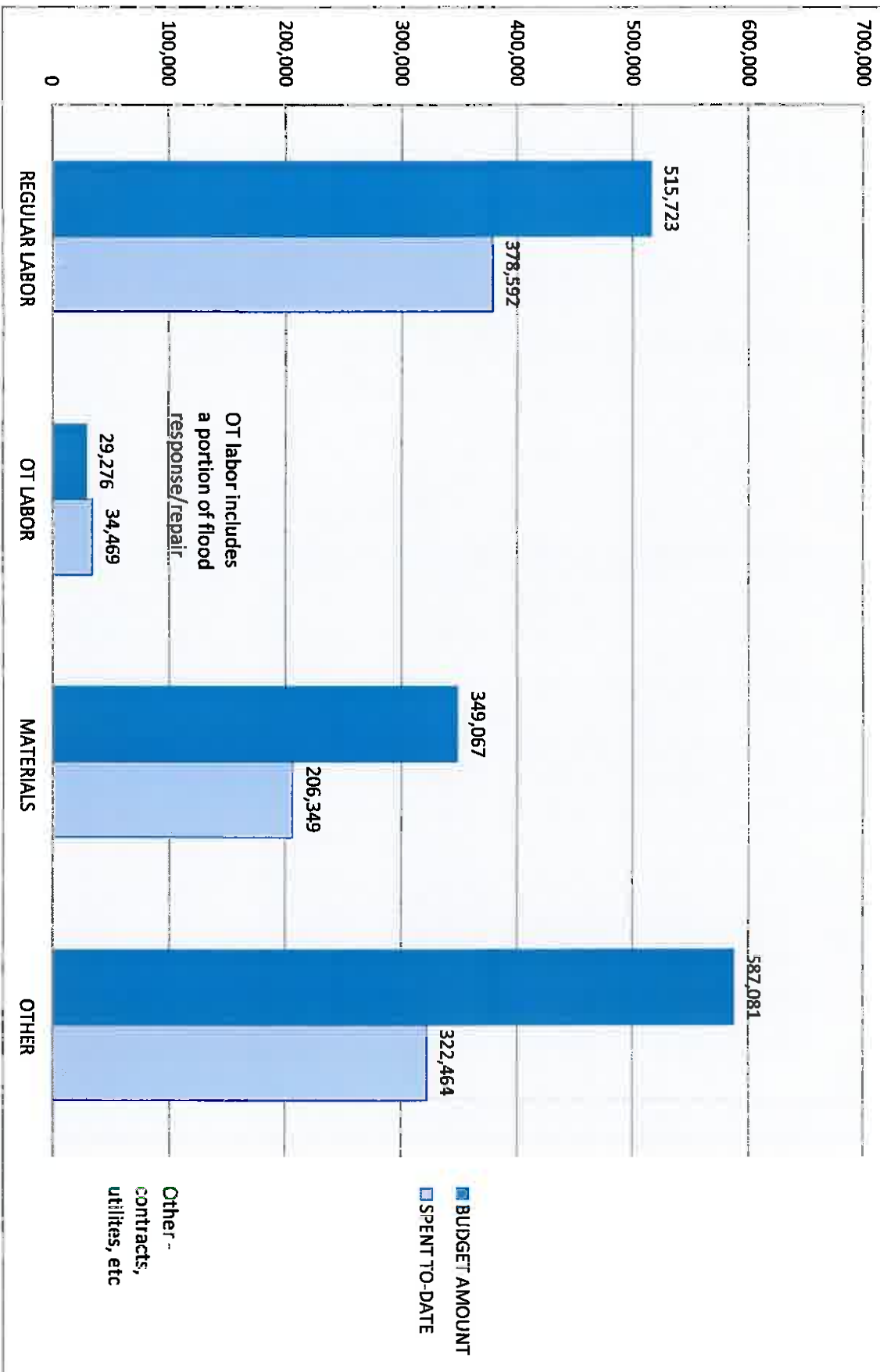
1,000 - Labor budget/spent-to-date
1,000 - Materials budget/spent-to-date

- LEGEND**
- TO-DATE - OTHER
 - TO-DATE - MATERIALS
 - TO-DATE - OT LABOR
 - TO-DATE - REGULAR LABOR
 - BUDGET - OTHER
 - BUDGET - MATERIALS
 - BUDGET - OT LABOR
 - BUDGET - REGULAR LABOR
 - OTHER, CONTACTS, UTILITY BILLS, TRAINING, ETC.



September 2013
 PUBLIC WORKS - COST PERCENTAGE BREAKDOWN
 MATERIALS/LABOR/OTHER

City of Oneida WWTP Budget vs Expenses As of 10/10/13



DPW/Buildings/Codes Task Descriptions

1. Buildings

Regular Hours:

- General cleaning and maintenance of City Hall and Justice Center
- Water office painting
- HVAC and electrical repairs

2. Traffic Controls

Regular Hours:

- Install signage Kallet parking area and Williams street
- Implement traffic orders per Traffic safety board
- Dig safely requests
- Replaced signal controller damaged during traffic accident in coordination with Nation Grid
- Re-set City owned traffic signal timers
- Christmas decoration cleaning and repairs damaged during food.

Overtime

- Set-up temporary signage during power outage, 9/26

3. Code Enforcement

Please note – codes enforcement relates to new construction, renovations, signage and zoning.

- Issuance of construction permits related to;
 - Pools
 - Additions
 - Interior renovations
 - Decks
- Issuance of a temporary certificate of occupancy and zoning approvals
- New construction and renovation inspections
- Coordination with Planning Department on zoning review issues
- Signage review

4. Administration

- Public works management and accounting
- Respond to resident requests and comments
- FEMA/ NYS OEM coordination and damage tracking report
- FEMA NFIP meeting and review, substantial damage software training
- Paving program contractor coordination
- 2014 DPW and Sewer fund budget preparation
- Planning review for future programming of the flood area
- Project kick-off for WWTP gas detection design
- Project kick-off for WWTP damaged motor evaluation due to flood
- Contract preparation for SCRIBA Electric Inc.

- Coordination with Madison County Soil and Water for debris removal in Oneida Creek
- Coordination with Madison County Soil and Water and DEC for streambank repair project at Maxwell field
- WWTP review of potential energy upgrade project
- DEC grant application review
- Infrastructure planning review – Proposed MEID W. Elm development

5. General Street Maintenance and Outside Highways

Regular Hours:

- Forest Avenue season road repair – hauling and regrading operations with millings stockpile
- Debris removal within the flats area – final clean-up within the right-of-way (9/25 – 9/26)
- Street shoulder and topsoil repair work to accommodate new street paving
- Traffic control to accommodate street paving project
- Street sweeping operations
- Performed underground facilities mark-outs per Dig Safe NY.
- Burdick avenue seasonal road repair
- Respond to resident requests

Overtime:

1. Paving support - material hauling and flagging
2. Sweeper street cleaning
3. OPD central garage support
4. ROW debris pick-up in flood area
5. Tree removal – Fairview per OFD

6. Mosquito Control

- Final mosquito spraying for 2013

7. Central Garage

Regular Hours:

- General City-wide vehicle/equipment maintenance and repair (Includes plow and sander repairs, new tire installations, garage heater replacement)

Overtime:

PD support- Pick up surplus military vehicles

8. Sanitary Sewers

Regular Hours:

- Preventative maintenance sanitary cleaning at known problem areas to eliminate potential blockages – performed every Friday.
- Adjustment of frame and grate to grade to accommodate street paving project

Overtime Hours:

- 9/24 – Bennett Street sewer issue – cleaned line with stone debris observed, request for video inspection

9. Storm Sewers

- Structure elevation adjustments to accommodate new paving in Kenwood

10. Green Waste Removal

- Bi-weekly bagged green waste pick-up
- Dial-a-chipper appointments
- Dial-a-truck drop-off /pick-up
- Two man crew – 40hrs a week chipper operation

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	804	744	623			
Criminal Offenses	142	122	128	148	179	196	216	176	151			
Clearances	111	100	100	117	128	143	169	118	114			
Arrests	96	63	74	67	97	84	111	82	66			
Parking Tickets	65	72	97	76	49	58	35	32	46			
Traffic Tickets	158	133	150	139	166	99	167	89	132			

	September			Year to date			Change from last year
	2011	2012	2013	2011	2012	2013	
Calls For Service	617	652	623	5680	6317	5926	minus 391
Criminal Offenses	196	184	151	1624	1549	1458	minus 92
Cleared Cases	155	132	114	1214	1116	1090	minus 26
Arrests	88	82	66	732	788	740	minus 48
Parking Tickets	70	62	46	618	670	530	minus 140
Traffic Tickets	186	124	132	1653	1304	1233	minus 71
DWI's	4	7	4	46	28	30	PLUS 2
Felony Charges	10	15	10	110	91	120	PLUS 29
Misdemeanor Charges	70	94	59	714	600	636	minus 44
Violation Charges	23	19	14	181	190	196	PLUS 6

Overtime 2013

Month	Pay	Comp	Used	Reimbursements
Jan	\$3,122.60	144.37	148.00	\$7,761.78
Feb	\$2,289.64	114.73	192.5	\$0.00
Mar	\$4,019.74	100.5	233.5	\$325.27
Apr	\$4,269.43	168.37	174.5	\$562.68
May	\$6,370.47	176.99	297.25	\$2,340.08
Jun	\$24,433.08	390.75	226	\$778.38
Jul	\$31,342.46	478.49	464	\$951.82
Aug	\$10,072.91	133.87	460.75	\$1,060.12
Sep	\$9,195.40	244.12	455.75	\$1,599.28
Oct				
Nov				
Dec				
Total	\$95,115.59	1,952.19	2,651.25	\$15,379.41

Costs after reimbursements	
	(\$4,639.18) * comp reimbursement not included
Jan	\$2,289.64
Mar	\$3,694.47
Apr	\$3,706.75
May	\$4,030.39
Jun	\$23,654.70
Jul	\$30,390.64
Aug	\$9,012.79
Sep	\$7,596.12
Total	\$79,736.28 Year costs after reimbursements

Sept		
REASON	PAY	COMP
Admin/ Misc.		1.00
Complete Investigation	\$480.23	10.87
Court	\$438.92	28.50
Cover Back Time	\$2,754.30	92.25
Cover Sick Time	\$434.92	27.00
Cover School		
Cover Vacation	\$591.45	
On Call Investigations	\$652.14	24.37
School		34.50
Special Events	\$1,411.19	21.00
Special Investigations	\$288.32	4.10
Total	\$7,051.51	244.12

2013 Overtime
 Year to date
 Contractual \$40,171.65
 other \$57,221.54
 Reimbursed 15,379.41
 Total non
 Contractual
 not reimbursed \$41,842.13
 Flood OT \$28,671.13
 minus flood \$13,171.00

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	Reimbursements
Jan	\$5,132.46	129.37	154.50	\$0.00
Feb	\$4,058.00	118.12	114	\$0.00
Mar	\$5,541.20	135.75	171.75	\$0.00
Apr	\$6,281.57	171	305.25	\$886.82
May	\$9,407.87	184.5	326.25	\$15,224.68
Jun	\$16,542.60	111.75	354.75	\$860.72
Jul	\$9,736.50	111	265.5	\$1,093.27
Aug	\$10,082.43	117	471.25	\$972.43
Sep	\$11,498.77	137.62	285	\$3,764.70
Oct	\$11,213.16	197.62	349	\$178.40
Nov	\$3,088.87	96.75	509	\$0.00
Dec	\$6,186.44	155.92	543	\$0.00
Total				\$22,981.02

Costs after reimbursements	
	* comp reimbursement not included
Jan	\$5,132.46
Feb	\$4,058.00
Mar	\$5,541.20
Apr	\$5,394.75
May	(\$5,816.81)
Jun	\$15,681.88
Jul	\$8,643.23
Aug	\$9,110.00
Sep	\$7,734.07
Oct	\$11,034.76
Nov	\$3,088.77
Dec	\$6,186.44
Total	\$75,788.75 Year costs after reimbursements

2013 Reimbursements- Overtime reimbursements, grant reimbursements and other.

	STEP Grant	Other	Total
	Amount	Amount	
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.	\$ 951.82		\$951.82
Aug.	\$1060.12		\$1060.12
Sep.	\$1588.28		\$1599.28
Oct			
Nov			
Dec.			
Total	6681.36	\$8687.05	15,379.41
to date.			

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

dwi= STOP DWI Funds

Year to date Overtime	\$95,115.69
Reimbursements	\$15,379.41

Costs after reimbursement: \$79,736.28

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.	\$1614.43
Aug	\$ 207.53
Sept.	\$ 152.79
Oct.	
Nov.	
Dec.	

Year to date: \$8201.50

